



**HEIDT**  
**CENTER OF EXCELLENCE**

# **Autism Services & Transition Program**

**Parent and Student Handbook & Code of Conduct 2024-2025**

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## BEST POINT MISSION & VISION

Creating lasting results that strengthen families and our community by guiding individuals — from infancy to independence — through comprehensive education, behavioral, and health services.

As a result, we're improving the lives and futures of these student or student interns, their families, and their communities – possibly including yours.

## HEIDT CENTER OF EXCELLENCE

The Heidt Center of Excellence is chartered by the State of Ohio as an independent, nonpublic school for students or student interns with special needs. In our school, we provide an alternative placement for student or student interns in grades 6-12, as well as those continuing their education beyond the 12<sup>th</sup> grade, diagnosed with autism spectrum disorders [and related disorders] and who are having difficulty succeeding in classrooms provided by the public school system. These student or student interns need a highly structured program with low teacher to student ratios that focuses on their individual academic and developmental needs.

In addition to providing academic curriculum tailored to each student's individual needs, The Heidt Center of Excellence's curriculum includes an adaptive and functional curriculum that includes social/life skills and job readiness classes for all students or student interns and student interns. Classes address the social, emotional, and developmental difficulties of the students and student interns we educate, as well as providing social skills training, conflict resolution, self-esteem building, life skills, job skills training, and interviewing skills. Our curriculum is aligned with the State of Ohio Curriculum Standards.

Our philosophy is simple; we believe that all students and student interns have the ability to reach their highest potential. We have designed an environment to support each individual's current and future success in academics and life.

We have written this handbook to provide you with guidelines, rules, and information to help your student or student intern be successful in school and have a more positive school experience. Please call the administration if you have any questions.

## NON DISCRIMINATION POLICY

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, Best Point Education & Behavioral Health and the Heidt Center of Excellence recruits and admits students and student interns of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in the administration of its educational policies, admission policies, employment, scholarship and loan programs, and athletic, and other school administered programs.*

*Best Point Education and the Heidt Center of Excellence will not discriminate on the basis of race, color, religion, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in the hiring of its certified or non-certified personnel.*

*The above statement is included in student handbooks, manuals, and posted at each school location.*

# ADMISSION & ENROLLMENT

## **Inquiry/Admissions Process**

In order to consider a student for enrollment, the following is necessary:

### PHASE I [Inquiry]

1. Contact the Intake Department at 513- 272-2800 to schedule a tour of the school and campus with an administrator to discuss your goals and desires for the student, as well as learn more about the program.
2. Provide most recent ETR and IEP along with any other pertinent information or reports that you think will be helpful to be able to “get to know” your student or student intern on paper.
3. If the student plans to access the Autism or Jon Peterson Scholarship Program, eligibility for the program should be confirmed.

### PHASE II [Admissions]

4. Completion of Application for Admission packet should be turned into The Heidt Center of Excellence (4550 Red Bank Expressway, Cincinnati, Ohio 45227).
5. Student visits are arranged to occur, which will include formal/informal evaluation by The Heidt Center of Excellence staff and/or related service providers. Visit to span up to a half-day.
6. A staff member may visit the student’s current school or program for observation.
7. A team decision will determine a recommendation for placement. Parent/guardian will be notified within 48 hours of the admissions visit. If placement is not immediately available, the student will be placed on a waiting list for future placement.

### PHASE III [Enrollment]

8. Upon acceptance to the program, the parent/guardian completes and turns in an enrollment packet and enrollment contract with first payment towards applicable out-of-pocket tuition to Best Point in order to secure their student or student intern’s slot. Enrollment is not final until both the first payment and contract are submitted.
9. Parent/guardian should complete the application process to the Autism or Jon Peterson Scholarship Program, if applicable.
10. Parent/guardian and student complete new family orientation, including a review of Best Point policies, as well as those specific to The Heidt Center program.
11. All new students and student interns are admitted based on a four-week probationary period. Students and student interns may be dis-enrolled by the choice of the school or parent/guardian at any time during their probationary period without financial penalty. Families will only be responsible for tuition and fees concurred during the time the student is enrolled at The Heidt Center of Excellence.

## **Enrollment**

Caregivers/ guardians must complete a reenrollment packet on an annual basis. We will be utilizing Final Forms online system for all enrollment and reenrollment paperwork and various documents throughout the year.

The Heidt Center of Excellence offers programs to individuals with either an educational or medical diagnosis of autism, as well as those with related diagnoses that may benefit from the service options offered.

Students and student interns may qualify for enrollment for school year programs up to the age of 22 pending IEP team decision in continuing education. Qualified students and student interns will be able to demonstrate progress and safe behavior in a 1:4 ratio. All students and student interns must demonstrate independence with basic adaptive daily living skills, including dressing, feeding and toileting routines.

All students and student interns enrolled in school year programs should have a current Evaluation Team Report [ETR] and Individualized Education Plan [IEP].

Students and student interns may access school year programs via their school district, or via the Autism or Jon Peterson Scholarship programs. The mode of access can be determined during the inquiry meeting. Please note that private pay options are also available.

## **Waiting List Management**

Once the admissions visit is complete and the student is identified as eligible for the school year program, the parent/guardian may submit the enrollment application with the enrollment fee to place the student on the waiting list. If the parent/guardian chooses not to submit the enrollment fee, Best Point will provide resources and referrals, as applicable.

# GENERAL INFORMATION

## School Hours

School hours for the entire program are 8:00 am-2:30 pm. Morning drop off is 7:45 am-8:15 am. Prior to pulling away, please ensure that your student enters the building. Students and student interns will be marked tardy after 8:15 am. Afternoon pick up time is 2:30 pm-2:45 pm. Late pick-up notice will be issued for any student not picked up by 3:00 pm. Late fees will also incur. **Please be sure to keep your student in the car until directed otherwise by the Transportation Staff team.**

*It is imperative that cars are not idling in the carpool lane any earlier than 15 minutes prior to the start time. Feel free to park in the parking lot and re-enter the carpool lane closer to the start time.*

## Early Release

The **third Thursday of each month** is designated as an early release day (please refer to the school calendar). **Class begins at the usual time, and pick-up time begins at 1:00 pm. All students and student interns should be picked up NO LATER THAN 1:15 pm. PLEASE NOTE:** Late pick-up notice will be issued for any student not picked up by 1:30 pm. Early release days provide the staff of The Heidt Center of Excellence the opportunity to meet and improve the consistency of services that are offered throughout the day. These meetings may include internal staff, therapists, and additional support service staff that are involved with your student. These meetings are very important to your student or student intern's success and overall progress.

## New Student Orientation

Newly enrolled students and student interns will be shown the classrooms and introduced to those staff available. Students and student interns will be given a review of school and classroom rules and expectations. Students will be introduced to our motivation system and the privileges that they can earn. Students and student interns will be assessed and assigned to a homeroom based on approximate age, level of support required, and grade level.

## Building Visitation

All visitors are required to sign in immediately upon arrival in the main reception area. A sign-in sheet will be filled out with information as to name, organization, arrival time, purpose of visit, and departure time. Name tags shall be provided and shall be worn and clearly visible at all times. This includes any visitor that is not a direct employee of Best Point. Prior to departure the visitor must sign out and note the time. Visits should be approved by administration prior to arrival. **Please note that visits in classrooms cannot be guaranteed based on the events of the day.**

## Communication

Your student or student intern's homeroom teacher will act as your point of contact for information and updates regarding the school program. Your student or student intern's homeroom teacher or educational aide will be contacting you weekly to discuss your student or student intern's progress. Work samples are available on Google classroom. Grades are posted on Progress Book on a weekly basis.

As a reminder your student's homeroom team will be your main contact at the school followed by the Associate Principal that oversees the classroom and then the School Principal.

## Personal Belongings

Students and student interns tend to want to bring their personal items to school to show their friends. Many of these items are disruptive to the learning atmosphere of the classroom. Therefore, students and student interns should not bring any novelties or other items to school **without permission** from the homeroom teacher. Items that disrupt the educational process are not permitted to be used during school hours. Examples of these items include, but are not limited to, cell phones, iPads or iPods, toys, gaming devices, radios, walkie-talkies, laser pens/pointers, or watches.

The Heidt Center of Excellence cannot be responsible for items that are lost, damaged or stolen while on campus. All students and student interns are subject to being searched upon entrance each day. This includes all pockets of clothing and bags/containers. We ask that students and student interns do not bring backpacks to school – backpacks are not permitted – but place all belongings in one reusable bag or cinch bag (similar size to a Kroger reusable grocery bag).

## Meals

Breakfasts and lunches will be available to students and student interns if they wish to partake. Students and student interns are also able to bring a packed lunch to school daily, which will be stored in each student's locker. A microwave will be available, unless noted differently, to those students and student interns who need to heat their lunch. Lunch will take place in the cafetorium, unless noted differently. In the event a student is in attendance without a lunch, one can be provided by our cafeteria.

## ALL Electronic Devices

Students and student interns are not to bring laser pens, video games, laptops, handheld game devices, etc., to school without the express permission of their homeroom teacher. Students and student interns doing so will be subject to disciplinary action. All personal items will only be allowed when provided permission. All academic work must be completed using the school provided technology.

MP3 players, iPads, electronic personal planners/ music players, etc. are not to be carried or used during the school day unless being used for an academic purpose with teacher approval. Students and student interns who have secured permission are permitted to use electronic devices during FLEX and VIP time. All Electronic devices that can cause a distraction during the school day are to be turned off. The Heidt Center of Excellence is not responsible for any items that may be lost or broken.

Students and student interns are permitted to possess electronic communication devices, such as a **cell phone**, while on school property or while attending a school-sponsored activity on or off school property. **Such devices are NOT to be used during school hours unless an emergency is declared, and permission is granted by a school official.** Permission by the school staff or building administrator is required prior to use. Our program policy is put into place so that we can teach to the skills as to appropriate timing of usage.

If any electronic device is used inappropriately or without permission, students and student interns will have to follow the following consequences based on the number of offenses.

- On the first occurrence, a written warning will be given to the student to be taken home and signed by the parent and returned to the school. The student will spend time in Study Hall re-reviewing the Tech Policy in the student handbook.
- On the second occurrence, the device will be confiscated by staff and a parent/guardian will be contacted to pick up the device at their earliest convenience. The student will spend time in Study Hall writing a list of times and ways to appropriately use their technology devices.
- On the third occurrence, the device will be confiscated by staff, a parent/guardian will be contacted to pick up the device at their earliest convenience. The team meeting will be scheduled to start the student on a technology contract in which they will have to follow for a determined period. All personal electronic devices will need to be kept at home or they will be locked up in the front office upon arrival. The contract will outline times, ways, and the supervision process for when the student will use school devices.
- Please note, students and student interns may be held financially responsible for broken items if attempts to repair are unsuccessful.

**\*\*Cell phones may also be held in a locked drawer in the administrative offices\*\***

## Dress Code

A student's appearance expresses and impacts how he/she feels about him/herself and our school. It can also disrupt the classroom if inappropriate. In order to create the proper educational environment, and for reasons of health and safety for all students and student interns and staff, it is necessary to establish limits within our dress and appearance code as follows:

- Clothing and accessories must be free from inappropriate writing, pictures, symbols, signs, or figures that depict or promote alcohol, tobacco, weapons, illegal substances, obscene/vulgar language or gestures, controversial topics, gangs or sex;
- No pajama tops, bottoms, or night clothes can be worn to school;
- Tops must fit properly. All tops must be long enough to cover the midriff. No mesh or tank tops. Shirts must cover cleavage. Hooded sweatshirts should be avoided. Hoods, hats, or other similar headwear are not permitted to be worn indoors with the exception of religious customs;
- Bottoms/pants/shorts must stay on hips and be at least to the mid-thigh;
- Skirts and dresses must come to the knee;
- Tights and/or leggings shall be covered with a shirt or shorts/bottoms to at least mid-thigh; and
- Shoes must fit properly and be appropriate for school. No slippers, flip-flops or high heels are permitted; and
- Hats are only permitted to be worn outside. Bandannas, hoods, and similar headwear are not permitted with the exception of religious customs.
- Dress codes may be altered during certain spirit weeks; however, attire must be school appropriate.
- Transition job sites may have more specific dress code/uniform that will need to be followed.

Students and student interns who are inappropriately dressed for school will receive a call home and may have to go home to change if we do not have something appropriate and available on campus for them to put on.

### **Student Lockers**

Each student shall be provided a student locker. Students and student interns shall place all personal items in their locker prior to homeroom. Students and student interns will have access to their lockers at appropriate times during the day. Students and student interns have the opportunity to bring their own lock if they would like to keep a lock on their belongings. In order to use a personal lock, students and student interns are required to provide either the combination or a key. If the student refuses or changes the combination, Heidt Center staff maintains the right to cut the lock off of the locker.

## **STUDENT & STUDENT INTERN ATTENDANCE**

### **School Hours**

School hours for the entire program are 8:00 am-2:30 pm. Morning drop off is 7:45 am-8:15 am. Prior to pulling away, please ensure that your student enters the building. **Please be sure to keep your student in the car until directed otherwise by the Transportation Staff team.**

Students and student interns will be marked tardy after 8:15 am. Afternoon pick up time is 2:30 pm-2:45 pm. Late pick-up notice will be issued for any student not picked up by 3:00 pm. Late fees will also incur. All late fees must be paid prior to the end of each school year.

**Students and student interns should arrive no more than 15 minutes prior to the start of the program.** See the General Information section for more specific information.

### **Parking and Pick-Up/Drop-Off Procedures**

Visitors' parking is located in front of The Heidt Center of Excellence entrance. Parents/guardians must check in with the school staff and sign their student out if they are being picked up early. Students and student interns will only be released to individuals noted within their enrollment paperwork. If an individual is unknown to staff a photo ID will be requested at the time of pick up. Please contact the main office if a new person needs to be added to the pickup list.

**If your student is being dropped off late (8:15am or later), parents are asked to escort their student into the building and sign them in at reception.**

Please under no circumstances leave your car running and unattended as you come inside the building to drop off or pick up a student.

Parent and transportation companies will be provided with instructions on where to drop off and pick up their student. It is very important that these be followed to help with the flow of traffic. Front parking spaces will no longer be blocked off. We understand that traffic can get heavy at times, but we are doing our best to make the line move quickly and safely. Parents need to stay in their vehicles at drop off and pick up. During pick up and drop off, please make sure to pull up all the way to the white lines. **DO NOT** go around cars unless directed to by staff,

Name tags will be provided to each allowed driver on the list. Please display these tags at pick up.

### **Student Driving**

Driving to and from Best Point is a privilege that carries with it a great responsibility. Please read through the following list. These simple rules allow us to ensure safety for those driving, as well as those walking on campus.

1. Permission for a student/youth to drive onto Best Point campus must be approved by the program principal/manager and department director.
2. Student/youth must demonstrate a consistent level of maturity and responsibility on a consistent basis to be granted permission. Students should be on level 2 or above.
3. Student/youth driver must register their vehicle with the school/program office by completing a special form. A photocopy of the student's license, and insurance must accompany this form.
4. Student/youth driver may not transport other students and student interns to and from school/program.
5. Student/youth driver must park their vehicle in the spaces in the assigned parking lot. School program administration will provide details on where the assigned parking is located. Once parked the vehicle should be locked, keys handed into the office, and the vehicle may not be visited until dismissal.
6. Student/youth drivers must follow all Best Point traffic patterns. The speed limit on campus is 10 mph.
7. Student/youth drivers who are scheduled for early dismissal must leave campus upon dismissal. Student/youth drivers may not stay on campus unsupervised.
8. All vehicles parked on campus are subject to search at the discretion of the administration.
9. Student/youth is responsible to provide the school with updated license and insurance verification when renewed.

10. Student/youth drivers who violate school/program policy and policies/procedures listed on this contract will have their driving privilege suspended and/or revoked.
11. Suspension or denial of student's/youth's license or insurance will result in the driving privilege being revoked.
12. Best Point is not responsible or liable for any damages to your vehicle or property in your vehicle.

\* Please reach out to program administration if your student is interested in driving to and from school. \*

### **Arrival and Dismissal**

The students and student interns are to report to homeroom upon arrival immediately/check in procedures. When homeroom begins, attendance is taken. If the parent/guardian calls to notify the school of an illness, the absence will be excused. When the school is not notified, the absence will be marked unexcused. If your student will be late for school due to a doctor's appointment for example, please notify the school of their arrival time. Absence intervention plans will be put into place when students and student interns meet certain thresholds based on House Bill 410, including specific attendance requirements.

### **Early Release**

*The third Thursday of each month* is designated as an early release day (please refer to the school calendar). *Class begins at the usual time and dismissal starts at 1:00 pm.* **ALL STUDENTS AND STUDENT INTERNS SHOULD BE PICKED UP NO LATER THAN 1:15 PM.** See the General Information section for more information.

### **School-Aged Absences**

We have streamlined the process of reporting absences. To report an absence or tardy please email us at [attendance@heidtcenter.org](mailto:attendance@heidtcenter.org). If a student is absent and we are not notified by 9:30 am, the parent(s) will be called to confirm the absence.

Classroom attendance is essential for academic excellence and consistency in meeting individual needs. Unless a student is legitimately absent as specified by Ohio School Law (personal illness, illness in the family, death of a relative, quarantine, work at home due to absence of parents or guardians, observance of religious holidays, emergency or set of circumstances judged as sufficient cause by school officials), he/she is expected to be in regular attendance. **In order to receive a year's credit, a student may not be absent from school for more than twenty (20) days.** If more than 3 hours of a day are missed, it will be counted as a full day's absence. An absence between 1-3 hours will be counted as a 1/2-day absence. Students and student interns visiting other accredited schools during the day for transition or mainstreaming purposes are not counted as absent.

If a student misses more than 50 days, including excused (medical) and unexcused absences, placement and discharge from the program may be discussed by leadership. Hospitalization and partial hospitalization will not be counted against the student.

### **Transition Absences**

We have streamlined the process of reporting absences. To report an absence or tardy please email us at [attendance@heidtcenter.org](mailto:attendance@heidtcenter.org). It is encouraged that student interns send this email personally as it is practicing a real-world skill of calling out from a job. If a student intern is absent and we are not notified by 9:30 am, the parent(s)/guardian(s) will be called to confirm the absence.

Attendance is essential for academic excellence and consistency in meeting individual needs. Unless a student intern is legitimately absent as specified by Ohio School Law (personal illness, illness in the family, death of a relative, quarantine, work at home due to absence of parent(s)/guardian(s), observance of religious holidays, emergency or set of circumstances judged as sufficient cause by school officials), he/she is expected to be in regular attendance. **In order to maintain placement within the transition program, a student intern may not be absent from school more than twenty (20) days.** If more than 3 hours of a day are missed, it will be counted as a full day's absence. An absence between 1-3 hours will be counted as a half day absence. Student interns visiting other accredited schools or shadowing programs during the day for transition or mainstreaming purposes are *not* counted absent.

When the student intern has been absent 10 days, a team meeting will be called to review attendance expectations and see if anything is needed to further support the student intern. An absence intervention plan will be put into place and signed by the team. At absence 20, another team meeting will be called to review enrollment within the transition program. Other consequences of excessive absences may include the loss of free time, the inability to go off campus for work experiences or field trips, and families being able to maintain the use of the Jon Peterson Scholarship or Autism Scholarship.



## All Absences

The Ohio Legislature (Missing Children's Act) requires parents and schools to communicate whenever a student or student intern is absent from school. In order to facilitate this process, we ask that a parent/guardian notify the school by 9:30 am on the day of the absence. Emails should be sent to [attendance@heidtcenter.org](mailto:attendance@heidtcenter.org). Should you know that your student or student intern would be out for an extended period of time, one email or advance note, telling the length of the absence will suffice. If a call is not received, we are required by law to call the student's home or the parent at work to confirm the absence. If we do not make contact to gather additional information, the absence will be marked as 'unexcused'. Absence intervention plans will be implemented when certain thresholds are met.

Please also keep in mind that if Best Point is unable to bill the Ohio Department of Education Scholarships (Autism Scholarship and Jon Peterson Scholarship) for applicable students due to attendance concerns the family will be financially responsible.

## Excessive Absences and "I" Marks

The Ohio Department of Education standard for school attendance is 93% and as a result of this state requirement, and the belief that good school attendance promotes academic success and good work ethic, the Heidt Center program has a minimum goal of 90% attendance for school and all classes of the student. When students and student interns fall below this goal for any grading period, their absences will be reviewed by administration. Excessive absences are defined as 38 excused or unexcused hours per month unless the absence has been "medically excused."

Information about the use of "I" marks is given below.

1. A mark of "I" given for any grading period (quarter, semester, year) indicates that a student has too many absences for credit to be given for that grading period.
2. A mark of "I" will not be a factor in grade point average or class rank but is merely a statement that there is no credit given for those classes taken during that grading period.
3. If a student receives an "I" mark for the final grade of a class, he/she will not receive credit for the class, nor will they fail the class. He/she would have to retake the class to earn credit. Final grades of "I" may have implications for grade level placement, class choices for scheduling purposes, and eligibility for extracurricular activities.
4. The attendance record of any student with 10% or more absences will be reviewed by administration to determine if "I" marks will be assigned to the student for the grading period in question. Medical notes (for treatment of illness or injury) and extenuating circumstances (such as confinement to home or a hospital for an extended illness or injury, including treatment, recovery, etc.) will be considered. Notes turned in on time from parents/guardians and/or physicians aid the process; unexcused absences from no notes (or any parental contact) or out-of-school suspensions hinder the process.
5. Students and student interns with 10% or more absences with no supporting circumstances may be assigned "I" marks or may be issued a warning with expectations for improved attendance (at least 90%) for the next grading period.
6. Students and student interns with "I"'s should work with administration to create a plan to complete academic work.

## Hospitalizations and Missed Assignments

Students and student interns have the responsibility to get and complete assignments when they are absent. As a general rule, students and student interns have two days for each day of absence to complete assignments and turn them into teachers. If students and student interns miss one day, they will be expected to complete any quizzes or tests from that day within the week which they return. Extended time given for extenuating circumstances may be considered by the administration. Make-up work from excused absences will be given full credit. Any assignments or class work which is not completed will receive a grade of "0" or no credit will be given.

Unexcused absences will result in either no credit or reduced credit for missed assignments, class work, quizzes, or tests. Students and student interns that are hospitalized for an extended period of time (5+ days) have the responsibility to complete assignments. Extended time will be given for extenuating circumstances and will be coordinated by administration.

## Tardiness

Frequent tardiness is considered a matter of concern due to the disruption it causes within the classroom and due to missed information/announcements. Students and student interns arriving in their homeroom 15 minutes after the bell rings will be considered TARDY. In an effort to decrease distractions in the classroom and to promote student independence, parents should say good-bye to their student in the lobby and a Heidt Center staff member will assist the student in their homeroom, if needed.

If a student receives more than three unexcused tardies in one quarter, then the student's family will be notified and reminded of the importance of timely attendance. Four unexcused tardies within one trimester is considered excessive and may warrant a mandatory conference with the staff. Please note that the Heidt Center staff will determine whether or not a tardy is considered excused or unexcused. Students and student interns will be marked as "tardy" starting at 8:15 am.

### **Early Dismissals/Late Arrivals**

Students and student interns may not leave the school grounds during school hours, for any reason, without a phone call or written request by parents. Parents are encouraged to schedule students or student interns and student interns' doctor and/or dentist appointments at times other than during school hours. However, when emergency situations arise, it is appreciated if medical appointments can be made so students and student interns miss as little class time as possible. Students and student interns who miss class because of an early dismissal or late arrival should be prepared for all classes when they return to school. Deadlines for homework and/or class work will not be changed because of an early dismissal or late arrival. Attendance policies will be followed in regard to the amount of time missed on any given school day (see Attendance and Absence section to note what is considered 1/2 day or a full day absent). Additionally, parents must sign in/sign out their student or student intern in the main office if their student or student intern is arriving late/leaving early due to an appointment. Student time in seat is calculated by Progress Book as the Ohio Department of Education is tracking attendance by hours. Students and student interns who are 18+ may sign in and out.

### **Truancy**

By law, any unexcused absences exceeding ten days will be referred to as truancy. Truancy includes both absences from school and being on school grounds but not in class. See House Bill 410 section for habitual truancy guidelines.

### **Vacations during the School Year**

Parents are discouraged from taking students and student interns out of school for vacation purposes. No penalty will be imposed on students and student interns who are absent because of vacationing other than the student record indicating an absence. These absences will be included in House Bill 410 requirements and transition policies. However, due to the ever-changing need to adjust plans in an effort to meet all students or student interns and student interns' needs, teachers are not required to make long range make-up assignments for such students or student interns and student interns. Students and student interns will be permitted to make up tests missed during the absence from school at the convenience of the teacher. Missed assignments must be made up in accordance with the make-up plan.

### **Emergency School Closings**

Best Point will notify local radio and television stations as to closures and delays. All closings will be posted on channels 5, 9, 12, and 19. Due to having multiple programs a cancellation will state **Best Point**. You can also call the main campus if you need to confirm a closing at (513)272- 2800. Parents will also be notified by phone, text and/or email of closings using One Call Now, which is our automated phone system.

### **Delays**

The following is our delay schedule:

<b>Time Delay</b>	<b>Report By</b>
1-hour	9:00 am
1½ hours	9:30 am
2 hours	10:00 am

Due to families driving to the school across the tri-state area, it can be difficult to consider weather conditions. If you feel as a parent that you will not be able to safely transport your student or student intern and the school is open, please call the office and let them know. Your student will receive a "snow day" make up assignment and be marked as 'excused. Students and student interns are able to complete work on Google Classroom.

### **HB 410**

House Bill 410 requires school districts to record absences according to the number of hours your student or student intern misses' school – not just the number of days your student or student intern is absent. Accordingly, students and student interns who are consistently late to school or who leave school early may also be counted as excessively absent. Parents or guardians of students and student interns who are excessively absent under the new law will receive a warning / notice letter from the school district. If absenteeism continues, schools will contact parents or

guardians to create an attendance plan. Attendance plans describe the school's expectation for your student or student intern's attendance to improve, along with the support that is available at the school to assist you and your family in getting your student or student intern to school. If attendance does not improve, schools are required to refer students or student interns and student interns/parents to Juvenile Court for truancy proceedings.

House Bill 410 thresholds will remain in effect as follows:

Habitually Truant:

- a. Absent 30 or more consecutive hours without a legitimate excuse.
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year without a legitimate excuse.

Excessive Absences:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse

\*\*\* Please note, students or student interns and student interns/Interns in the Transition Program will work off of this policy as well. \*\*\*

## HEALTH & SAFETY

### Emergencies

An emergency medical authorization form must be on file for each student or student intern in case an illness or injury occurs while a student or student intern is under school authority. The purpose of the form is to enable parents to authorize emergency treatment (or the withholding of treatment) for the student or student intern. The forms must be completed and signed by a parent or legal guardian by the first date of attendance. Students or student interns without emergency medical authorization forms on file may be excluded from school. Emergency contacts must be listed with the most up to date phone numbers.

### Physical Examinations and Immunization

A physical and dental examination is required of every student or student intern enrolling in Heidt Center for first time, must present written evidence of the following immunizations: diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella and mumps. (TWO doses of live measles, mumps, measles, and rubella vaccine as well as dTAP, are required for students and student interns entering the 7th grade. Some students or student interns may have received separate vaccines for each disease; however, generally, all three vaccines are administered in one dose as MMR. The first dose must have been received on or after the first birthday with a second dose at least 30 days after the first dose.)

A student or student intern who has had mumps and/or rubella disease must present a signed statement from his/her physician or parent stating that s/he has had the specific disease to be exempt from receiving the required dose of the vaccine. A student who presents a written statement of his parent or legal guardian in whom the parent or guardian objects to the immunization for good cause will be exempt from receiving the above required doses of vaccine. Any student who has received the COVID-19 vaccine can send a copy of their vaccination card to the office for their records.

### Sick Policy and Procedures

The following is a list of symptoms or illnesses for which a student or student intern may be sent home from school:

1. Diarrhea (more than one abnormally loose stool within a school day).
2. Severe coughing, causing the student or student intern to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis.
6. Temperature of 100.4 degrees Fahrenheit taken by the auxiliary method, when in combination with any other signs or illness, or as only symptom.
7. Untreated infected skin patch(es), unusual spots or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated fever.
10. Unusual spots or rashes.
11. Severe sore throat or difficulty in swallowing.
12. Vomiting.

13. Evidence of lice, scabies, or other parasitic infestation, **per review by campus medical specialists.**
14. COVID-19 and other illnesses.

All parents are expected to pick up their student or student intern from school within **one hour** of receipt of a phone call that their student or student intern is ill. This may require families to have a backup plan (i.e., a relative or neighbor available to help) in case the parent is not able to arrive at school within the designated timeframe. Unfortunately, we are not able to make other arrangements for ill students or student interns, as a communicable disease may jeopardize the health of other students and student interns and staff.

**NOTE:** The Heidt Center shares a nurse with our Best Point campuses. In the event the nurse is unavailable all health-related decisions err on the side of caution to ensure the safety of all staff and students or student interns and student interns. The Levine Family Health Center (located at 5051 Duck Creek) does accept walk-in patients if needed.

### **Returning to School after an Illness**

In an effort to manage the spread of communicable diseases to others, your student or student intern must be symptom free of any of the illnesses listed previously for 24 hours before returning to school (i.e. cannot return the next day if sent home from school), or we must have a signed prescription/doctor's note form from your student or student intern's pediatrician/doctor indicating that your student or student intern is free from any communicable disease and can return to school.

### **Medication Administration during School Hours**

Students and student interns that are required to take medication during the school day must comply with the following regulations:

- Students and student interns requiring the administration of drugs must have a completed medication administration form completed by the doctor. This includes both prescription drugs and over the counter medications.
- New medication forms must be filled out at the beginning of the school year and when a medication changes.
- Parents or legal guardian must drop off or pick up medication; a student will not be able to transport it home. If a student rides transportation it should be given to the driver. Please inform school staff and they will receive it upon arrival at school.
- Medication must be picked up by the last day of school or it will be disposed of.
- All medication held onsite **must be in an original prescription bottle**. When a medication is refilled, a new prescription bottle is required to be used – do not refill old bottles.
- Should a student need medication during the school day that we do not have medical authorization for; the parent/guardian must come in person to administer said medication.
- Medicated ChapSticks, cough drops, pain relievers, supplements, vitamins, etc. require the medication administration form completed by the doctor.
- All medication is to be provided by the parents. Best Point staff are unable to administer medication not provided by the patient (i.e., extra medication is not onsite).

### **Handwashing Protocol**

Keeping hands clean is one of the simplest and most effective methods for preventing the transmission of common colds, influenza, and food-borne illnesses. Hand washing facilities are accessible to students and staff throughout the building. School administration and Staff encourage each other and students to wash their hands frequently, especially after using the restroom, before eating, and after being outside. These key times can be worked into the student's daily schedule and staff will support students to ensure proper handwashing technique is used. Handwashing signs are posted next to each handwashing sink.

### **Reporting Student or Student Intern Abuse**

By law, all employees of Best Point, having reason to believe that a student or student intern under the age of 18 years in age or a handicapped/disabled student or student intern under the age of 21 has suffered abuse or neglect are required to report such information to appropriate authorities, as designated by the school.

If an individual is 18+ and his/her own guardian, and he/she reports abuse/neglect, he/she will be counseled on his/her options. If he/she is connected with Developmental Disability Services and has a Release on Information on file, Best Point staff will contact DDS to inform them of what was reported.

### **Fire and Emergency Drills**

The following drills will be conducted on the following schedule to ensure that the students and student interns and staff are aware of the procedures in case of an actual emergency:

- Fire Drill – Monthly
- Lockdown – Oct & Jan
  - All-Campus Lockdown Drill, All Campus Buildings and Programs Annual: April
- Severe Weather – August, September, April, May
  - All-Campus Severe Weather Drill All Campus Buildings and Programs Annual: March

### **Transition Student Background Checks**

Due to requirements from some of our work experience sites, all the student interns will be transported to our main campus to complete background checks. They will be sent directly to the job site requiring them and remain private. Job sites may not permit student interns to work at their site based on information from the background checks. Other work experience may be offered if a student is unable to attend specific sites due to their background check.

## **PARENTAL RIGHTS & PARENT INFORMATION**

### **Legal Custody**

Any natural or adoptive parent has the right to review student records and communicate with school personnel concerning their student or student intern's progress in school regardless of the custody arrangement, unless this right has been restricted by a judge/court order. Any natural parent will also be allowed to visit the student or student intern's classroom or pick the student or student intern up from school unless we have a copy of the latest court order restricting visitation rights. Please note that it is the parents' responsibility to provide the school with these documents.

### **Confidentiality**

Information concerning individual students and student interns is considered confidential and is shared with only those school personnel or authorities that have reasonable need to know it. No information will be shared with outside agencies without a parent's written consent, unless mandated by court orders or state and federal regulations.

### **Email Communication**

The staff at The Heidt Center uses a family email list throughout the year to notify parents of information, events, or happenings. We also may send home parent notes throughout the year electronically to update you on your students or student interns and student interns' progress. Please update the administration of any email changes throughout the year.

### **Communication**

Your student's homeroom team will act as your point of contact for information and updates regarding the school program. Your student or student intern's homeroom teacher or educational aide will be contacting you weekly to discuss your student or student intern's progress.

Any documents such as monthly newsletters and or permission forms will be directed to parents/guardians. Homeroom teams are the primary source of communication followed by the Associate Principal, and then the School Principal.

### **Parent and Student Feedback**

Please feel free to address any concerns or offer program suggestions to administration at any time during the school year. Twice each school year a parent and student survey will be sent out to gather parent and student feedback regarding the program. This survey is non-identifying, and the information is compiled and utilized to influence programming the following school year. The satisfaction ratings received in this survey is reported in our annual agency report.

### **18+ Year Old Students or Student Interns**

Students and student interns who have turned 18 and whose parents have not filed for legal guardianship should sign a release of information in order to maintain the ability for Heidt Center staff to communicate with caregivers regarding any part of their experience in our programs, including attendance, grades and progress. Students and student interns who are over 18 that hold their own custody will be able to sign their own permission slips.

## **SCHOOL-AGED ACADEMICS**

### **Graduation Requirements**

To earn a high school diploma in Ohio, you must complete the courses shown below and then choose a pathway to show that you are ready for college or a job.

**Take and earn a state minimum of 20 credits in specific subjects.**

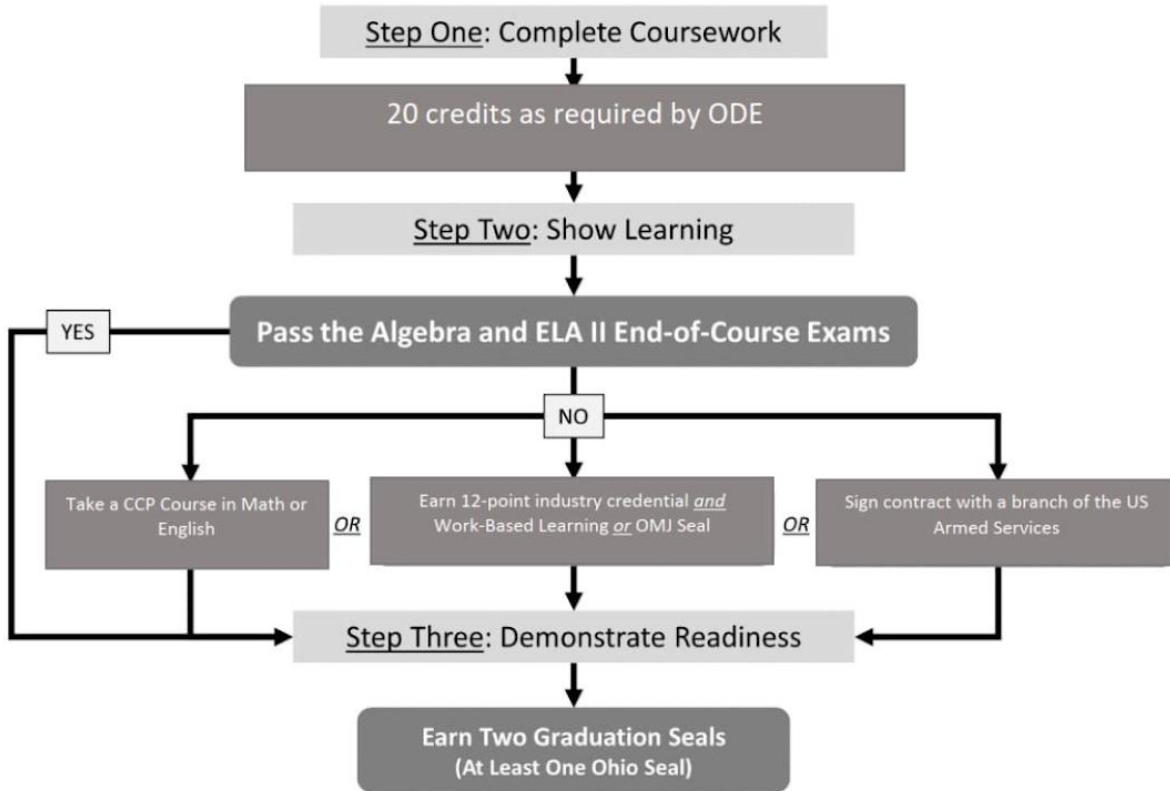
<b>Courses</b>	<b>State Minimum</b>	<b>Note</b>
English language arts	4 credits	
Physical education	½ credit	Physical Education classes are co-educational.  <b>SPECIFIC BEHAVIORAL EXPECTATIONS:</b> During co-educational physical education classes, students and student interns will maintain an appropriate personal boundary and abstain from inappropriate actions that include, but not limited to horse play, inappropriate physical contact, or throwing of objects/projectiles.
Health*	½ credit	*Per Ohio Revised Code Sections 3313.60 and 3313.6011, Heidt Center will provide a comprehensive sex education curriculum to students and student interns in grade 6- 12, including but not limited to anatomy and physiology, reproductive health, abstinence and contraceptives, sexually transmitted diseases, as well as content covering safety and care issues, including cyber threats and responsible use of social media. Upon written request of a parent or guardian, a student may be excused from receiving any or all of this instruction.
Mathematics	4 credits	Must include one unit of algebra II or the equivalent of Algebra II. Or their student or student intern may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student
Science	3 credits	Must include one unit of physical sciences, one unit of life sciences and one unit of either: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science
Social studies	3 credits	Must include ½ unit of American history and ½ unit of American government
Electives	5 credits	Must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required
<b>Other Graduation Requirements</b>	You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts.	

**Your district may require more than 20 credits to graduate.**

**Graduation Requirements**

The Ohio Department of Education has adopted new graduation requirements beginning this year. There are three (3) requirements. First, students must earn a minimum of 20 credits in specified subjects. Second, students must demonstrate competency by passing Algebra I and English II end of course exams. Students who do not pass the test have an alternative pathway they may take to meet this requirement. Pathway 1 is to score proficient on WebXams, earn 12-point industry credential, enroll in a pre-apprenticeship, or be accepted into an approved apprenticeship program. Pathway 2 is to enlist in the military, and option 3 is to complete college coursework. Third, students must earn two diploma seals, one from the state and one from the school district. Please refer to the flow chart on the next page for supplemental information.

## Flow of Graduation Requirements for Class of 2023 and Beyond



Ohio Graduation Seals	
College Seal (ACT Remedial Free Score)	Science Seal (Pass Biology EOC)
Military Seal (Enlist in US Military)	Honors Diploma Seal (Earn One of Six Diplomas)
Ohio Means Jobs Seal (Earn OMJ Designation)	Technology Seal (Earn Computer Science Credit)
Citizenship Seal (Pass History and Govt EOC)	Biliteracy Seal (Competent in Two Languages)

Local Graduation Seals
Community Service Seal (Complete 10 hours of community service)
Student Engagement Seal (Participate in 4 student engagement activities)
Fine and Performing Arts Seal (Attend/ participate in 3 activities)

## **Curriculum**

The Heidt Center of Excellence curriculum is designed to educate every learner's unique academic, social, sensory, and emotional needs. Through direct specialized instruction and technology, the curriculum and mode of instruction is presented in a variety of ways, addressing the student's individual strengths and challenges. This creates a learning environment that supports the individual needs of each learner. The curriculum provides a map of required skills, and each teacher adapts those targets to their learner's academic, social, and emotional ability. The curriculum also includes life skills, pre-vocational, and social skills curriculum while integrating skills introduced via speech and occupational therapy.

Our low student to teacher/pupil ratio ensures that teachers can provide focused and targeted attention to those students that need more instruction, while simultaneously overseeing the education of students who can perform academic exercises and activities in a more independent and advanced manner.

The Heidt Center's academic curriculum ranges from remedial programming to online classes, in an effort to meet the needs of all students. For students that require remedial instruction, we have specialized curriculums that provide intervention with age appropriate content and presentation. Our classrooms utilize Google Classroom for assignments. We have standard Heidt Center and resources for those students performing at and close to grade level, and access to virtual online learning for those students who would benefit from advanced coursework that also requires more independence and self-determination.

Each student's academic assessment scores, IEP and ETR are utilized to devise individual instruction that will support each student and their individual needs.

## **Related Services in the Heidt Transition Program**

When learners move from school-aged programming into the Heidt Transition program, they have daily opportunities to work with others in a collaborative team setting. Our interns engage in vocational and daily living skills training that can foster greater independence.

Across training rooms in the Heidt Transition program, we emphasize the essential skills for employment and community integration such as following directions, regulating one's body, planning, problem solving, self-advocacy, and effective interpersonal communication.

Our transition team includes a speech-language pathologist and an occupational therapist, who provide ongoing consultation with team members, attend team meetings, and develop systems to support our interns. Current therapeutic interventions in use include adaptations to the workplace, strategies for self-regulation, technology for reading text, visuals for expanded language, self-assessment tools, and personal communication systems (speech generating devices).

Because our interns are actively engaged in work or training tasks much of their day, therapy services are integrated into these activities. The intensity of these therapy services is related to the level of transition programming for each intern. Typically, our interns can expect the following ranges of direct therapy services:

Transition 1 level: 60-90 minutes per month

Transition 2 level: 60-30 minutes per month

Transition 3 level: 30 minutes per month

At the Transition 4 level, our interns are assigned to off-site job placements. Direct speech and occupational therapy are no longer provided; however, consultative services are available as needed. Consultation may include observation of programming, problem-solving discussions with staff, suggesting instructional strategies, recommending adaptations or tools for intern use, and/or providing staff training.

If you would like additional information about related services in our transition program, please contact Christina Hardebeck

## **College Credit Plus**

Ohio's College Credit Plus program provides an opportunity for high school students in grades 7-12 to earn high school and college credit simultaneously. This program is intended to provide eligible high school students with rigorous academic course work at the university/college level. Taking a College Credit Plus course at a public university/college is free of charge, the cost of tuition, books, or fees. You can elect to take College Credit Plus courses that count towards a degree when the student enrolls in college as a freshman. These credits transfer among all public universities/colleges.

Students interested in enrolling in College Credit Plus must attend, with parent or guardian, one of the regional meetings that are held in February and March each year. The meetings are held at local high schools and attendance



at one of these sessions is mandatory in order to participate in the program. Please note: Ohio Revised Code now requires students/parents to reimburse the school district for the amount of tuition for any course that is failed.

To be eligible for this post-secondary option, the student must:

- meet the College Credit requirements as posted by the college.
- be officially accepted by the Ohio college/university.
- Heidt Center of their intent to participate in the program by March 24th. Any student who fails to provide notification in writing by this required date may not participate in the program during the following school year without the written consent of the district superintendent.

Other College Credit Plus Conditions & Requirements:

- No high school graduation requirement may be waived for any students and student interns participating in this program.
- All college work taken for the purpose of meeting graduation requirements must be completed and grades reported to the high school counselor if the student wishes to participate in the high school graduation ceremony.
- Credit earned for completion of college courses will be granted.

Please note that Heidt Center of Excellence does not offer College Credit Plus courses nor employ credentialed instructors. If a student is enrolled in CCP, Heidt is not obligated to offer support services during the school day to support the student in their academics. The student should reach out to their college academic advisor, tutor, and/or learning center.

### **Daily Schedule**

Each student will receive an individualized course schedule in August of each school year. The student's schedule will be determined on an individual basis and will align with their academic requirements and future goals. Students and student interns may be eligible for flexible credits allowing for student's interest, talents, and experiences to be developed and explored to its fullest. Each student will have the following classes:

- English (Content will be determined by grade level)
- Math (Content will be determined by grade level)
- Social Studies for school year: 24-25
  - 9/10 Grade will be taking American History
  - 11/12 Grade will be taking Financial Literacy
- Science for school year: 24-25
  - 9/10 Grade will be taking Biology
  - 11/12 Grade will be taking Physical Science
- Art – class weekly throughout the school year
- Physical Education – 1 semester, class weekly
- Health, including Sexual Health – 1 semester, 1-hour class weekly
- Social & Life Skills (with job readiness incorporated) – Daily, and incorporated into the day
- Speech and Language Therapy – as noted in IEP, with daily applications
- Occupational Therapy – as noted in IEP, with daily applications/grades

\*\*These may be subject to change depending on availability.

### **Conferences**

Conferences are held for the purpose of reporting progress, revising goals, and working on transition plans for graduating students or student interns and student interns.

Two parent-teacher conferences are held, and parents are encouraged to commit to attending both. Homeroom teachers will act as the liaison to schedule the conferences, and to gather information from other Heidt Center staff. Additional parent-teacher conferences are encouraged and can be arranged, as needed. A face-to-face or phone conference can be requested by contacting your student's homeroom teacher.

### **Quarterly Progress Reports**

Each student will have a quarterly evaluation conducted by staff, to review their academic and behavioral progress related to their IEP goals. A quarterly report will be sent to the parent/guardian of each student. Please refer to the

school calendar for dates. For students and student interns whose IEP includes speech and occupational therapy services, progress towards these goals will also be reported.

Report cards are distributed at the end of each quarter and progress notes are distributed quarterly via email.

### **Grades And Grading Procedures**

Each teacher for each subject area determines student grades. While the grading system may vary slightly from class to class, all the teachers will be using similar guidelines as rubrics are used to establish consistency.

If a student has an excessive number of absences, the school staff will review the situation and assign a grade accordingly including a grade of "incomplete". Grades will be accessible in Progress Book and updated on a bi-weekly basis. Google Classroom will have all assignments listed.

Report cards will be sent home on a quarterly basis. Please allow two weeks after the end of the quarter to receive grades. Progress Book is available to any parent/guardian interested in accessing more frequent updates.

A	-	90 - 100
B	-	80 - 89
C	-	70 - 79
D	-	60 - 69
F	-	Below 60
P	-	Pass

### **Progress Book – ParentAccess**

Best Point Education use Progress Book as an internet-based grading system. The grades your student earns will be entered and visible through the secure ParentAccess website. ParentAccess also provides students' progress, missing assignments, school calendars, flyers, policies, enrollment packets, and student handbooks. Registration keys are needed for the account creation process and this information is mailed home when students are enrolled. If you need your registration key, please contact the building administrative assistant.

ParentAccess Website: <https://pbaccess.hccanet.org>; select Best Point.

### **Homework**

New Homework Policy: For the 2024-2025 academic year, all classes will be receiving 3 days of homework via online curriculum. Paper copy will be sent home per request. All homework will be counted as extra credit.

### **Testing/Assessment**

Curriculum and performance-based testing is conducted throughout the school year. Other formalized testing, such as reading inventories, will be used to measure progress and provide information relative to placement at different intervals during the school year. Additionally, The Heidt Center program is responsible for administering any required state tests. Communication will be sent out prior to the administration of any tests. Alternative assessments, end of course assessments, and the ACT will be administered to certain groups of students.

### **Academic Integrity**

In order to maintain academic integrity, students must understand the importance of completing class assignments individually or collectively as a group. Plagiarism is defined as taking and passing off someone else's work as their own without citing the source. Cheating is an attempt to give or receive information to gain an advantage. Should a violation of academic integrity occur, administration will meet to discuss next steps. The student will receive zero on the assignment and be asked to redo the assignment and/or redo everything in its entirety.

### **Title I**

Title I is a federal program designed to provide support to students, K-12 in the areas of Reading and/or Mathematics. This supplemental funding is available to qualifying schools to provide instruction for students who qualify. The funds for each school district are based on a state formula that is calculated by the number of students from economically disadvantaged homes. However, Title I services provided with these federal funds are based on the academic needs of students. Each school develops, with parent input, the Home/School Compact. It outlines expectations for teachers, parents, and students in order to focus on increasing the academic achievement of students. The goal of the Title I program is to provide instructional services students need in order to increase student academic achievement.

Eligibility requirements include standardized tests, classroom grades and teacher recommendations. Please feel free to provide input into the Title I program by contacting the Title I teachers or principal at your school.

### **IDEA-B**

IDEA Part B is a federal grant awarded under the Individuals with Disabilities Education Act where funds are awarded to cover the excess cost of providing special education and related services to children with disabilities from ages 3-22. These services are provided to certain groups of students through scholarship programs.

## **TRANSITION ACADEMICS**

Heidt Center of Excellence by Best Point curriculum is designed to educate every learner's unique academic, social, sensory, and emotional needs. Through direct specialized instruction and technology, the curriculum and mode of instruction is presented in a variety of ways, addressing the student intern's individual strengths and challenges. This creates a learning environment that supports the individual needs of each learner. The curriculum provides a map of required skills, and each teacher adapts those targets to their learner's academic, social, and emotional ability. The curriculum also includes life skills, pre-vocational, and social skills curriculum while integrating skills introduced via speech and occupational therapy.

Our low student intern to teacher/pupil ratio ensures that teachers can provide focused and targeted attention to those student interns that need more instruction, while simultaneously overseeing the education of student interns who can perform academic exercises and activities in a more independent and advanced manner.

Each student intern's academic assessment scores, IEP and ETR are utilized to devise individual instruction that will support each student intern and their individual needs.

We follow evidence-based practices of what functional academic skills such as functional reading, writing, and math are necessary for student intern interns to be as independent as possible in the community and workforce.

The following "Continuing Education Courses" (CECs) will be completed with the interns during classroom training time with an intervention specialist:

- Functional Academics such as math or reading skills necessary to live independently, be in the community independently, and have workplace readiness skills.
- Financial Literacy
- Adult Health and Wellness
- Social Skills in the community and workplace
- Independent Living such as nutrition, home management, and safety.

### **Quarterly Progress**

Each student will have a quarterly evaluation conducted by staff to review their functional academic and behavioral progress related to their IEP goals. A quarterly report will be sent to the parent/guardian of each student. Please refer to the school calendar for dates. For students whose IEP includes speech and occupational therapy services, progress towards these goals will also be reported.

In lieu of report cards, a detailed quarterly "Intern Summary" will be sent home with information on how your student intern is performing in their functional academic classes and workplace experiences.

# EXTRACURRICULAR ACTIVITIES

## Field Trips

Field trips are an important part of the learning process. The teacher in charge of the field trip must have an emergency medical form and a signed parent permission slip for each student going on the field trip. **Any student who has not turned in a permission slip by the day before the scheduled trip will not be permitted to attend. Certain field trips are first come, first serve, and students and student interns will be placed on a waiting list if the cap is reached. A random drawing may take place to fill the number of open spots; students and student interns will be placed on a wait list if there are more permission slips than space allows.**

When out in the community, students and student interns are representing The Heidt Center of Excellence. Therefore, students and student interns are expected to comply with all school rules during field trips, and are expected to dress appropriately, unless otherwise informed. If students and student interns fail to comply with these rules, they may be asked to return to the school early.

Students and student interns who miss class because of a field trip should be prepared for all classes when they return to school. It is each student's responsibility to check with teachers prior to the field trip to make sure all class work is ready when the student returns to school.

Criteria in order for a student to be eligible to attend field trips include:

- Student must be under instructional control the two (2) school days prior, and the day of the field trip
  - This means that students must be able to respond to adult instruction and direction when given. Students that engage in the following behaviors during the agreed upon time frame before a field trip will not be able to attend: property destruction, physical aggression, or being out of location for an extended period of time. This list is not comprehensive and other behaviors are subject to administrator discretion.
- Students must arrive at school prior to going on the field trip (i.e.- not able to meet there)- some exceptions will be considered.
- Student cannot be on a 'sub-system' the day of the field trip
- Behavior while on field trips determines eligibility for future participation. For example, demonstration of inappropriate behaviors; being unsafe to self or others, elopement, property destruction, theft, and/or aggression will suspend eligibility for attendance on future field trips until student is able to regain trust of staff and peers. Incidents will be reviewed on an individualized basis.

\* The leadership team reserves the right to retract a student's field trip eligibility on an individual basis \*

Our program tries to hold three school-wide field trips per school year: bowling in September, Kenwood Mall in December, and our end of the year party off campus in May pending various factors. Staff will stay back at school to support any student that is not eligible for a school-wide field trip. Parents may be asked and are encouraged to participate in field trips. Fees may include the cost of chaperones, admission, parking, gas, and sundry expenses.

## Transition Worksites

We may have a variety of different worksites that are on our campus as well as off campus in the community. These worksites are an integral part of our interns learning and practicing those important job skills. In order to attend an off-campus job site, a permission slip signed by guardian or self must be completed as well as a medical emergency form.

When out in the community or on campus, student interns represent the Heidt Center of Excellence. Therefore, student interns are expected to comply with all school rules during these trips and are expected to act appropriately. If they do not meet expectations, they may be asked to return to the school early.

Criteria in order for a student intern to be eligible to attend job sites include:

- Must be under instructional control on the day of the job site.
- Must consistently demonstrate safe behavior while on campus or in the classroom.
- Behavior while at a job site determines eligibility for future participation. For example, demonstration of inappropriate behaviors; being unsafe to self or others, elopement, property destruction, theft, aggression will suspend eligibility for attendance on future field trips until student intern is able to regain trust of staff and peers. Incidents will be reviewed on an individualized basis

## **Chaperone Guidelines**

The goal of the chaperones is to support the staff and event coordinators in monitoring the event, thereby providing an enjoyable, safe experience for all participants. Please keep in mind that we strive to create events that allow students and student interns to have as typical an experience as possible, and in doing this we ask our parent chaperones to provide students and student interns with space so that events serve as a rite of passage that is independent of parent participation, as any event in a typical school setting would serve.

Chaperone jobs include:

- Staff designated areas
- Help with check-in
- Help ensure all students and student interns are monitored throughout the event
- Monitor doorways
- Monitor food and beverages, including limiting student access to items and preventing items from being taken into restricted areas
- Float throughout the designated areas
- Encouraging students and student interns to interact with each other

The following are guidelines for monitoring student behavior:

- Prevent unsafe behaviors such as:
  - Running, climbing
  - hitting or bullying
  - inappropriate touching
  - make sure students and student interns do not leave the event area

Administrators and/or Heidt Center staff attend school-sponsored events, so behavior problems can be brought to their attention.

Keep in mind:

- Chaperones are prohibited from acting as 'dates' to students and student interns at school dances
- Parent/family chaperones will be assigned to groups of students and student interns that do not include their own student or student intern
- We have students and student interns that do not have photo permission, so we would request that any photographs be cleared with the event coordinator[s]; any photos that are shared on the Heidt Center/Best Point Facebook pages are safe to share

While we understand that our program participants may require additional supports during special events, we want to provide them with as 'typical' an experience as possible please note, students and student interns must be present at school the day prior or have a doctor's note. Students and student interns must be under instructional control the day before the dance.

## **Extra-curricular Activities Outside of School Hours**

All current students and student interns are eligible to participate in extra-curricular activities that occur outside of school hours. A signed permission slip for each activity must be on file. If a student is not under instructional control on the day of the extracurricular activity, the student may not be permitted to participate on that day and the parent/guardian would be notified and required to arrange for the student to be picked up at regular dismissal time.

Behavior during extra-curricular activities determines eligibility for future participation. For example, demonstration of inappropriate behaviors; being unsafe to self or others, elopement, property destruction, theft, aggression will suspend eligibility for extra-curricular activities until student is able to regain trust of staff and peers. Incidents will be reviewed on an individualized basis.

Participation in extra-curricular activities by individuals that are not current students and student interns, or staff must be authorized by program administration first and required paperwork completed before participation can begin.

Students on a BSP (Behavior Support plan or behavior contract) will have specific criteria based on BSP regarding participation in extracurriculars.

Students on a BSP (Behavior Support plan or behavior contract) will have specific criteria based on BSP regarding participation in extracurriculars.

## **Special Olympics**

Please refer below to the Rules and Regulations regarding Special Olympics and the 2024-2025 Code of Conduct:

#### Athlete Expectations:

- Show respect for teammates, opponents, officials, and coaches.
- Follow game officials' decisions.
- Demonstrate fair play, sportsmanship, and proper conduct on and off the field.
- Prioritize safety and avoid unsafe behaviors.
- Refrain from using profanity, vulgarity, or offensive language and gestures.
- Treat equipment with respect and use it safely.
- Exhibit good sportsmanship in both victory and defeat.
- Adhere to established rules and standards of the game.
- Attendance: More than 2 unexcused absences from practice may lead to removal from the team.

#### Behavioral Expectations:

- Any behavior violating the code of conduct, during school, practice or games may result in removal from the team and Special Olympic activities.
- Severe behaviors including bullying, as determined by staff, may lead to immediate removal without a warning.
- Unsafe behaviors include actions putting oneself or others at risk, such as hitting or engaging in physical aggression.
- Bullying, defined as persistent harm or intimidation, is not tolerated during school, practice, or games.
- Removal from Special Olympics activities due to code violations may result in a set period of ineligibility.
- Bullying may lead to participation in Remedial games and outside/gym class to earn eligibility for regular Special Olympics.
- Special Olympics participation is not guaranteed, and limited availability may involve a lottery.
- Remedial gym class may be required for skill development if needed, with multiple occurrences leading to a year-long commitment.

#### Warning System:

- First informal warning - sit out of the next practice and notify parents.
- Second verbal warning - team meeting and removal from two practices.
- Third warning - immediate removal from the team for one entire Special Olympic sport season.

#### Please Note:

- Students removed from the team cannot play or sit with the team during the Special Olympic games.
- Special Olympics is coached by staff volunteers only.
- Severe behaviors including bullying during Special Olympics may warrant immediate removal without warnings, at the discretion of the coaching staff or school administration.
- Remedial games and outside/gym class are mandatory to regain a spot on the team, as determined by the coaching staff.
- Students on a BSP will have specific criteria based on their individual plan.

If you have any questions regarding this agreement, please contact your coaches.

#### **Prom/Dance Policy**

While we understand that our program participants may require additional support during special events, we want to provide them with as 'typical' an experience as possible. Please note, students and student interns must be present at school the entire day prior (Friday)/day of event or have a doctor's note in order to attend Prom/Dances/Special Events. Students and student interns must be under instructional control the day before the dance. *This means that students must be able to respond to adult instruction and direction when given. Students that engage in the following behaviors on Friday will not be able to attend prom: property destruction, physical aggression, or being out of location for an extended period of time.* Our staff will continue to provide our students with the necessary support needed to remain successful. A staff member will reach out prior to 5:00 pm on Friday to report such instances if your student is not able to attend due to behaviors that occur on Friday. During the dance/event, students must maintain appropriate and safe behaviors during the dance to remain in attendance. Families will be contacted if a student needs to be picked up. Staff members will be in attendance providing support throughout the evening.

Please remember the following conditions pertain to dances:

- No guests younger than 12 or older than 21. Exceptions made at the discretion of school administration.
- All School Rules and Policies are in effect for the duration of all school-sponsored activities for students and guests.
- Students and guests must be dressed appropriately for school activities, including dances.
- Students and guests are expected to refrain from inappropriate dancing. Failure to comply with a chaperone's directive may result in further disciplinary action, including removal from the dance.

- Anyone who fails to comply with a reasonable request from a chaperone will be asked to leave the dance and may lose any future privileges to attend dances.
- When attending school functions, students who leave the function may not re-enter.
- Parents may not accompany their student as their date for the dance.
- The Heidt Center requests around 10-12 parent volunteers for each dance. If a parent volunteered for a dance (i.e. Halloween, they may not volunteer for the next consecutive dance to give other parents a turn unless there is an open spot).
- Parent volunteers will be positioned through the hallways and exits of the building and will not be placed on the main dance floor and gym area for any dances.
- These forms will be available the week prior to the tickets going on sale.
- No guest tickets will be sold without an approved valid guest agreement at the time of purchase and will be due 3 weeks before prom. Approval is at the discretion of the school administration. The school administration reserves the right to deny approval to non-students, past-students, and any other intended guest.
- No tickets or guest agreements will be available at the door. If an unapproved guest arrives, they will not be allowed to enter.
- No guests will be admitted unless accompanied by a current Heidt Center student.
- No previous Heidt Center student may attend if previously discharged from the program due to behavioral concerns.
- Time of dance will be communicated on the dance ticket/permission slip agreement. All students picked up late (more than 15 minutes) will be charged the late fee policy.
- The Heidt Center/Best Point reserves the right to refuse anyone, (student, non-students, past-students, and any other intended guest), from a school event.
- All Heidt Center students are responsible for their non-Heidt Center guests. In the event their guest acts inappropriately during the event and is asked to leave, the student will be subject to the consequences (negative points, detention, suspension, etc.), and will not be permitted to bring a non-Heidt Center student to future dances in the future.
- If a student requires medication during the event, the parent is required to administer the medication as it is not during the regular school day and volunteer event for staff.
- Any student or guest who is in possession of alcohol or drugs or is found to have used such substances before attending the dance will be held by the police until their parents can pick them up. All students or guests may be subject to an on-site breathalyzer test. If the test proves positive, the Police have the option of arresting offending students or guests.
- All students wishing to bring a guest who is not a Heidt Center student to a dance will be required to have a valid guest agreement.
- Students/guests who are their own guardian can leave the dance at any time. However, they will not be allowed to reenter. Students/guests who are not their own guardian will not be allowed to leave and will have their guardian contacted if they wish to do so.

## Graduation

The Heidt Center of Excellence is chartered by the Ohio Department of Education as a non-public, private school serving students and student interns in grades 7-12. Students and student interns who qualify to extend their education beyond the senior year can attend Best Point up until the age of 22, pending IEP team decision.

Confirming your student's eligibility for graduation is a process, and we encourage families to communicate with the school staff on an ongoing basis in order to discuss the details related, including reviewing credits and ordering the cap & gown.

Please note the new graduation requirements for the class of 2023 and beyond.

## Transition Commencement Ceremony

All student interns who successfully complete the transition program will participate in the Transition commencement Ceremony in May. They will receive a portfolio with important workplace documents and independent living tools.

They will also receive a Certificate of Completion. Any student who **chooses not** to walk during their high school graduation ceremony from The Heidt Center of Excellence will have the opportunity to do so after completing the transition program. Each individual family will review this information during quarterly meetings.

# BEHAVIOR INTERVENTION

## **The Teaching Family Model (TFM)**

All school staff is trained in The Teaching Family Model. The Teaching Family Model is a well-researched, evidence-based model that has been shown to improve the lives of student or student interns and adults, using compassionate and innovative technologies to collaborate with youth and families on treatment outcomes. TFM programs are effective because they assist our students and student interns in replacing problem behaviors and provide a comfortable and pleasant environment for learning critical social and academic skills. Each student in our care will have a treatment plan that addresses their individual needs. Skills, skill steps, and strategies for successful learning are based on need.

Students and student interns identify goals and the behaviors keeping them from reaching these goals. Based on the student's behavioral challenges, target skills are identified and taught consistently throughout the school day using a variety of teaching strategies. As students and student interns begin to use these new skills, they progress through the level systems and earn privileges and freedoms. The Heidt Center of Excellence uses a point system to document and track behaviors and students and student interns can redeem earned points to purchase these privileges. Available privileges include but are not limited to use of the recreational room (US), field trips, extra gym time, trips to the in-house point store, extra time in the computer lab, or watching an approved selected movie.

It is our goal that every student or student intern becomes a successful and productive citizen. Through use of the Teaching Family Model, staff and students and student interns work together to be successful in his/her most natural educational and community setting.

See link for overview of Heidt Behavior Motivation System: [TFM Intake insert.docx](#)



# PHYSICAL RESTRAINT

It is the policy of Best Point Education & Behavioral Health (Best Point) to utilize Special Treatment and Safety Measures in accordance with the regulations and requirements of all accrediting organizations and in full compliance with the standards and rules as stipulated by the Ohio Department of Mental Health and Addiction Services.

The only Special Treatment and Safety Measures authorized for use at Best Point are **Physical Restraint and Time-away**. *A physical restraint is defined as any method of physically restricting a client's freedom of movement, physical activity or normal access to his or her body.*

The philosophy of Best Point in the use of Special Treatment and Safety Measures includes:

- Ensuring a physically and psychologically safe environment, which serves as the basic foundation and requirement for effective mental health treatment and education.
- The goal of minimizing the use of physical restraint and time-away.
- Recognition that physical restraint is a very intrusive technique. Physical restraint shall only be utilized by trained, qualified staff as a last resort in order to prevent imminent harm to self or others.
- Early assessment, involving the parent or guardian, of a person's history, experiences and preferences and the effectiveness or ineffectiveness of past exposure to physical interventions. The identification of contraindications to physical restraint.
- This is a teaching environment where children are learning new behaviors. Our goal is to teach and support children in learning appropriate behaviors and interactions with others.

The program is committed to consistently monitoring the utilization of any Special Treatment and Safety Measures and continuously reviewing these via quality improvement processes.

## **Non-Violent Physical Crisis Intervention**

The teachers and support staff are specially trained to identify and manage the social, emotional, and behavioral problems that accompany the student or student intern. They are trained to provide crisis intervention when necessary. All staff participate in a 12-hour training in Non-Violent Crisis Intervention to be certified practitioners.

The skills, knowledge and professional judgment of our staff in reacting to crises are critical in helping our students and student interns learn constructive and adaptive ways to deal with frustration, failure, anger, rejection, hurt, etc. The ability of our entire staff to respond effectively to student or student interns in crisis is critical in establishing not only a safe environment, but also one that promotes growth and development.

The purpose of CPI is to provide a crisis prevention and management system, which will do the following:

- Preventing crises from occurring
- De-escalating potential crises
- Effectively managing acute crisis phases
- Reducing potential and actual injury to students and student interns and staff
- Learning constructive ways to handle stressful situations

CPI is a model for crisis prevention and intervention that gives staff:

- The skills, knowledge, and attitudes to help student or student interns and youth when they are at their most destructive
- An appreciation of the influence adults has while they are responsible for the care and treatment of troubled student or student interns and youth in crisis situations
- The sensitivity to respond to both the feelings and behavior of an upset youth in crisis

# SECURITY

Best Point is committed to creating a safe and secure environment for all students or student interns and student interns, clients, and staff. As a result, the following supports and security measures are in place:

## **Cincinnati Police Detail Officers**

Best Point contracts with the Cincinnati Police Department to have Detail Officers present during the school day. These officers can be seen walking around campus interacting/participating in program activities with the student or student interns and youth, as well as responding to emergency situations.

The detail officers work as part of our team in supporting the success of all student or student interns and youth on our campus. The Officers are not employees of Best Point and must respond to situations as prescribed in their police department protocols.

Our hope is that the presence of the officers will provide a sense of safety and security to all. If at any time you have questions and or concerns, please talk with your student or student intern's program administrator.

## **Metal Detectors**

Each building contains metal detectors which students or student interns and youth pass through each day when they arrive on campus. The walk-through detectors, similar to those at an airport, are intended to identify and deter anyone from bringing a weapon into our schools and programs. Hand-held metal detectors may also be used.

## **Security Cameras**

Best Point employs the use of security cameras and video and audio taping. The use of cameras, video and audio taping is to assist in providing for the safety of clients, staff, and facilities at all times.

Access to the recordings is restricted to respect the rights and confidentiality of all clients and staff.

# SCHOOL RULES

So that we may provide a positive educational experience, certain rules and regulations have been developed. Following these rules will enable each student to gain the most from their time attending The Heidt Center of Excellence. These rules are in effect for the entire school day – during and between classes, during lunch, on field trips, and during special events. It is important to remember that the way each student acts and dresses reflects their attitude towards themselves and their surroundings. Each student is expected to show respect for themselves, others, and the school.

Listed below are the rules, which are consistently applied throughout the school day. The teachers may also have specific rules for their classrooms, which each student is also expected to follow. It is necessary for the school staff and families to work together to promote acceptable behavior. Any student that violates a criminal law will be referred to the local police authorities.

See link for the Best Point Code of Conduct: [revised code of conduct .pdf](#)

## **Rules:**

### **Attend All Classes**

**Students and student interns are to remain in their assigned area, until they have received permission from the staff to the leave that area**

### **Display Appropriate Behavior at All Time**

- No aggressive behaviors that threaten the safety or welfare of others;
- No classroom disruptions that inhibit the learning process are permitted;
- Students and student interns are expected to obey classroom rules and respect the rights of others;
- Students and student interns are expected to cooperate and to follow staff instructions;
- Instigation of a fight is viewed as the same as being in a fight; and
- Threats to do bodily or physical harm to others, the attempt to intimidate others, the act of belittling others

through hazing, physical or verbal harassment, and racial or ethnical remarks are illegal and will be treated as such (Threat Assessment may be conducted).

## **Bullying**

At The Heidt Center of Excellence bullying in any form will not be tolerated. Incidents of bullying will be investigated, and progressive discipline will be administered to individuals who engage in bullying behaviors. According to <https://www.stopbullying.gov/>, bullying is defined as, “unwanted, aggressive behavior among school aged student or student interns that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Both kids who are bullied and who bully others may have serious, lasting problems.

- **Direct bullying** includes behaviors that occur in the presence of the victim.
- **Indirect bullying** includes behaviors such as spreading rumors about the victim or encouraging others to exclude him or her.

## **Types of Bullying**

**Verbal bullying** is saying or writing mean things. Verbal bullying includes, but is not limited to:

- Teasing
- Taunting
- Name-calling
- Inappropriate sexual comments
- Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes, but is not limited to:

- Leaving someone out on purpose
- Spreading rumors about someone
- Telling other student or student interns not to be friends with someone
- Embarrassing someone in public

**Physical bullying** involves hurting a person’s body or possessions. Physical bullying includes, but not limited to:

- Taking or breaking someone’s things
- Spitting
- Making mean or rude hand gestures
- Tripping/pushing
- Hitting/kicking/pinching

## **Cyber Bullying**

- See the “Acceptable Use of Internet/Student Network Safety Policy” (pg. 20)

## **Bring Only Appropriate Items to School**

Students and student interns are to get permission from their homeroom teacher before bringing any personal items to school that are unrelated to their school responsibilities. This may include gaming systems, toys, stuffed animals, etc.

All students and student interns are subject to inspection of their person and book bag upon entry of the building. All items deemed inappropriate will be confiscated. Vape pens are not allowed to be brought to school. Confiscated items will only be released to a parent/guardian. Any illegal items found will not be returned to parents and will be given directly to the police. Please note that book bags are not permitted. Students and student interns should bring a bag similar size to a cinch bag or reusable tote.

## **Show Respect for Our School**

The school building and grounds are for everyone’s learning and enjoyment. If a student damages any school property, that student will be held responsible and will be required to pay for damages.

## **Display Appropriate Behavior on Field Trips**

Field trips are an important part of the learning experience. Field trips are a privilege. When on field trips students and student interns are guests of that facility and are expected to display courteous behavior. Students and student interns

without a consent form completed by the parent/guardian will not be permitted to attend the field trip. All school expectations and rules apply during field trips. Loss of privileges/consequences may apply as needed.

### **No Smoking on Campus**

Best Point is a smoke free facility. All smoking paraphernalia will be confiscated, and the student's parent/guardian will be notified. These items are illegal for students or student interns under the age of 18 and will be turned over to the police. Vape pens are not permitted on campus.

### **Public Displays of Affection**

Public display of any affection will not be allowed on campus. No student shall have sexual contact with another person at any time while on school grounds. This includes but is not limited to holding hands, wrapping arms around each other, or kissing.

### **Drug Paraphernalia or Weapons**

Alcohol, drugs, drug paraphernalia or weapons on school property will not be tolerated. As stated in Section 2923.122 of the Ohio Revised Code, it is a felony for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance onto or on any property owned or controlled by, or to any activity held under the auspices of a school.

Illegal use, possession, or sale of controlled substances by any student while on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal penalties being imposed. School administration will immediately confiscate these items and consult the police.

### **Internet**

Students and student interns will follow the internet policy and procedure attached. See school tech policy below.

### **Behavior Referrals**

Students and student interns who have a continual problem with maladaptive behavior will be referred to Behavior Support Specialists and/or administration. This could result in loss of privileges, detention, a behavior contract, or suspension.

## **ACCEPTABLE USE OF INTERNET/STUDENT NETWORK SAFETY POLICY**

### **Policy**

It is the policy of Best Point that agency staff and students and student interns follow the administrative rules in relation to utilizing internet resources. Internet/Student Network access is available to agency staff and students and student interns for educational purposes and supports the student's learning objectives.

### **Administrative Rules**

- (1) In order for a student to be allowed access to the agencies computer system, computer network, and the Internet, parents and students and student interns must sign and return the Internet consent form annually.
- (2) Agency staff will only allow students and student interns on student computers.
- (3) Best Point, in compliance with the 12/2000 *Student or student intern Internet Protection Act* (CIPA):
  - a. Restricts minor's access to inappropriate or harmful Internet sites through filtering/blocking software;
  - b. Does not assign student Internet electronic mail addresses other than for internal communications;
  - c. Restricts **unauthorized** disclosure, use, dissemination of personal information regarding minors, and assures all Internet activities engaged in by minors are supervised by personnel.

### **Procedures**

- (1) Agency staff will annually receive an overview regarding the role they play in monitoring students and student interns and the Internet, as well as guidelines for the use of media within the classroom.
- (2) Student internet consent forms will be included in enrollment packets and collected annually for the school programs.
- (3) The program manager/Principal/Associate Principal will ensure staff are aware of students and student interns that do not have consent. Students and student interns without a consent form will be offered alternative educational activities.
- (4) The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of this privilege.
- (5) **Students and student interns will adhere to the following rules for Internet access;** Use of the Internet will be suspended or cancelled if a student does not abide by the following basic rules:

- a. Do not use rude or inappropriate language.
- b. Do not receive or transmit obscene or pornographic material.
- c. Do not give out personal information such as address, phone number, or names of family members or arrange a meeting with an Internet acquaintance.
- d. Do not send messages relating to or supporting illegal activities such as sale or use of drugs or alcohol, support of criminal or gang activity, threats, intimidation, or harassment of any other person.
- e. Do not use the Internet in a way that will disrupt others' use, such as spreading a virus or posting chain letters.
- f. Do not download copyrighted materials or software. Software requests should be made to agency staff to be discussed with the IT director.
- g. Do not use another person's e-mail account or passwords.
- h. Do not purchase goods and services over the Internet.
- i. Do not subscribe to list-serves or news groups or post to bulletin boards without a teacher's permission.
- j. Policies on "Cheating/Plagiarism" and "Harassment/Intimidation" apply to Internet conduct.
- k. Will not access social network/chat room sites during program/school hours.

### **Warranties**

The Internet is not guaranteed. This includes loss of data or service interruptions, as well as user error. Best Point denies any responsibility for the accuracy or quality of information obtained via the Internet.

### **Disclaimer of Liability**

Best Point disclaims liability for material accessed on the Internet, for any damages suffered and for any other consequences of Internet use. This includes information retrieved online, personal property used to access district online resources, and unauthorized financial obligations resulting from use of district resources.

### **Security**

If an Internet security problem is identified, the user must notify a system administrator. The problem should not be demonstrated to other users. Attempts to log on as a system administrator will result in cancellation of privileges. Any user identified as a security risk may be denied Internet access. Vandalism will result in cancellation of privileges.

Vandalism is defined as any malicious attempt to harm or destroy data. This includes the uploading or creation of computer viruses.

### **Guidelines and Information for Internet/Student Network Usage**

The agency provides students and student interns access to its school computer systems, computer networks, and the Internet for **educational purposes only**. If you have any doubt about whether a contemplated activity is educational, you should consult with your program/school administrator to help you decide. Use of the computer network and the Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the program/school administrator. Administration may take other disciplinary actions. Accordingly, regulations for participation by anyone on the Internet/network shall include but not be limited to the following:

### **Network/System Security/Content Filtering**

- If an Internet/network security problem is identified, the user must notify an adult, such as a teacher, who will in turn notify the IT Department. The problem should not be demonstrated to other users.
- Attempts to log on as a system administrator will result in cancellation of privileges.
- The use of anonymous proxies to circumvent Agency implemented content filtering is strictly prohibited.
- No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- No third-party software will be installed without the consent of the IT Director.
- Do not share your passwords.
- Do not use another person's accounts or passwords.
- Technology protection measures may be disabled only by IT staff during adult computer usage to enable internet access for research or other lawful purposes.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

### Teacher/Staff Responsibilities

- Will provide developmentally appropriate guidance to students and student interns as they make use of telecommunications and electronic information resources to conduct research and other studies related to the educational curriculum.
- All students and student interns will be informed of their rights and responsibilities as users of the agency's student network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to school/program guidelines.
- Provide alternate activities for students and student interns who do not have permission to use the Internet.

### Program/School Responsibilities

- Include Acceptable Use Policy in student handbook/intake packet.
- Distribute handbooks to all students or student interns and student interns.
- Treat student infractions of the Acceptable Use Policy according to the program/school guidelines.
- Keep consent forms on file for one year.
- Identify teaching staff, students and student interns who do not have permission to use the Internet.

### Agency Responsibilities

- Ensure that filtering blocking software is in use to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are harmful to minors.
- Restrict unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Have Acceptable Use Policy approved by the Board of Trustees.
- Have Acceptable Use Policy available on our website.
- Submit the Acceptable Use Policy to the FCC upon request by the Commission.

### Cyber-bullying

Cyber-bullying may be defined as a situation when a person is repeatedly tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted using text messaging, email, instant messaging, or posting text or images, by means of electronic technology. **Any cyber-bullying, harassment, or intimidation is strictly prohibited.** If a student is found to have engaged in cyber-bullying, disciplinary action will be taken. If a student believes he/she is the victim of cyber-bullying, it is important to not respond to the cyber-bullying.

Instead, the situation should be reported to an adult staff member, such as a teacher, TGL, principal, etc. Additionally, students and student interns are encouraged to notify the staff if they suspect another student is being victimized.

### Social Networks/Chat Rooms

- Access to Social Networks/Chat Rooms during program/school hours is prohibited.
- Students and student interns participating in Social Networks/Chat Rooms outside of program/school should follow the following for their safety:
  - Do not ever post personal information, such as full name, social security number, address, telephone number, bank or credit card number, etc.
  - Consider not posting photographs of yourself. Do not post sensitive photos. If you do post a photo, consider whether it is one that your mother would display in the living room.
  - Assume that anything that you post is on the internet permanently and cannot be removed upon any requests.
  - Do not ever agree to meet in person someone that you've met on a social networking site or chat room.
  - Refrain from posting harassing, intimidating, or sexual content on other individuals' social network pages.

### Basic Internet/Network Etiquette and Safety Rules

- Be polite. Use appropriate language and graphics.
- Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Internet access at program/school is for educational purposes only. Staff will supervise sites that students and student interns are accessing and have the right to redirect students and student interns to appropriate sites or revoke student computer privileges.

## **Artificial Intelligence (AI produced work)**

Artificial Intelligence (AI) is a powerful tool that can enhance learning and productivity when used appropriately. However, it is essential to recognize the importance of responsible and ethical use of AI within the academic environment. This policy outlines the guidelines for the appropriate use of AI by students and emphasizes the role of classroom staff in determining its suitability for educational purposes.

Guidelines:

1. **Responsible Use:** Students are expected to use AI tools responsibly and ethically at all times. This includes respecting intellectual property rights, adhering to academic integrity standards, and using AI tools only for purposes approved by the classroom staff.
2. **Inappropriate Use:** Inappropriate use of AI tools is strictly prohibited. This includes but is not limited to:
  - a. Using AI to cheat on assignments, tests, or examinations.
  - b. Manipulating AI-generated content to deceive or mislead others.
  - c. Engaging in activities that violate the privacy or rights of others using AI technologies.
3. **Approval by Classroom Staff:** The use of AI by students must be approved by the classroom staff. This may involve obtaining permission before using specific AI tools or seeking guidance on the appropriate applications of AI within educational activities.
4. **Educational Purposes:** AI may be used by students when deemed appropriate by the classroom staff for educational purposes. This includes using AI for research, data analysis, problem-solving, and other activities that contribute to learning objectives.
5. **Supervision and Monitoring:** Classroom staff reserve the right to supervise and monitor the use of AI by students to ensure compliance with this policy. Any concerns regarding the misuse of AI will be addressed promptly and may result in disciplinary action.
6. **Training and Education:** Students will receive appropriate training and education on the responsible use of AI as part of their curriculum. This may include discussions on ethics, digital citizenship, and the implications of AI technologies in society.

Consequences of Violation:

Violation of this policy may result in disciplinary action, including but not limited to:

- Academic penalties, such as loss of credit for assignments or assessments.
- Referral to school administration for further action.
- Loss of privileges related to the use of AI technologies.
- Conclusion:

The responsible and ethical use of AI is essential for maintaining a positive learning environment and upholding academic integrity. By adhering to the guidelines outlined in this policy and seeking guidance from classroom staff, when necessary, students can harness the power of AI to enhance their educational experience effectively.

## **Plagiarism:**

Plagiarism is the act of using someone else's work, ideas, or words without proper attribution. It is a serious offense that undermines the principles of academic integrity and honesty. At our institution, we uphold a zero-tolerance policy towards plagiarism in all forms.

Students are expected to submit original work that reflects their own ideas, research, and understanding of the subject matter. This includes properly citing sources used in research papers, presentations, and any other assignments where external information is incorporated.

Instances of plagiarism will be thoroughly investigated, and appropriate disciplinary action will be taken, which may include academic penalties, loss of credit, or referral to school administration.

We emphasize the importance of academic honesty and integrity as fundamental values of our learning community. Students are encouraged to seek guidance from instructors or academic support services if they have any questions or concerns about proper citation and avoiding plagiarism.

## **Student Photos/Student Work**

Publishing student pictures and work on websites promote learning, collaboration, and provide an opportunity to share the achievements of the students or student interns and student interns. Images and products of the students and student interns may be included on the websites without identifying captions or names. Parents/guardians must indicate the photo consent to publish their student or student intern's photo or schoolwork on any school related website before the item is published on the web. Please note that under no circumstances will the student photos or work be identified with first and last name on the agency web site only.

Agency staff may not share student photos or students and student intern's work.

## Privacy

Student network and Internet access is provided as a tool for the student's education. The Agency reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall remain the property of the agency and no user shall have any expectation regarding said materials.

## Copyright

All students and student interns and staff must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copyright information. Do not download copyrighted material or software without the permission of the owner and the IT department as applicable.

- Students and student interns may not buy or sell anything over the Internet.
- Do not transmit or access obscene or pornographic material; notify your teacher if you receive such material.
- "Plagiarism/Cheating" and "Harassment/Intimidation" apply to Internet/student network conduct.
- Do not access the Internet by any means/device other than that approved by program/school administration and the Information Technology Director.
- The use of Blogs, podcasts or other web 2.0 tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all use of blogs, podcasts, or other 2.0 tools. This includes, but is not limited to profanity, racist, sexist, or discriminatory remarks. Comments made on blogs will be monitored and – if they are inappropriate – deleted. Disciplinary action may be taken.
- Use of the Internet/student network for any illegal activity is prohibited. Illegal activities include (a) tampering with computer hardware, software, or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law. Do not use the network and Internet to send messages relating to or in any way supporting illegal activities, such as the sale or use of drugs or alcohol, support of criminal or gang activity, threats, intimidation or harassment of any other person.

## Student Technology Repairs and Replacements

Students are provided a Chromebook as they enter the program. This Chromebook is assigned to them until they exit school aged services. Students may also have access to school desktops and iPad. They are responsible for maintaining this equipment (i.e., keeping it clean, handling with care, charging, etc.). Students are not to take student technology home with them unless given permission and appropriate documentation signed.

Building administrators and technology staff will determine if damages to the student devices is the result of accidental, intentional, reckless, willful, and/or malicious conduct. No additional fees will be added for accidental damages that occurs to student Chromebooks with protective cases bought and provided by the families. Student iPads are cased already. If a Chromebook or iPad is broken without a protective device or intentionally, the following is a breakdown of costs:

Full Chromebook Replacement: Estimated \$275

Full iPad Replacement: \$400

Repair for screens, batteries, base, keyboard for both Chromebooks and iPads: Estimated \$100-\$200

Cost of repairs have been determined using the cost of currently available parts as of April 1st, 2023. Repairs will be charged for the cost of all damaged parts within the device or the "Total Replacement Cost", whichever is less. A lost device will be charged at the replacement cost of the device & case to account for the loss of the protective case as well.

Much of the damage that occurs is the result of student carelessness. Damage caused by carelessness is NOT considered accidental damage. Laptop and accessory damage resulting from carelessness will be assessed in the fees listed above. Examples of student carelessness would be; Chromebooks consistently falling off of desks, being dropped when transitioning, broken LCD screens that result from shutting the lid with objects still in the keyboard, food getting into the keys and track pads, improper removal of USB hubs for mice or keyboard, and the continual loss of keys from the keyboard. Repeated damage is considered abuse of device and students may face disciplinary measures as outlined above.



# ADDITIONAL PROGRAM INFORMATION

## Obtaining a Work Permit

From September 2nd through June 1st of each year (school months) all students and student interns under the age of 18 must have a work permit issued by the Principal or Associate Principal of The Heidt Center of Excellence from June 2nd through September 1st of each year (summer months) all students and student interns under the age of 16 must have a work permit.

Listed below are the steps necessary for a student to obtain a work permit during school months.

- The student must have a minimum of a “C” average in all classes;
- The student must remain in location for all classes for 2 weeks before a work permit will be issued;
- The student must follow the school code of conduct as outlined in the student handbook;
- The student must have written parent/guardian permission to issue a work permit;
- The student must have the name, address, and Tax ID number of the employer; and
- The student must provide documentation from the employer indicating the days of the week, hours of work, and type of work he or she will be doing.

When all of the above are complete, the homeroom teacher makes a request to the principal for a work permit.

## Work Permits May be Revoked

Listed below are the reasons or circumstances that could cause revocation of a work permit.

- Grades falling below a “C” average;
- Truancy;
- Breaking the school code of conduct; or
- Criminal charges of any kind.

## Summer Work Permits

Listed below are the requirements for a student wishing to obtain a summer work permit:

- The student must have written parent/guardian permission;
- The student must have the name, address, and Tax ID number of the employer;
- The student must provide documentation from the employer indicating the days of the week, hours of work, and type of work he or she will be doing; and
- The student must request the permit prior to June 1st.

When all of the above are complete, the homeroom teacher makes a request to the program administrator for a work permit.

## Regulations

The Heidt Center of Excellence is a nonpublic school and follows the guidelines set forth by The Ohio Department of Education. The school also follows the guidelines for Exceptional Student or student interns and NCASES (The National Commission for the Accreditation of Special Education Services). More information regarding NCASES can be found at: <http://www.ncases.org/>

## Program Evaluation

The program uses feedback from consumers to assist in improving our practice. The NCASES regulations provide a clear road map for best practice. These regulations have been utilized to set up the program’s procedures and guidelines. Regulations and the program’s compliance are reviewed annually. We also are aligned with The Teaching Family Model regulations.

The program annually participates in a program logic model which determines the goals of the program and ensures that the program is aligned with the program’s philosophy and goals. The agency’s quality department also provides support as needed for more intense process improvement as needed.

## Staff Training

Our staff participates in a 40 pre-service workshop in the Teaching Family Model upon hire. All staff have access to an online learning system that offers various mandatory and optional trainings for them to participate in. The trainings available in our online library vary and certain courses offer CEUs to support staff and their teaching certificates. As an agency we are able to send staff on several trainings throughout the year related to their current roles upon their request and or required. All staff members are trained in CPI, and Teaching Family. All staff training is in compliance with regulatory bodies.

# NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

If you have any questions, please contact our Privacy Officer, at (513) 272-2800.

## **Who will follow this notice?**

Best Point Education & Behavioral Health (Best Point) provides health care to our clients in partnership with physicians and other professionals and organizations. The information privacy practices in this notice will be followed by:

- Any health care, mental health, or social service professional that provides services to you at any of our locations.
- All departments and units of our organization, including: the Behavioral Health Services Department and Every Child Succeeds Program and all locations of these departments and programs.
- All employed associates, staff or volunteers of the Behavioral Health Services Department and the Every Child Succeeds Program.
- Any business associate or partner of Best Point with whom we share health information.

## **Our pledge to you.**

We understand that health care information about you is personal. We are committed to protecting health care information about you. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This notice applies to all of the records of your care that we maintain, whether created by facility staff or your personal doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office. We are required by law to:

- Keep health care information about you private.
- Give you this notice of our legal duties and privacy practices with respect to health care information about you.
- Follow the terms of the notice that is currently in effect.

## **Changes to this Notice.**

We may change our policies at any time. Changes will apply to health care information we already hold, as well as new information after the change occurs. Before we make a significant change in our policies, we will change our notice and post the new notice in waiting areas, exam rooms, and on our website at [bestpoint.org](http://bestpoint.org).

You can receive a copy of the current notice at any time. The effective date is listed just below the title. You will be offered a copy of the current notice each time you register at our facility for treatment. You will also be asked to acknowledge in writing your receipt of this notice.

## **How we may use and disclose health care information about you.**

- We may use and disclose health care information about you for treatment (such as sending health care information about you to a specialist as part of a referral); to obtain payment for treatment (such as sending billing information to your insurance company or Medicaid); and to support our health care operations (such as comparing client data to improve treatment methods.)
- We may use or disclose health care information about you without your prior authorization for several other reasons. Subject to certain requirements, we may give out health care information about you without prior authorization for public health purposes, abuse or neglect reporting, health oversight audits or inspections, research studies, funeral arrangements and organ donation, workers' compensation purposes, and emergencies. We also disclose health care information when required by law, such as in response to a request from law enforcement in specific circumstances, or in response to valid judicial or administrative orders.
- We also may contact you for appointment reminders, or to tell you about or recommend possible treatment options, alternatives, health-related benefits or services that may be of interest to you, or to support fundraising efforts (provided that we give you the opportunity to opt out of future fundraising efforts).
- We may disclose health care information about you to a friend or family member who is involved in your medical care, or to disaster relief authorities so that your family can be notified of your location and condition.

### **Other uses of health care information.**

In any other situation not covered by this notice, we will ask for your written authorization before using or disclosing health care information about you. For example, although we are unlikely to ever do so, if we share your health care information for marketing purposes or if your health care information includes psychotherapy notes, we must get your written authorization before using or disclosing such information. If you chose to authorize use or disclosure, you can later revoke that authorization by notifying us in writing of your decision.

### **Your rights regarding health care information about you.**

- In most cases, you have the right to look at or get a copy of health care information that we use to make decisions about your care, when you submit a written request. If you request copies, we may charge a fee for the cost of copying, mailing or other related supplies. If we deny your request to review or obtain a copy, you may submit a written request for a review of that decision.
- If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the records, by submitting a request in writing that provides your reason for requesting the amendment. We could deny your request to amend a record if the information was not created by us; if it is not part of the health care information maintained by us; or if we determine that record is accurate. You may appeal, in writing, a decision by us not to amend a record.
- You have the right to a list of those instances where we have disclosed health care information about you, other than for treatment, payment, health care operations or where you specifically authorized a disclosure, when you submit a written request. The request must state the time period desired for the accounting, which must be less than a 6-year period and starting after April 14, 2003. You may receive the list in paper or electronic form. The first disclosure list request in a 12-month period is free; other requests will be charged according to our cost of producing the list. We will inform you of the cost before you incur any costs.
- If this notice was sent to you electronically, you have the right to a paper copy of this notice.
- You have the right to request that health care information about you be communicated to you in a confidential manner, such as sending mail to an address other than your home, by notifying us in writing of the specific way or location for us to use to communicate with you.
- You may request, in writing, that we not use or disclose health care information about you for treatment, payment or healthcare operations or to persons involved in your care except when specifically authorized by you, when required by law, or in an emergency. In most cases, we will consider your request but we are not legally required to accept it. We will inform you of our decision on your request. The one exception is that, under new rules, if you pay entirely for a service 'out of pocket,' we must honor your request to not share information about that service with your insurance company or other payer.
- You now have a right to be notified following a breach of your unsecured health information.

All written requests or appeals should be submitted to our Privacy Officer (contact information listed below).

### **Complaints**

- If you are concerned that your privacy rights may have been violated, or you disagree with a decision we made about access to your records, you may contact our Privacy Officer (contact information listed below).
- Finally, you may send a written complaint to the U.S. Department of Health and Human Services Office of Civil Rights. Our Privacy Officer can provide you the address.
- Under no circumstance will you be penalized or retaliated against for filing a complaint.

Privacy Officer  
Best Point Education & Behavioral Health  
5050 Madison Road, Cincinnati Ohio 45227  
(513) 272-2800

# CLIENT RIGHTS NOTICE & GRIEVANCE PROCEDURE

***We place high value on you, as a client of Best Point Education & Behavioral Health, and pledge to respect your rights as listed below.***

RIGHT	DESCRIPTION
1. The right to be treated with consideration and respect for personal dignity, autonomy, and privacy.	<i>You have the right to be free from physical, sexual, and emotional abuse. If you are not sure if it is abuse, ask your Client Rights Officer or someone you trust.</i>
2. The right to service in a humane setting which is the least restrictive feasible, as defined in the treatment plan.	<i>You can't be committed to a hospital or put in a quiet room unless there is no other treatment to help you to be safe to yourself and others. As soon as it is safe, you must be given more freedom.</i>
3. The right to reasonable protection from physical, sexual, or emotional abuse and inhuman treatment, such as neglect.	<i>You will be safe from abuse and neglect. We are required to report anyone harming you or harming others.</i>
4. The right to be informed of one's own condition, of proposed or current services, treatments or therapies and the alternatives.	<i>You have the right to ask questions and the right to know what's going on.</i>
5. The right to consent to refuse any service, treatment, or therapy upon full explanation of the expected consequences of such consent or refusal. A parent or legal guardian may consent to or refuse any service, treatment or therapy on behalf of the child.	<i>You can say yes or no to any service or treatment. A parent or guardian may do this on behalf of a child.</i>
6. The right to a current, written individualized service plan that addresses one's own mental health, physical health, social and economic needs, and that specifies the provision of appropriate and adequate services, as available, either directly or by referral.	<i>You must have a plan which meets your needs. It is your road map to getting on with life.</i>
7. The right to active and informed participation in the establishment, periodic review and reassessment of the service plan.	<i>You or a parent or guardian must be permitted to help create or change your plan.</i>
8. The right to freedom from financial or other exploitation.	<i>Your money and/or property will not be wrongfully taken, used, or threatened.</i>
9. The right to freedom from unnecessary or excessive medication.	<i>Taking medication is your choice. If you refuse some or all of your medication, you will not lose other rights or services.</i>
10. The right to freedom from unnecessary restraint or seclusion.	<i>You will not be put in a physical restraint or in a quiet room as punishment. This will only happen when you are out of control in a potentially dangerous way to yourself or others and other means to try to help you have failed. You will not be 'sent to your room' although you can be asked to leave a common area for a time, or others asked to leave a common area to ensure your safety or the safety of others.</i>
11. The right to participate in any appropriate and available agency service, regardless of refusal of one or more other services, treatments, or therapies, or regardless of relapse from earlier treatment in that or another service, unless there is a valid and specific necessity which precludes and/or requires the client's participation in other services. This necessity will be explained to the client and written in the case record.	<i>You may pick and choose which services you participate in. Saying no to any service, will not keep you from receiving another service. Past performance in a service does not keep you from taking part in that or other services.  <i>If you are not allowed a service, this will be explained to you and written in your case record.</i></i>
12. The right to be informed of and refuse any unusual or hazardous treatment procedures.	<i>You (or your parent/guardian) must be told of special or risky treatments and can make the decision not to have them.</i>
13. The right to be advised of and refuse observation by techniques such as one-way vision mirrors, tape recorders, movies or photographs.	<i>Nobody can take your picture or record you in a mental health setting without your (or your parent/guardian's) permission.</i>
14. The right to have the opportunity to consult with independent treatment specialists or legal counsel at one's own expense.	<i>You can have your own doctor, counselor or lawyer, but usually you must pay for it.</i>
15. The right to confidentiality of communications and of all identifying information within the limitations and requirements for disclosure of various funding and/or certifying sources, state or federal statutes, unless release of information is specifically authorized by the client, parent or legal guardian of the child.	<i>There are rules about who may see your records. These rules protect you from having people tell private information without your permission (or the permission of your parent/guardian).</i>

RIGHT	DESCRIPTION
16. The right to have access to one's own records, unless restricted by adoption statutes or there are clear treatment reasons for denying access. When access is denied to specific information, the treatment plan indicates what information is restricted and the reasons for the restriction. 'Acceptable reason for restriction' means that severe emotional damage will be done to the client, such that dangerous or self-injurious behavior is an eminent risk. The client or others authorized to have the information are informed about the restriction and the specific reasons for it. The restriction is valid for up to one year and thereafter must be re-issued with appropriate procedures followed. Any person authorized in writing by the client and professionally qualified to do so has unrestricted access to all information.	<i>In most cases, You (or your parent/guardian) may see or get a copy of your own records. If you are denied the right to see your records, you have the right to check with a Client Rights Officer to see if the denial is valid.</i>
17. The right to participation in clubs, events, or activities which involve protected classes (Race, Color, Religion or Creed, National Origin or ancestry, Sex (including gender, pregnancy, sexual orientation, and gender identity), Age, Physical or Mental disability, Veteran status, Genetic information, and Citizenship) shall be afforded the right of privacy to the clients.	<i>You have the right to participate in events and activities as you choose. Your participation will be kept private and confidential.</i>
18. The right to be informed in advance of the reason(s) for discontinuance of service provision, and to be involved in planning for the consequences of discontinuance.	<i>You cannot be kicked out of a program or service. You must be told why and assisted in finding another service and/or provider.</i>
19. The right to receive an explanation of reasons for denial of service.	<i>You must know why an agency will not serve you.</i>
20. The right not to be discriminated against in the provision of service on the basis of religion, race, color, creed, sex, national origin, age, lifestyle, physical or mental handicap, developmental disability, or ability to pay.	<i>Everyone is welcome. If you have special needs, they will be accommodated.</i>
21. The right to know the cost of services.	<i>You or your parent/guardian must be told what, if anything, a service will cost. A parent/guardian will be asked to sign a fee agreement.</i>
22. The right to be fully informed of all rights.	<i>Your rights will be explained to you and you will be given a copy. If you lose your copy, you may have another. If you like, your rights can be read to you.</i>
23. The right to exercise all rights without reprisal in any form including continued and uncompromised access to service.	<i>If you have a complaint, you can speak up without losing services.</i>
24. The right to file a grievance.	<i>If you are not satisfied with the outcome when you make a complaint, you may make your complaint formal by contacting the Client Rights Officer.</i>
25. The right to have oral and written instructions for filing a grievance.	<i>If you need help making a formal complaint, we will provide that to you.</i>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

***If you feel one or more of your rights has been infringed upon, you have a right to file a grievance with our Client Rights Officer:***

Client Rights Officer  
 Best Point Education & Behavioral Health  
 5050 Madison Road, Cincinnati, Ohio 45227  
 (513) 272-2800

If you have any questions, please ask any staff member. They will explain any aspect of our Client Rights or our grievance policy and procedure. You may also contact one or more of the following boards or government agencies:

Hamilton Co. Mental Health & Recovery Services Board 2350 Auburn Ave, Cincinnati, OH 45219 (513) 946-8600; (513) 946-8610 (fax) hcmhrsb.org	Ohio Attorney General - Health Care Fraud 30 E. Broad St, 14th Floor, Columbus, OH 43215 (614) 466-0722; (614) 644-9973 (fax); (614) 466-1393 (TTY) ohioattorneygeneral.gov
Ohio Department of Mental Health & Addiction Services 30 E. Broad St, 8th Floor, Columbus, OH 43215 (614) 466-2596; (877) 275-6364 (toll free) mha.ohio.gov	U.S. Department of Health & Human Services, Office for Civil Rights-Region V, 233 N. Michigan Ave, Ste 240, Chicago, IL 60601 (800) 368-1019 (toll free); (312) 886-1807 (fax) hhs.gov/ocr/office
Disability Rights Ohio 200 Civic Center Drive, Suite 300; Columbus, OH 43215 (614) 466-7264; (800) 282-9181 (toll free) disabilityrightsohio.org	Ohio Department of Jobs & Family Services 30 E. Broad St., 32 <sup>nd</sup> Floor, Columbus, OH 43266 (877) 852-0010; (614) 466-2815 (fax); (614) 752-3951 (TTY) www.state.oh.us/odjfs
State of Ohio Counselor, Social Worker and Marriage & Family Therapist Board 50 West Broad St, Suite 1075, Columbus, OH 43215 (614) 466-0912; (614) 728-7790 (fax) cswmft.ohio.gov	State Medical Board of Ohio 30 East Broad St, 3rd Floor, Columbus, OH 43215 (800) 554-7717 (toll free); (614) 466-3934 med.ohio.gov
Ohio Board of Nursing 17 S. High St, Suite 400, Columbus, OH 43215 (614) 466-3947; (614) 466-0388 (fax) nursing.ohio.gov	Ohio Board of Psychology 77 S. High St, Suite 1830, Columbus, OH 43215 (877) 779-7446 (toll free); (614) 728-7081 (fax); psychology.ohio.gov
U.S. Department of Justice, Civil Rights Division, Disability Rights 950 Pennsylvania Avenue, NW, 4CON, 9th Floor Washington, DC 20530 <b>Talk to an ADA Specialist:</b> 800-514-0301 (voice); 800-514-0383 (TTY) justice.gov/crt/disability-rights-section	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 <b>Fax:</b> (833) 256-1665 or (202) 690-7442 <b>email:</b> Program.Intake@usda.gov usda.gov/oascr/home

## Grievance Procedure

The goal of the grievance procedure is to achieve fairness, dignity, opportunities for conciliation, and an atmosphere of mutual respect. It is the intent of the procedure that all clients are provided with access to someone who will hear their complaints fairly, should they choose to work on their concern through a formal process.

If your concern addresses alleged abuse or neglect, it is required that it be reported immediately to the Hamilton County Department of Human Services for its investigation.

The assigned primary service provider is your initial contact person within the agency. Any concerns you or a member of your family have about your care or your child's care can be addressed to the primary service provider at any time. If your concerns are not addressed to your satisfaction by the primary service provider, you may go to the Program Manager, and then to the Department Director.

If your concerns are not answered to your satisfaction by the program staff, you may contact the Client Rights Officer by calling (513) 272-2800 or writing to Best Point, 5050 Madison Road, Cincinnati, Ohio 45227. The Client Rights Officer will assist you through the complaint process. You have the right to a representative for the entire grievance process or for any part of it. If you would like a representative but don't have anyone to call on, the Client Rights Officer will either serve as your representative or help identify someone who will represent your interests, as you see them, and who will make sure you have all of your questions answered.

If you choose to file a formal, written grievance, it will be reviewed within seventy-two hours by the Client's Rights Officer, or their designee. The reviewer(s) will assess the validity of your grievance, ascertain the facts in the situation, and discuss it with all parties involved. The reviewer(s) will then provide a resolution and an explanation in writing within twenty working days of the original filing. You may appeal to the President & CEO of Best Point and a response will be given within forty-eight hours of being received. The President & CEO will have final authority to evaluate and resolve the grievance. A copy of the agency response to the grievance will be placed in the client record.

There will be absolutely no reprisals against anyone making a complaint or filing a formal grievance. Filing a grievance will in no way have any bearing on the continuance of services to you, your child, or members of your family. We are interested in knowing about your concerns so that we can continue to work effectively with you and your family to provide the highest quality of care possible.