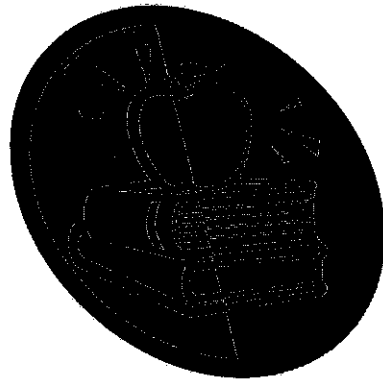


PIKE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

EARLY CHILDHOOD AND FAMILY
CENTER

School Age
Parent Handbook



2016-2017
School Year



Table of Contents

- I. Directory
- II. Overview of Program
- III. Rules and Regulations
- IV. Due Process
- V. Positive Culture
- VI. Transportation
- VII. Reporting Progress to Parents/Guardians
- VIII. Rights
- IX. 2016-2017 School Calendar



I. Directory

Executive Director.....Jeffrey A. Noble
330 North Street
Waverly, OH 45690
740-947-8470 Ext 103

Assistant Superintendent.....Roger Kemper
330 North Street
Waverly, OH 45690
740-947-8470 Ext 104

Director of Children's Programs.....Sarah Roberts
10 American Blvd
Piketon, OH 45661
740-289-1681 Ext 102

Service & Support Administrator.....Nancy Cupp
10 American Blvd
Piketon, OH 45661
740-289-1681 Ext 103

Service & Support Director Scot Crace
330 North Street
Waverly, OH 45690
740-947-8470 Ext 105

Therapy Department.....Adena Pike Hospital
100 Dawn Lane
Waverly, OH 45690
740-947-6378

School-Age Staff

Teachers

Jennifer Downey
Tiana Pence
Elana Spencer

Classroom Assistants

Marget Scaggs
Summer Odel
Jessica Scaggs
Lisa Helphenstine
Summer Lightle
Jennifer Barnett

Boone Brabson
Jerrica Caseman
Darren King
Dakota Schackart
Denise Rachford

II. OVERVIEW OF PROGRAMS

School Age Programs (6-22): The educational Philosophy of the Pike County Board of Developmental Disabilities is centered in the belief that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. The Board and its teaching staff desire to help students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. There are three elements that are conducive to establishing such a positive educational environment:

- The teacher acting as a guide,
- Allowing the child's natural curiosity to direct his/her learning, and
- Promoting respect for all things and people.

The Board seeks to ensure the availability of developmental and age-appropriate programs, services, and supports that will assist eligible individuals with developmental disabilities in choosing and achieving a life of increasing capability such that they may live, work, and play in the community, and to assist and support the families of these individuals in achieving this objective.

The curriculums selected for the school age classrooms shall address, but will not necessarily be limited to the following:

1. Personal reflection;
2. Social development and emotional well being;
3. Recreational skills; and
4. Health and safety skills

The curriculum adapted to address individual needs, personal interests and developmental levels is Unique Learning Systems. Personal choice and self-initiated learning experiences shall be encouraged in lesson planning. The program will offer, but not necessarily limited to, the following list of recommended activities and

recommended projects:

1. Creative construction;
2. Group and individual reading of literature;
3. Building and miniature imaginative play
4. Fine arts;
5. Individual quiet space;
6. Puzzles and table games;
7. Science, math and exploration;
8. Dramatic Play;
9. Health, safety and care of self;
10. Active outdoor and indoor activities;
11. Clubs, scouting, group sports, lessons and/or special activities; and
12. Field trips

Teachers will regularly and actively communicate with parents and family members with student progress being reported on a 4.5 week reporting basis and two scheduled meetings during the course of the school year. The name and contact information of the Ombudsman for the Ohio Department of Education will be posted on the walls of the Pike County Early Childhood and Family Center. Developmentally appropriate equipment, materials and furnishing will be available at the Pike County Early Childhood and Family Center and in each classroom for the number and ages of children enrolled. Equipment and materials shall support the program goals, objectives and activities identified in daily plans. School is in session Monday through Friday from 8:00 a.m. to 2:30 p.m.

Therapy Services (Occupational, Physical and Speech Pathology) are offered through the Educational Service District. Services are delivered per IEP specifications. Progress is reported to families on 4.5 week schedule per school calendar.



III. School Rules and Regulations

Attendance

If your child is absent from school you must notify the school by 9:00 a.m., plus the driver must be informed in advance if possible. When child returns to school he/she must bring a written excuse stating reason for absence.

Cancellations/Early Dismissal

One Call Now system is in place to notify families of cancellations/early dismissal. Please provide teachers with updated contact information for the One Call system.

Illness Related Issues

Sometimes what seems to be a common cold is the beginning of a contagious disease. If a child becomes ill during school, parents will be notified, and it is their responsibility to see that the child is picked up as soon as possible.

Students must be free of a fever and/or vomiting and diarrhea for 24 hours before returning to school. This will help safeguard against infecting other students or staff.

Anytime a student is hospitalized or under a doctor's care for an extended period, they must have a release from the doctor allowing them to return to school.

ILLNESS RELATED DEFINITIONS REQUIRING PARENT/ GUARDIAN ATTENTION AND COMMUNICATION WITH SCHOOL STAFF

- Illness is anything that prevents a child from participating comfortably in program or activities.
- Fever of 100 degrees or more, child should remain home.
- Vomiting and/or diarrhea two or more times in last 24 hours child must remain home for 24 hours after last episode of vomiting/diarrhea.
- Mouth Sores with excessive drooling unless diagnosed as non-contagious by a doctor, child should remain home.
- Rash with other symptoms until a doctor has diagnosed as non-contagious, child should remain home.

Page 6



- Pink Eye is yellow or white drainage, eye pain, redness and until seen by doctor and has permission from doctor to return to school, child should remain home.
- Strep Throat-Not to return to school until 24 hours after antibiotic has been started and child has no fever for 24 hours-physician note required.
- Head Lice-Not to return to school until the morning after the 1st treatment. The student must be transported to school by the parent to be checked by the nurse before returning to the classroom. The student must be lice free and nit free.
- Chicken Pox-Child must be without fever and all sores must be dried and crusted before child returns to school.
- Ring Worm/ Scabies- return 24 hours after diagnosis and physician note to return to school.

IMMUNIZATIONS/DEFINITIONS

Item	Upon Entrance	Each School Year	Every 3 Years	When Change Occurs
Verification of Birth	X			
Immunization Record	X			X
Medical Examination	X		X	
Evaluation Team Report	X		X	
Application for Entrance	X			
Permission for Medicine/ Emergency Form	X	X		X
Permission for OT/PT if needed	X	X		X

The State Law requires a medical examination and evaluation team report every three (3) years. Your local school district will notify you if your child is due to be tested and will send you all the paperwork required.

IMMUNIZATIONS

No student shall be admitted to a school-age program operated by the Pike County Board of Developmental Disabilities without verification the student has been or is in process of being immunized against diphtheria, tetanus, pertussis, poliomyelitis, rubella (measles), and rubella (German measles), mumps and Hepatitis by a method of immunization approved by the Department of Health in accordance with the Ohio Revised Code.

Emergency Procedures

An Incident Report will be completed when accident or injury occurs and parents will receive a copy of the report. Reports are logged by teacher. In the event a serious accident occurs appropriate First Responders will be notified and parents will be notified immediately. Fire, tornado, and lock down drills are performed monthly as practice. Evacuation plans/routes are posted. All first aid and cleaning supplies are stored safely out of reach of children

Food/Meals

Breakfast will be FREE for all students. Lunch will be served daily for the children at a price of \$2.00 for regular and \$.40 for reduced. Students are permitted to pack their lunch & should be brought in on a daily basis. Refrigerator & microwave are available in each classroom.

Clothing

Students are to bring an extra set of clothing with them to school in case of an emergency. These items should be sent in a back pack on a daily and/or annual basis and be labeled with the child's name.

Reminder: Please make sure that your child wears and brings appropriate clothing for school (NO HALTER TOPS or shorts above mid-thigh.

Arrival/Dismissal Times

It is imperative that you, as parents follow the arrival and dismissal times of the school. School age classrooms (6-22) Monday through Friday from 8:00 a.m. to 2:30 p.m. Please do not arrive before 8:00 or after 2:30 unless staff have made special arrangements.

CONFIDENTIALITY / STUDENT FILES

The Pike County Board of Developmental Disabilities ensures that all educational records are secure and under supervision of designated professional employees. Written parental permission is obtained before personally identifiable information is disclosed to anyone other than authorized personnel except as provided by state or federal law.

Pesticide Application Pre-notification

In the event that the school has a pesticide application at the school you may request to be pre-notified of the event by calling 740-289-1681. Please contact the school to be placed on the list for prior notice. Please call to request a copy of our pesticide policy.

IV DUE PROCESS

Definition of Due Process:

IDEA: Please refer to the "Whose IDEA is This?" resource guide for parents. This booklet will be available at your child's IEP conference or call the PCBDD Office to obtain a copy.

Due Process Hearing:

Each school district shall develop and implement written procedures, which afford parents and other educational agencies an opportunity to have an impartial due process hearing in accordance with these rules. An impartial due process hearing may be requested at any time the school district or other educational agency:

1. Proposes to initiate or change identification, evaluation, or educational placement of child or provision of a free appropriate public education to the child; or
2. Refuses to initiate or change identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Initiating a Due Process Hearing

An impartial due process hearing may be initiated by the school district of residence of the child, the parent or the school district or other educational agency providing the special educational and related services requests hearing, they shall do so in writing to board of education and superintendent of school district of residence.

If hearing has been requested by someone other than child's parent, the parent shall be informed in writing of the request and shall be invited to participate in the proceedings and shall receive copies of all communications between the school district and hearing officer.

School district of residence may initiate a hearing by notifying in writing the parent and school district or other educational agency providing or refusing to provide special educational and related services.

All requests initiating hearings shall specify in writing the specific issues to be resolved. If a hearing is initiated or if the parent requests the information, the school district shall inform parent of any free or low cost legal and other relevant services available in the area.



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For more information contact:

Roger Kemper	947-8470
Nancy Cupp	289-1681
Jennifer Downey	289-1681
Tiana Pence	289-1681
Sarah Roberts	289-1681
Elana Spencer	289-1681

Parents may also contact local school district of residence.

V. POSITIVE CULTURE

Active and happy classrooms are a key to successful programming. The Pike County Board of DD teachers will offer stimulating learning programs, which keep your child challenged and constructively active. A school staff member in charge of a child or a group of children shall be responsible for their discipline.

- A. The Pike County Early Childhood and Family Center will have the policy on Positive Culture on file for review. Constructive, developmentally appropriate child guidance and support techniques are to be used at all times, and shall include measures such as redirection, talking with the child about the situation, and praise for appropriate behavior.
- B. Positive culture measures shall ensure the safety, physical and emotional well-being of all children enrolled on the premises of the Pike County Early Childhood and Family Center
- C. Upon request a copy of our Positive Culture/Personal Success policy will be made available to Parents/Families of a child enrolled in programs at the Pike County Early Childhood and Family Center.
- D. All school age staff members shall review policy during orientation and annually thereafter.

VI. TRANSPORTATION

TRANSPORTATION RULES FOR PARENTS:

1. Have your child ready with driver arrives in the morning. Drivers are only required to wait two (2) minutes.
2. Medication must be given to driver by parents. Students are not to transport medication personally.
3. Do not send food or drinks to be consumed on the way.
4. IF YOUR CHILD IS NOT GOING TO SCHOOL FOR SOME REASON, YOU MUST NOTIFY THE DRIVER AS SOON AS POSSIBLE.
5. YOU MUST CALL THE SCHOOL WHEN YOU CHILD IS READY TO RETURN TO SCHOOL. HE/SHE WILL NOT BE PICKED UP UNTIL YOU CALL THE SCHOOL.
6. If your child leaves during the day for any reason, please contact the driver with instructions as to when your child is to be picked up again.
7. All instructions to the driver are to be made in writing or by phone.
8. It is your responsibility to be at home or have a responsible person there when your child arrives.
9. Due to unforeseen emergencies such as inclement weather, etc., please give your driver the name and phone number of a relative or neighbor close by where your child can be left if you are not at home.
10. Drivers will pick up and drop off a child at one location only since we do not have bus space to pick up at one address and drop off at another. If your child is staying with a sitter, we must have name, address, and phone number of sitter.
11. If you send any items to school, they are to be put into a sack, fastened shut and marked plainly with the child's name and the name of the person to whom it must go. Do not send live animals.
12. PLEASE do not allow your child to carry to school cigarette lighters, knives, guns or any item which is sharp and dangerous. Do not allow you child to bring large toys such as dolls, cars, balls, etc. as there is not room on the bus for such items. If items are sent to school without reason or a note from parents, the item (s) will be kept at school until the end of the school year.
13. Drivers cannot be held responsible for any items sent to school.
14. Do not call drivers asking them to relay messages pertaining to school matters. Call the school at 289-1681 instead between 7:00 am and 3:30 pm.

15. You are to notify the school of any change in address or phone numbers.
16. In order for your child to miss as little school as possible, you should notify the office as far in advance as possible if you plan to move.
17. The bus driver cannot get off the bus to operate the lift. Adult present at pickup/drop off must assist with wheelchair lift.
18. When a child has missed 3 or more days the driver will not stop until the school or nurse tells them to.
19. No IV poles, lap trays, or loose hanging bags will be permitted on wheelchairs.

VII: REPORTING PROGRESS TO PARENTS/GUARDIANS

Parent Conferences:

There will be at least two parent conferences annually. IEP conferences will be held annually. The purpose of the conference is to outline the goals and objectives for the child to the parent/guardian/family. Parents shall be given an opportunity at this time to provide input as to the goals for the child. Methods, assessments, and activities as well as how the teacher will evaluate the objective shall be discussed. The teacher shall contact each parent/guardian/family to set the conference time.

Progress Reports:

The teacher will send home to the parent/guardian/family a progress report every 4.5 weeks which evaluates the students progress in a variety of areas. In addition a monthly checkpoint will be sent to families to reflect the ongoing monitoring of student progress in the academic content standards-extended.

Reports:

A report to parent form shall be made out in duplicate and issued at the end of the school year. One copy is to be retained in the permanent file and the other sent home. In addition each annual report will include a teacher letter explaining the student's progress during the school year and suggestions on skills to be worked on over the summer vacation.

VIII. RIGHTS

BILL OF RIGHTS

The rights of persons with developmental disabilities include, but are not limited to:

- A. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- B. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
- C. The right to food adequate to meet accepted standards of nutrition;
- D. The right to practice the religion of their choice or to abstain from the practice of religion;
- E. The right of timely access to appropriate medical or dental treatment;
- F. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- G. The right to receive appropriate care and treatment in the least intrusive manner;
- H. The right to privacy, including both periods of privacy and places of privacy;
- I. The right to communicate freely with persons of their choice in any reasonable manner they choose;
- J. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
- K. The right to social interaction with members of either sex;
- L. The right of access opportunities that enable individuals to develop their full human potential;
- M. The right to pursue vocational opportunities that will promote and enhance economic independence;
- N. The right to be treated equally as citizens under the law;
- O. The right to be free from emotional, psychological, and physical abuse;
- P. The right to participate in appropriate programs of education, training, social development and habilitation, and in programs of reasonable recreation;
- Q. The right to participate in decisions that affect their lives;

- R. The right to select a partner or advocate on their behalf;
- S. The right to manage their personal financial affairs,
based on individual ability to do so;
- T. The right to confidential treatment of all information in
their personal and medical records;
- U. The right to voice grievances and recommend changes
in policies and services without restraint, interference,
coercion, discrimination, or reprisal;
- V. The right to be free from unnecessary chemical or physi-
cal restraints;
- W. The right to participate in the political process;
- X. The right to refuse to participate in medical, psychologi-
cal, or other research or experiments.

If you have any questions or concerns about your
rights you may call **Ohio Legal Rights Services:**

(OLRS) at 1-800-282-9181 or
Ohio Department of DD 1-800-464-6733



SCHOOL AGE PROGRAM CALENDAR

August 22- Waiver Day/PD
August 23- Teacher Work Day
August 24- First day for Students
Sept 5- Labor Day (School Closed)
Oct 10- Columbus Day (School Closed)
Nov 11- Veteran's Day No (School Closed)
Nov 23-Nov 28 Thanksgiving Break (School Closed)
Dec 19-Jan 2 Winter Break (School Closed)
Jan 16- Martin Luther King, Jr. (School Closed)
Feb 20- President's Day (School Closed)
April 14-17 Spring Break (School Closed)
May 29- Memorial Day- Program Closed
June 1- Student's Last Day
June 2- Teacher Work Day



289-1681

PCBDD

Creating Opportunities

*Serving Children from birth through twenty
two and their
Families in Pike County. To make a
Referral call 740-947-7502*

