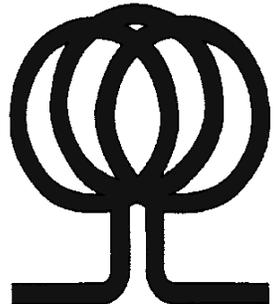




# *IDA SUE SCHOOL PARENT MANUAL 2019 - 2020*



Dear Parents, Guardians and Primary Caregivers,

I would like to welcome everyone old and new to the Ida Sue School. The mission of the program is to work in partnership with the enrollees, families, staff, and community to provide choice and options based on the individual and family preferences enabling a quality of life satisfying to the individual in learning, living, working and participating in the community to the best of their ability. The Ida Sue School has a long tradition of providing the specialized services necessary to allow each individual to grow and develop to their full potential. The staff here at the Ida Sue School will ensure that each child receives quality, individualized education to meet the needs of the family and child.

2019-2020 will be a year of growth, productivity, and new experiences for those who participate in our program. Our entire staff is dedicated to doing whatever it takes for each child to achieve success. This continued success is a result of the support of our families and the entire Wayne County community.

If at any time you have a question or concern about your child or the services we provide, please feel free to contact Aaron Bernstein, Director of Educational Services, at 330-345-7251 or me at 330-345-6016.

Sincerely,

A handwritten signature in black ink, appearing to read "David B. Ashley". The signature is written in a cursive style with a large initial "D".

David B. Ashley, Superintendent  
Wayne County Board of DD

## **Ida Sue School / Wayne County Board of DD Contact Numbers**

### **Area Code (330)**

- **Administration Office**                      **345-6016/345-7270**
- **Early Childhood Intervention Program**                      **345-7251/345-0917** *fax*
- **Ida Sue School**                                      **345-7251/345-0917** *fax*
- **Service & Support Administration/ Residential Services/ Family Resource Services**                      **264-4086**
- **Transportation**                                      **264-6902**

## **Ida Sue School Staff**

Superintendent – David Ashley  
 Director of Educational Services – Aaron Bernstein  
 Secretary – Sheri Finn

**Kim Barnhouse**  
**Angie Beckler**  
**Kathleen Eby**  
**Shelly Graham Norris**  
**Danielle Hatton**  
**Ashley Hewit**  
**Darin Julien**

**Christy Koberstein**  
**Ron Maxwell**  
**Maggie Meckley**  
**Blenda Palmer**  
**Robbi Reed**  
**Heather Schafer**  
**Audra Schoen**  
**Danielle Smith**

**Stephanie Spangler**  
**Judy Thompson**  
**Renee Ware**  
**Rebecca Ann Wirth**  
**Jill Wrather**  
**Melissa Klingerman**

## WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES 2019-2020 CALENDAR

<p>16 <b>Teacher Report Day</b></p> <p>19 <b>First Day of School</b> <i>Ida Sue School</i></p>	<p><b>AUGUST 2019</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	TH	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>2 <b>Labor Day</b> <b>Program Closed</b></p> <p>9 <b>Fair Day</b> <b>Program Closed</b></p>							
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<p>18 <b>All Staff Inservice</b> <b>Program Closed</b></p> <p>18 <b>End of 1st quarter</b></p>	<p><b>OCTOBER 2019</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>7 <b>Parent/Teacher Conf.</b> <b>3:30 – 8:30 PM</b></p> <p>11 <b>Veterans Day</b> <b>Program Closed</b></p> <p>27-29 <b>Thanksgiving Break</b> <b>Program Closed</b></p>							
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<p>20 <b>End of 2nd quarter</b></p> <p><b>Ida Sue School Winter Break</b> <b>Dec 23 – Jan 3</b> <b>Program Closed</b></p>	<p><b>DECEMBER 2019</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>6 <b>Ida School School</b> <b>Reconvenes</b></p> <p>20 <b>M.L. King Jr. Day</b> <b>Program Closed</b></p>							
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<p>14 <b>All Staff Inservice</b> <b>Program Closed</b></p> <p>17 <b>Presidents' Day</b> <b>Program Closed</b></p>	<p><b>FEBRUARY 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	TH	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>13 <b>End of 3rd quarter</b></p>							
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<p>6 – 10 <b>Spring Break</b> <b>Ida Sue School Closed</b></p> <p>10 <b>Good Friday</b> <b>Program Closed</b></p>	<p><b>APRIL 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p>25 <b>Memorial Day</b> <b>Program Closed</b></p> <p>28 <b>Last Day for Students</b> <b>Ida Sue School</b></p> <p>28 <b>End of 4th quarter</b></p> <p>29 <b>Teacher Report Day</b></p>							
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<p><b>Ida Sue School</b></p> <p>Student days in session    178</p> <p>Parent Conf. days            1</p> <p>Staff in-service days         2</p> <p>Staff report days              2</p> <p style="text-align: right;">183</p> <p>6 hr instruction/day</p> <p>½ hr lunch/day</p> <p>1068 hrs/yr – 178 days</p> <p>1086 hrs/yr – 181 days</p>	<p><b>JUNE 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	TH	F	S									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p>3 <b>Independence Day</b> <b>Program Closed</b></p> <p>ISS Make Up Days June 1, 2, 3, 4, 5</p> <p>Additional Make up days April 6, 7, 8, 9, 10</p>
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## **THE WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (BD OF DD)**

Seven members are appointed to the Board for three terms of four years. Five members are appointed by the County Commissioners, two members are appointed by the County Probate Court Judge. Three members of the Board are required to be parents or relatives of students and clients at Ida Sue School.

Board meetings are open to the public. The Board meets on the third Tuesday of each month at 7:30 P.M. in the Conference Room of Ida Sue School.

### **SERVICES**

Early Intervention provides services to children birth to three. The staff consists of an Early Intervention Specialist, Physical Therapist and Assistant, Occupational Therapist and Speech Therapists. The manner in which early intervention services are provided is family-centered and individually designed with the strengths and needs of each family in mind. Services are provided in the child's natural environment utilizing a coaching model as determined by the needs of the child and family through team assessments.

School-age classrooms are self-contained rooms staffed by instructors and aides who offer specialized instruction in academics, communication, self-care skills, environmental and community skills, fine arts, physical development, and vocational skills. Specialists work together with the classrooms to provide appropriate activities for the students in the areas of PT, OT, Speech, and Physical Education. The school has primary, intermediate, and secondary classrooms focusing on students with severe to profound developmental disabilities, severe autism and students with high medical needs, and runs from 8:15 a.m. to 2:45 p.m. daily.

Two of our classrooms are located in the public schools in the county. These listed services are provided to each student following their IEP in these classrooms in a collaborative model with the host school.

Service Coordination (Service & Support Administration) provides a variety of services and support for families, adult clients and students.

The **Parent to Parent Organization** provides services such as respite care, parent training, and education, purchase/lease of special equipment, assistance with the purchase of materials for special diets, and modification to the home for eligible families. These services are administered by the Wayne County Board of DD through a contract with the Parent to Parent Organization.

The **Physical Therapist** regularly evaluates children in gross and fine motor areas and plans specific activities to be implemented on the individual basis or in small groups within the classroom. Assessments are made and combined with recommendations from hospitals and clinics, for each child's physician to provide the basis for individual physical therapy prescriptions.

There must be a doctor's prescription for physical therapy, before services can be provided.

**Speech Therapy** programs are also provided in the school. Consultation with Instructors and Specialists provide guidance for developing total communication skills and language development programs for students whose difficulties impair their ability to communicate.

**A Registered Nurse** is responsible for the coordination and implementation of health programs and services for all school-age students; including dispensing of medications, organization, and administration of health procedures. An LPN is on the school staff to assist with implementation of health programs and to carry out physician ordered treatments and medications to students.

**Occupational Therapy** services are provided with specialized therapy for children in the school. Assessment, and diagnostic information and consultation are an important part of their services. This therapy may be provided within the classrooms or in other settings.

### **PROGRAM CLOSING OR DELAYS**

As soon as a decision is made to delay or close our program due to weather conditions, an announcement will be made over **WKVX-AM (960) and WQKT-FM (104.5) and Cleveland TV channels 3, 5, and 8**. If a delay is announced, please keep listening to the radio. A delay may be changed to a closing if continuing weather conditions warrant. The Early Intervention morning home sessions will not be in session if a delay is announced. If bad weather conditions occur during the program day, it may be necessary to close prior to 2:45 p.m. Please make arrangements now for the possibility. If we do close early, an announcement will be made over **WKVX-AM (960) and WQKT-FM (104.5)** radio. At other times during the year, although our program may be in session, some roads may be judged as unsafe for travel on a particular day due to snow, ice or other conditions. The Superintendent is responsible for all program closings or delays.

Late buses will also be announced on the radio or by telephone contact.

### **TRANSPORTATION NEEDS**

The transportation needs of each student shall be considered when the initial Individual Education Plan (IEP) is developed, and also during periodic reviews of the IEP document.

### **COMMUNICATIONS**

All buses are equipped with two-way FM radios that allow us to communicate directly with the bus drivers anywhere in the county.

### **ACCIDENTS/INCIDENTS**

Emergency cards are on file listing a phone number that may need to be used if an emergency occurs and you are unable to be reached.

If there is a change in your phone number, address, or emergency number - it is important that the school office be notified at once. This information is kept in every student's folder. We ask your cooperation in updating this information, for it needs to be complete, accurate, and current for emergency reasons.

If an accident occurs, a complete report is kept for each student on a **Unusual Incident Report (UIR)** form. First aid is given for all minor injuries, noted on the UIR form, and the parents/guardians are notified by a written notice or phone call. These UIR's are kept in each student's permanent file, and are available for parent review.

**Unusual Incident Report** forms will be filed in the school. Notification of unusual or significant accidents or incidents will be reported to the immediate supervisor, Director of Educational Services, and the Superintendent immediately.

In an emergency situation requiring a doctor's attention, attempts are made to contact both the family and doctor. If the family doctor cannot be reached, the Rescue Squad will transport the student to the Emergency Room at Wooster Community Hospital.

Oxygen is on hand in the school. Each parent/guardian is asked to fill out an emergency form giving the program permission to follow emergency procedures in the event that either the parent/guardians or the emergency number furnished by the parent/guardian cannot be reach.

Whenever an incident concerning an individual with a developmental disability comes to our attention, whether it occurs at school or at home, we are required to fill out a UIR. We will send a copy of the UIR home with your child, and you are always able to view these reports contained in your child's permanent file.

Some incidents are serious enough to be classified as Major Unusual Incidents. These may include any unplanned hospital admissions, any medical emergencies such as resuscitation, IV's or surgery, any law enforcement involvement, or any incidences of abuse, neglect or rights violations. We are then required to file these MUI's with the Ohio Department of Developmental Disabilities.

When these are filed, our Investigative Agent, Scott Schrader, will contact all persons involved, including you the family, to get more information. She will then file a report. These investigative and reporting procedures are intended to protect all of our children. We appreciate your cooperation during these required processes.

## **PROGRAM ACCESS**

Any parent or guardian of a child enrolled in the program shall have reasonable access to the program during its hours of operation. The parent/guardian shall report to the program office and register upon entering the building.

## **PARENT CONFERENCES**

Two parent conferences are held each year. The first conference with all parents is scheduled in November. We strive for 100% attendance. The second conference with all parents is the IEP Conference. These are scheduled throughout the year. Staff and parents work closely together to develop successful learning environments for the students. Parents are encouraged to jot down ideas, things that are working, and things they would like to see happen and bring these to the Parent Conference to share with the staff. The conference is also a time to give input as to how IDEA-B funds can best be utilized for technology and to let us know how effective our program has been.

## **SCHOOL GRADING AND PROGRESS REPORTS**

Progress reports are sent home to parents, guardians, and residential home operators four times during the school year. The reports reflect progress being made by your child. The progress reports are distributed to students in the School-age Programs.

## **LUNCHES**

Lunches will be provided to students from our kitchen area, if chosen by the families. Lunches are provided by Wooster City Schools. More information will be sent home with your child the first week of school.

## **WELLNESS POLICY**

Ida Sue School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore our school uses a policy that will engage students, staff, and parents. We will have guidelines for staff on the nutritional limitations that can be offered to the children during school hours. We will have school lunches that meet the National School Lunch Program requirements. Nutrition education will be provided to the students and through their classroom activities. Physical activity will be encouraged and implemented throughout the student's daily schedule in addition to meeting Ohio Department of Education requirements.

## **ATTENDANCE AND ABSENCE**

In order for learning to be continuous and effective, attendance must be consistent. However, please understand if an enrollee is ill, he/she should remain at home. The chief emphasis is placed on attendance as long as the individual is well. Excused absence will be granted on the basis of the following conditions:

- Personal Illness
- Death of Relative
- Quarantine-length of time fixed by health authorities
- Emergency absence or absence pre-arranged through the office

The parent, custodial parent, guardian, legal guardian, or other responsible person shall notify the program prior to 9:15 a.m. **Please inform the school as to the reason for the absence (e.g. illness, Dr. appointment, family function, etc.).** When notification has not been received, the appropriate responsible person shall be contacted by telephone or by written notification on the day of the absence. Chronic student unexcused absence (5 days or more per quarter) will be reported to the student's home school district. They will follow their truancy procedures.

If the Board or Superintendent is notified that a missing child is attending the program, the Board or Superintendent shall immediately notify the Department of Education and law enforcement agency having jurisdiction where the child resides. A copy of a birth certificate is required to be on file for every child.

## **LEAVING THE BUILDING DURING THE DAY**

A contact – either written or a phone call – from the parent or guardian **must** be made to the school if a student is leaving the building early during the day. Before leaving, the person responsible must sign the Sign-Out Ledger Form that is in the office. A form of identification (driver's license) for the person responsible will be requested. This person should also be listed on the Emergency Medical Form. Upon his/her return, the person responsible will sign in on the same sheet indicating the time of return. If the child will not be returning to the school that day, the secretary will notify the bus garage. No child will be released to anyone other than parents/guardians without prior written or verbal permission from the parents/guardians.

## **LATE ARRIVAL TO THE PROGRAM**

If for some reason your child is going to be late to the program, we ask that you inform us the day before or in the morning by 8:45 a.m. that he /she will be late. This will assist us in ordering lunches for the day and planning for any classroom events that may be occurring on that day.

When you bring your child in late to the program the person responsible **must escort** the student into the school and **must** sign him or her in so we are aware that he/she has arrived.

## **STUDENT DRESS CODE**

Appearance and wearing apparel is to be in good taste, in accordance with the health and well being of all students, and non-disruptive to the school's routine.

1. Foot wear must be worn. Sandals/flip flops are discouraged because they do not protect the feet from possible injury, as well as, not providing proper balance and stability causing a student to trip and fall.
2. Tank tops, T-shirts designed to be worn as underwear, clothing decorated with obscene language, gestures, offensive logos (skulls, 'monsters'), or which make reference to subjects inappropriate at school (alcohol, illegal substances, personal activities, etc.) are unacceptable.
3. Clothing with holes that do not cover appropriate areas is unacceptable.
4. Underwear, including age appropriate items (bras, shorts) must be worn if no other functional undergarments (diapers, pull-ups) are worn.
5. Excessively tight (yoga pants) or extremely small-fitting clothing is unacceptable.
6. Excessively baggy or low riding pants may require the student to wear a belt.

## **NAME LABELS**

To help your child claim their personal clothing, book bags, etc., please label the items clearly with an indelible marker, with both first and last name.

## **CHANGES OF INFORMATION**

When there is a change in the information for your child, please notify your teacher and call the school office as soon as possible. This information can include: residential address, employment, telephone numbers, doctor/dentist information, emergency contact information, a change in medications, and permissions to release to other adults.

## **DUE PROCESS PROCEDURES**

Due process is an orderly procedure that allows a person to be heard and protects their individual freedoms. The Wayne County Board of Developmental Disabilities ensures that an individual or the parent of a minor, or the guardian has the opportunity to resolve a disagreement with the Superintendent's decision regarding identification, enrollment, transfer from within, evaluation, eligibility, and denial of an individual's initial or continued enrollment.

If an individual, parent, or legal guardian is not in agreement with decisions pertaining to these mentioned actions, they have the right to request an appeal to the Superintendent's decision. For students placed by local educational agencies into Ida Sue School the procedures for due process as described by Rule 3301-51-02 of the Administrative Code, the education of handicapped children, shall be followed.

The Superintendent is designated to assist individuals with this complaint process. The administrative office of the board is located at 266 Oldman Road, Wooster, Ohio 44691; phone number (330) 345-6016; FAX (330) 345-7210.

Ohio Legal Rights Services	1-800-282-9181
Ohio Department of DD	1-800-617-6733
Service & Support Administration	330-264-4086
Emergency Phone	330-465-6381

## **FEDERAL PROJECTS**

Ida Sue School receives federal funds through the Ohio Department of Education from Title VI, Part B IDEA. These funds are used to provide partial support for classroom aides.

We ask for your input, questions, and suggestions for these services. Please call the Director of Educational Services at 330-345-7251 to discuss these programs.

## **MEDICAL EVALUATION REQUIREMENTS:**

To comply with board policy, a current medical evaluation is required within 90 days of the date of enrollment and an updated evaluation is required every 3 years. The nurses will notify parents when the medical evaluation is due.

## **WHEELCHAIR SAFETY**

Wheelchairs are required to have anti-tip bars in place and in the down position, to help ensure the safety of the individual.

## **IMMUNIZATIONS**

A student shall not be permitted to remain in school for more than fourteen days without satisfactory evidence of approved immunizations against Poliomyelitis, Diphtheria, Pertussis, Tetanus, Rubella, Measles, Mumps, Hepatitis B or is in the process of being immunized.

A student, who has had natural Rubella, mumps or chickenpox and presents a signed statement from their parent or physician to that effect, is not required to be immunized. However, in the event of a mumps or chickenpox outbreak, only children having a record of vaccine or a physician-diagnosed (not parent) case of mumps will be considered immune.

A student, whose physician certifies in writing that such immunization against any disease is medically contraindicated, is not required to be immunized against that particular disease. A student whose family for religious, philosophical or moral beliefs are exempt from immunization as long as a statement from parents are on record at school.

Records of all immunizations and tuberculin tests shall be kept on file in specified locations.

Any student with incomplete immunizations may require exclusion from our program in an event of disease outbreak determined by local health department.

Please see the *Immunization Summary for Child Care, Head Start, Pre-School & School Attendance* chart for the current immunizations required for the 2015-16 school year.

As always, please check with your primary care physician for any immunization updates.

### Immunization Summary for School Attendance - Ohio

VACCINES	FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<p><b>Kindergarten</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required. *</p> <p><b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
POLIO	<p><b>K-9</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><b>Grades 10-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
MMR Measles, Mumps, Rubella	<p><b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>
HEP B Hepatitis B	<p><b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
Varicella (Chickenpox)	<p><b>K-9</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><b>Grades 10-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
MCV4 Meningococcal	<p><b>Grades 7-10</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
  - Vaccine doses administered  $\leq$  4 days before the minimum interval or age are valid (grace period). Doses administered  $\geq$  5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
  - For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/>).
- These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

## **INFECTION CONTROL**

The staff and administration of Ida Sue School are concerned about the health, well-being and protection of every child.

Infection control in our facility is a serious matter. In order to contain any communicable diseases, we ask and must expect the cooperation of all parents, guardians, and care givers. If a child or adult enrollee is sick, he or she should be at home.

Parents, guardians and care givers need to submit a **current address and phone number** and an **alternate address and phone number** where they or a responsible party can be reached in case of an emergency.

As part of their responsibilities, all staff will routinely observe the physical condition of each student when they arrive in the morning and throughout the day. If a student appears to be sick, the nurses will be contacted immediately. The nurses will assess the child's symptoms and determine if the child is sick.

If the child is sick, the parent or guardian will be contacted to take him/her home. The child will be isolated under supervision and away from the classroom until departing for home. A student who is sick can return to the school listing guideline below or with the authorization of a physician. If head lice are present, a child should have authorization from a physician or our program nurse to return to our program. The hair should be free of nits. Please bring your child to school for the nurse to check. Riding our buses will be suspended until cleared by the nurse. Students who have had rubella, measles, mumps, whooping cough, scarlet fever, MRSA, or scabies, but not limited to those conditions, or extended absence from school related to illness must have a medical release signed by a physician before returning to the school.

**\*Any child who has had a visit to the emergency room or an admission to the hospital, or any type of surgery (oral, dental, etc.) requires a release from the doctor to return to school with any restrictions included.** Please get a form from the school or request to have it faxed to the hospital to be filled out. (See sample form in manual)

\*Any child who has been absent from school due to illness will not be permitted to participate in a swimming program upon day of return to school. Assessment will be made by nursing to determine appropriateness of swimming for next scheduled swimming event.

## **COMMUNICABLE DISEASE POLICY**

When a child is exposed to a communicable disease, a notice will be sent to each parent or guardian. If your child is absent due to a communicable disease, please let us know so that we may alert other parents.

Children may exhibit slightly different symptoms or no symptoms with certain illnesses. Fever does not need to be present for a person to be ill, and normal body temperatures may vary between individuals. Parents and guardians should follow these guidelines to determine if a child or adult should stay home if any of the following symptoms are

present. These guidelines will also be used to determine if an enrollee is sick in our program.

- ✦ Temperature of 100° F or higher
- ✦ Unusual spots or rashes
- ✦ Severe coughing or whooping sound, causing a red or bluish color to the face
- ✦ Difficult or rapid breathing
- ✦ Vomiting
- ✦ Diarrhea
- ✦ Yellowish skin or eyes
- ✦ Conjunctivitis
- ✦ Untreated infected skin patches
- ✦ Unusually dark urine or gray or white stool
- ✦ Sore throat or difficulty swallowing
- ✦ Evidence of lice, scabies or other parasitic infestation
- ✦ Stiff neck
- ✦ Excessive nasal drainage, a cold with a green, runny mucous

Conditions under which your child will be readmitted to the school classroom are:

- ✓ Normal temperature for 24 hours or more
- ✓ Free of any skin rash
- ✓ No vomiting or diarrhea for 24 hours or more
- ✓ Properly treated for lice
- ✓ Signed statement by a licensed physician indicating that the child no longer is contagious

Below is a guide that indicates the number of days a child must not attend the school classroom if they have contracted a communicable disease:

<b>ILLNESS</b>	<b>EXCLUSION TIMELINE</b>
Chicken Pox	After rash/sores are dry, usually about 10 days
Head lice	Until ALL nits and lice are gone
Hepatitis	Doctor's release is required
Impetigo	Minimum of 24 hrs after treatment starts
Measles (3 days)	Minimum of 10 days AFTER the rash appears
Measles (9 days)	Minimum of 10 days AFTER the rash appears
Mononucleosis	Minimum of 7 days
Mumps	Until swelling is gone, minimum of 7 days
Pink eye	Minimum of 24 hrs after antibiotic treatment starts; if no antibiotic treatment, until discharge is gone
Ringworm	Until under treatment for 24 hours
Scabies	Until under treatment for 24 hours
Scarlet fever	Minimum of 5 days
Strep throat	Minimum of 48 hours after medication started, temperature must be normal

## **BLOODBORNE PATHOGEN EXPOSURE**

A parent/guardian will be contacted in the event that your child or a staff person has been exposed to a blood-borne pathogen. An example of such exposure would be from a human bite that breaks the skin or a needle stick.

If the exposure is from source known to be infected with HIV, Hepatitis B, or Hepatitis C., your child will be referred for medical attention, regardless of the extent of the exposure. If the source of the exposure is unknown to have the above diseases it will still be requested from the school

and/or Center of Occupation Medicine for the parents to have the child's blood drawn to determine if any disease may be present that could be harmful to the injured child or staff. This may be requested of any child who has been bitten, or who bites someone.

If the exposure is involving a staff member, the blood draw can be done at the Center of Occupational Health at no cost to the child. If the exposure is involving a student-to-student incident then the referral will be made to you, the parent to contact your child's doctor of appropriate treatment and testing.

## **MEDICATION AND MEDICAL TREATMENT PROCEDURE**

For any prescribed medication/treatments that a student may need to take during school hours a special form which can be obtained from the school nurses needs to be filled out. This form needs the guardians' and physician's signatures. The nurses cannot administer any prescription medication without this form completed. All medications are required to come in a pharmacy labeled container that must match the order received by the doctor.

Over the counter medications do not need to be on this form unless it is used routinely. All over the counter medications that you wish the nurses to administer must come with instructions and the original container. This may be administered ONLY 1-2 days without obtaining a doctor's order.

If your child has a medication change throughout the school year, it is the responsibility of the guardian to notify the school nurses so the emergency medical form can be kept up to date.

The transportation of any medication must be given to the bus driver. **No medication is to be sent in a student's bag.**

## WCBDD MEDICATION LOGS

**ALL MEDICATION MUST BE TRANSPORTED IN A TAMPER PROOF BAG ON THE COUNTY BOARD OF DD VEHICLE IN A CLOSED COMPARTMENT OR CLIPPED TO THE CLIP PROVIDED IN THE DRIVERS AREA.**

When receiving medication from a caregiver or group home staff, follow the proper transportation procedures:

### MORNING MEDICATION TRANSPORTATION PROCEDURES:

- The caregiver or group home staff person **MUST PUT MEDICATION IN A TAMPER PROOF BAG WHICH WE PROVIDE AND SIGN ALONG THE SEAL OF THE BAG AND THEN sign the medication log under the "SENT BY" column**, and must fill in the date, and enrollee name under the "Medication Bag For" column, PRIOR TO transporting the medication.
- The driver or bus aide **MUST sign the medication log under the "Transported By" column BEFORE leaving the home.**
- When arriving at the school or workshop location, the medication **IN THE TAMPER PROOF BAG must be HANDED to a responsible party designated by the drop off site. No other persons are authorized to receive the medication. The responsible party designated by the drop off site MUST sign the medication log under the "Received By" column BEFORE the person leaves the vicinity of the vehicle. THEY ARE VERIFYING THAT THEY HAVE RECEIVED THE MEDICATION IN A SEALED TAMPER PROOF BAG.**

### AFTERNOON MEDICATION TRANSPORTATION PROCEDURES:

- The responsible party designated by the drop off site **MUST PUT MEDICATION IN A TAMPER PROOF BAG WHICH WE PROVIDE AND SIGN ALONG THE SEAL OF THE BAG AND THEN sign the medication log under the "SENT BY" column**, and must fill in the date, and enrollee name under the "Medication Bag For" column, PRIOR TO transporting the medication. This information is on the back of your pre-trip form.
- The driver or bus aide **MUST sign the medication log under the "Transported By" column BEFORE leaving the school or workshop.**
- When arriving at the enrollee home location, the medication must be **HANDED to a caregiver or group home staff member IN THE SEALED TAMPER PROOF BAG. The person receiving the medication MUST sign the medication log under the "Received By" column BEFORE the vehicle leaves the home. THEY ARE VERIFYING THAT THEY HAVE RECEIVED THE MEDICATION IN A SEALED TAMPER PROOF BAG.**

The MEDICATION LOG form must be signed AND THE SEAL ON THE TAMPER PROOF BAG MUST BE SIGNED BY THE INDIVIDUAL BRINGING THE MEDICATION TO OUR VEHICLE to verify the receipt of the medication.

Empty medicine bottles WILL FOLLOW THE SAME PROCEDURE AS LISTED ABOVE.

THE DRIVER IS REQUIRED TO CARRY ENOUGH TAMPERPROOF BAGS ON THE VEHICLE AS THE NUMBER OF RIDERS ASSIGNED TO THE ROUTE AT ALL TIMES.

IN THE EVENT OF NO TAMPERPROOF BAG ON THE VEHICLE, THE DRIVER WILL CONTINUE TO TRANSPORT THE MEDICATION AND HAVE SIGNATURES OF "SENT BY" AND "RECEIVED BY" AS DIRECTED ABOVE.

Adopted: June 2, 2014

# Ida Sue School Physician Release to School Form

Student's Name: \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Reason for  
Absence: \_\_\_\_\_  
\_\_\_\_\_

This student may return to the following:

SCHOOL Date: \_\_\_\_\_

GYM Date: \_\_\_\_\_

SWIMMING Date: \_\_\_\_\_

BOWLING Date: \_\_\_\_\_

P.T. Date: \_\_\_\_\_ Special orders \_\_\_\_\_

O.T. Date: \_\_\_\_\_ Special orders \_\_\_\_\_

Please list special instructions or  
restrictions \_\_\_\_\_  
\_\_\_\_\_

PHYSICIAN'S  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT'S  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **VIDEOTAPING**

Because of the Elementary and Secondary Education Act of 1965 (*ESEA*), and the following laws:

*Individuals with Disabilities Act (IDEA)*, section 300.138(a) –

[Each State must demonstrate that 'children with disabilities are included in general State and District-Wide assessment (testing) programs']

*Ohio Revised Code*, section 3302.03(E) -

[...the inclusion of 'all students taking a test with accommodation (help) or to whom an alternate (different) assessment is administered'],

We may be videotaping/photographing students for educational purposes or for promotional records. You may indicate your preference to allow these opportunities by signing a form that will be sent home with your child.

## **DISCIPLINE PROCEDURES**

Discipline techniques will be positive and emphasize the development of self-discipline. Redirection, verbal prompts, modeling, and (when appropriate) physical prompts will be used for teaching skills as well as discipline programs.

It is our goal to give each child effective techniques to develop self-control. These may include:

- Focusing on positive teaching and support techniques which will emphasize offering choices and solving problems.
- Redirecting children to more appropriate behavior and activities.
- Reminding children of the rules and consequences when needed.
- Discussing with the child his/her feelings and actions and other ways he/she could have handled the situation.
- Providing an opportunity for a child to calm down and regain control of his/her emotions.
- Using supports such as gestures, picture schedules, prompts, and verbal cues to assist children in developing their positive social behavior.
- Consulting with parents, psychologists, specialists, staff persons, and/or supervisors to discuss alternatives which may involve the development of an individual behavior management program to encourage the acquisition of pro-social skills and self-discipline at home, on the bus, and at school.
- Using graduated guidance for educational activities, and sensory measures such as hugs, deep pressure and other techniques as guided by a therapist

We do not use corporal punishment as a discipline tool. Other methods **not** used for discipline procedures include:

- × Physical restraints
- × Peer or child directed punishment
- × Abuse or neglect
- × Separation or removal to an alternate space away from the other children
- × Withholding of food, rest or access to the toilet
- × Humiliation, shame, fear, threats, derogatory remarks, profane language

Suspected child abuse or neglect MUST be reported to the County's Children's Services Board in accordance with section 2151.42 of the Ohio Revised Code. The behavior support policy in its entirety may be viewed upon request.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **FAMILY INVOLVEMENT**

We highly encourage the involvement of families in the education of our students. This involvement directly affects the success of the students' educational efforts. With a cultural sensitivity and respect for the diversity of families, we value and encourage parent and family involvement as partners and decision-makers in our school's continuous improvement planning and educational support activities.

Communication is one important aspect of family involvement. You will receive updates on your student's progress, and links to the classroom staff through daily notes, phone calls, parent conferences, and other face to face meetings. These all help to establish two-way communication.

Using these communication methods, your assistance may also be secured to help with getting results of tests, gaining information from health care professionals, comparing behaviors between school and home.

Our Ida Sue School staff will help families in many areas including education, family support services if needed, transition planning to and from other programming, and linkages to other community resources. Family input and feedback is vital. As a team, we need your help in providing educational services to your child.

Communicating back and forth about how and when to assist your child in techniques, strategies and skills will help to improve your child's academic success and support their development as future responsible adult members of society.

As a team, we will help each other to create supportive conditions at school and at home that emphasize the importance of education and learning. Parents may request copies of inspection reports at any time and file complaints by contacting the Director of Educational Services, Director of Program Operations or the Superintendent.

We strive to create welcoming and supportive school environments for parents and families that are child-centered and family-strengthening.

## **McKINNEY-VENTO HOMELESS ASSISTANCE ACT**

In compliance with the McKinney-Vento Homeless Assistance Act, the child's school district must make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in school of origin unless doing so is contrary to the wishes of the student's parents or guardian.

The Wayne County Board of DD ensures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students;
2. the Board does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless;
3. it appoints a Board liaison who ensures that homeless students enroll and succeed in school,

4. homeless students are provided with transportation services that are at least comparable to the service provided to non-homeless students.

### **Ida Sue School Emergency Operations Plan**

We have adopted a new Emergency Plan, which includes how we will handle various emergencies (fire, tornado, safety). Because families are part of our team, listed below tells about your responsibilities, and how we will communicate with you in the event of an emergency. Our Plan is posted at our school if you would like to look at it. We always appreciate your support during regular school hours, and of course, during emergencies.

[excerpted from the Emergency Operations Plan]

#### **Parents/Guardians**

##### **Expectations include:**

- Encourage and support school safety, violence prevention and incident preparedness programs within the school.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Read, understand and observe the school emergency guidance provided before, during and after an emergency.
- Understand their roles during a school emergency.

#### **Communication with Parents**

Before an incident occurs, Ida Sue School will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the School's emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will be included in School memos to families, Parent handbook, Facebook, web site.
- Identified parents who are willing to volunteer in case of an incident will be included in preparation efforts and training.

In the event of an incident, Ida Sue School will:

- Disseminate information via e-mail listserv, Facebook page, web site to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number or Web site address where parents can receive updated incident information.
- Keep parents informed about when and where school will resume.

After an incident, Ida Sue School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

Wayne County Board of DD  
Transportation Department  
266 Oldman Road  
Wooster, Oh 44691  
Phone: 330-264-6902  
330-264-6903

August 2019

To: All Parents, Guardians, and Home Operators

From: Mary Jo Starr, Supervisor  
Bobby Dailey, Program Manager

### TRANSPORTATION GUIDELINES

The following information is provided to help insure safe and efficient transportation to and from the school. The rules and regulations for pupil transportation established by the Ohio Department of Education and the Ohio Department of Highway Safety shall be followed consistently. We respectfully ask that parents, guardians, and home operators read and discuss these guidelines with the children and in their care. The cooperation of all individuals using transportation is a vital part of a successful program.

1. Parents, Guardians, and Home Operators shall share the responsibility for the safety of enrollees while going to and from pick-up points and for meeting the bus **on schedule**. Parents or caregivers must meet the bus/van in the morning and in the afternoon to provide assistance to those riders who need additional help.
2. Enrollees are permitted to bring items *that pertain to school*. All items must be able to fit in a book bag or satchel and be held on the lap.
3. Drivers will wait no more than **2 minutes** at a designated bus stop or residence *if acknowledged*. Please have your enrollee *ready at least 10 minutes before the bus/van is scheduled to arrive*. If the driver has to wait at every stop, the bus or van will arrive late at school. Traffic backups are dangerous and safety of all passengers is threatened when the driver has to hold up traffic waiting for a late individual.
4. During the winter season, it is the responsibility of the parent/caregiver to make sure all driveways, turnarounds, and pick up spots *are free of ice and snow*. Please advise us if your lane or turnaround is in bad condition, and we will try to work out alternatives for pickup or drop off. The driver will advise us of conditions. If it is determined that the driveway or turnaround is not safe or passable, the enrollee will not be picked up.

5. If an enrollee is a **no-show for 2 consecutive days**, the bus/ van will not return for pick-up until the Transportation Office receives notification that the enrollee is ready to return to school.
  
6. If an enrollee is not going to use transportation on any given day, or there is a change in transportation plans, please call the Transportation Office 330-264-6902. If you are going to pick up an enrollee early, you must do so before 2:45 pm. Be sure to sign them out and notify the Transportation office.

Our Transportation System operates very safely and efficiently because of the cooperation between enrollees, parents, guardians, home operators, and our Transportation Staff. If you have any questions, please don't hesitate to call or stop by the Transportation Office.

**WAYNE COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**



**2019**

**Recognition of the Bill of Rights for Persons with Developmental Disabilities.**

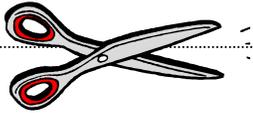
Section 5123.62 of the Ohio Revised Code states the rights of persons with developmental disabilities. It is required that employees of county boards of developmental disabilities are aware, understand, and acknowledge that the rights have been presented and explained. Please read the following rights and sign below to acknowledge your awareness and understanding of enrollee rights.

According to Section 5123.62 of the Ohio Revised Code the rights of persons with developmental disabilities include, but are not limited to, the following:

- 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 acceptable 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 and 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 dignity;
- K. The right to social interaction with members of either sex;

- L. The right of access to 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 parent or advocate to act 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, except to the extent that disclosure or release of records is permitted under section 5123.89 and 5126.044 of the revised code;
- U. The right to voice grievances and recommend changes in policy and services without restraint, interference, coercion, discrimination, or reprisal;
- V. The right to be free from unnecessary chemical or physical restraint;
- W. The right to participate in the political process;
- X. The right to refuse to participate in medical, psychological, or other research or experiments.

I have received a copy of the 2019-20 Ida Sue School Parent Handbook, and can use it as a reference for school questions throughout the year. I know that I may call the school at any time to clarify information, and to share my concerns with school staff or the Director of Educational Services, Aaron Bernstein at 330-345-7251.



**I have received a copy of the  
2019-20 Ida Sue School Parent Handbook**

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed form to Ida Sue School. Thank you.