



2024-2025

**Defiance County Board of Developmental
Disabilities/Good Samaritan School**

Student Handbook



Table of Contents

Board & Administration	3
School Staff	3-5
Building Security	6
School Hours	5-6
Transportation	6-7
Student Health & Safety	7-10
Wellness Policy	11-13
Lunch	13
Conferences and Visitation	13
Miscellaneous	14
Programs of the Agency.	14-17
Records/Confidentiality	17
Administrative Resolution of Complaints	17
Investigation of Major Unusual Incidents	17-18
Bill of Rights	18
Weapons Policy	18
Board Policies & Procedures	18
Participation in Federal Grants	18
Website.	19

Required Non-Discrimination Statement Language:

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

2024-2025 Defiance County Board of Developmental Disabilities and Good Samaritan School Handbook

Welcome to Good Samaritan School!

We look forward to working with you and your student. Please spend some time reviewing the information in this handbook.

2024 Board Members

Ruby Schindler President
 Roberta Phlipot Vice President
 Stephanie Meyer Secretary
 Jami Cameron
 Beth Headley
 Clayton Crates
 Kim Hurtig



Pictured from left to right: (Front Row) Roberta Phlipot and Ruby Schindler, (Back Row) Jami Cameron, Beth Headly, Kim Hurtig and Stephanie Meyer. Not Pictured: Clay Crates.

The Defiance County Board of Developmental Disabilities meets monthly at 5:15PM at the Defiance County Board of Developmental Disabilities. Please see our website, or local newspaper, for monthly dates.

2024-2025 Staff

Agency		
Heidi Hull	Superintendent	HHull@defiancedd.org
Karrah Rath	Director of Business Operations	KRath@defiancedd.org
Teri Mitchell	Operations Manager	TMitchell@defiancedd.org
Ursula Ramos	Administrative Assistant	URamos@defiancedd.org
Leslie Zartman	Human Resources Manager	LZartman@defiancedd.org
Jenna Peper	Communications and Community Engagement Manager	JPeper@defiancedd.org
Toby Bostater	Special Olympics and Community Inclusion Coordinator	TBostater@defiancedd.org

Good Samaritan School		
Amanda Westrick	Principal	AmWestrick@defiancedd.org
Preschool 1		
Brandy Taquino	Paraprofessional	BTaquino@defiancedd.org
Preschool 2		
Robyn Helmke	Instructor	RHelmke@defiancedd.org
Primary 1		
Mindy Liffick	Instructor	MLiffick@defiancedd.org
Primary 2		
Sydney Fitzwater	Instructor	SFitzwater@defiancedd.org
Intermediate 1		
Garrett Snyder	Instructor	GSnyder@defiancedd.org
Intermediate 2		
Grace Byram	Instructor	GByram@defiancedd.org
Vocational		
Nicole Clemens	Instructor	NClemens@defiancedd.org
Transition		
Jen LaBoe	Instructor	JLaBoe@defiancedd.org

Bus Drivers & Bus Assistants		
Keith Adkins	Bus #1 Driver	KAdkins@defiancedd.org
Jessica DeBarba	Bus #2 Driver	JDeBarba@defiancedd.org
Jodee Killgallon	Bus #3 Driver	JKillgallon@defiancedd.org
Fred DeTray	Bus #4 Driver	FDeTray@defiancedd.org
Rick Varner	Bus #4 Assistant	RVarner@defiancedd.org
Nurse		
Helen Bowden	Nurse	HBowden@defiancedd.org
Custodians		
Bernie Herr	Facilities and Transportation Manager	BHerr@defiancedd.org
Michelle Schmunk	Custodian/Maintenance	MSchmunk@defiancedd.org
	Evening Custodian	
Food Service		
Gina Theobald	Food Service Manager	GTheobald@defiancedd.org
Physical Education		
Clayton Bowden	Physical Education Instructor	CBowden@defiancedd.org
Physical Therapy		
Amber Wright	Physical Therapist	AWright@defiancedd.org
Valerie Wagner	Physical Therapist Assistant	VWagner@defiancedd.org
Occupational Therapy		
Maci Baker	Occupational Therapist	MBaker@defiancedd.org
Kim Glaab	Certified Occupational Therapist Assistant	KGlaab@defiancedd.org
Katie Freese	Occupational Therapist	KFreese@defiancedd.org
Speech Therapy		
Stephanie Zachrich	Speech/ Language Pathologist	SZachrich@defiancedd.org
Kendra Vittorio	Speech/ Language Pathologist	KVittorio@defiancedd.org

Assistants		
Angie Englehart	Instructor Assistant	AEnglehart@defiancedd.org
Anna Hanel	Instructor Assistant	AHanel@defiancedd.org
Brittany Harris	Instructor Assistant	BHarris@defiancedd.org
Cindy Turpening	Instructor Assistant	CTurpening@defiancedd.org
Dawn Merillat	Instructor Assistant	DMerillat@defiancedd.org
Deb Holtsberry	Instructor Assistant	DHoltsberry@defiancedd.org
Elizabeth Hartman	Instructor Assistant	EHartman@defiancedd.org
Jenna Pauley	Instructor Assistant	JPauley@defiancedd.org
Joy Grahn	Instructor Assistant	JGrahn@defiancedd.org
Kristen Smith	Instructor Assistant	KSmith@defiancedd.org
Lynae Sanchez	Instructor Assistant	LSanchez@defiancedd.org
Mary Fitzenrider-Cox	Instructor Assistant	MFitzenrider-Cox@defiancedd.org
Megan Jacques	Instructor Assistant	MJacques@defiancedd.org
Michelle Steingass	Instructor Assistant	MSteingass@defiancedd.org
Sara Snyder	Instructor Assistant	SSnyder@defiancedd.org
Tanya Bradley	Instructor Assistant	TBradley@defiancedd.org

Tonya Jacobs	Instructor Assistant	TJacobs@defiancedd.org
--------------	----------------------	------------------------

Building Security

For the protection of our enrollees, staff, and personal possessions, various building security procedures are necessary.

All visitors, including parents, will first have to report to the office. If a parent wishes to go to the room of his/her student, one of the office personnel will give the visitor a visitor's pass, contact the student's teacher and have the teacher or classroom assistant come to the office and escort the parent down to the classroom. In some cases, the office personnel may escort the parent down to the classroom.

School Hours

School starts at 8:25AM and ends at 2:20PM, except when notified.

All students released during the day must be signed out in the office. Students will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian.

I. School Attendance

Attendance is one of the most important parts of your student's education, since learning cannot take place if the student is not at school. Poor attendance patterns in the early years may continue throughout the school career and eventually into employment. Students should not be kept home for minor ailments (headache, stomach ache, etc.).

II. Steps to Follow When a Student is Absent

If your student will not be attending school, a parent or guardian must contact the school as soon as possible. Notifying the school to report an absence is a safety measure and required by law. Parents may leave a message before school starts by calling (419) 782-6621 and choosing Option 2. Your student may be considered tardy if they arrive after 8:30AM.

III. Emergency Closing of School

If the weather makes it impossible to remain open or if school is delayed because of safety factors, reports will be broadcast over the following the Defiance County Board of Developmental Disabilities Facebook Page or FinalForms via Email and Text Message.

In addition, for those parents who have signed up with our alert notification system, you will receive a text message. If you are not already signed up to receive text messages regarding delays or cancellations and wish to do so, or wish to change the telephone number previously given to us please contact the office at (419) 782-6621.

If we have already started the school day and then weather conditions get worse, making travel hazardous, please check the (previously listed) platforms as they will announce early dismissals. Parents who have signed up with our alert notification system will receive a telephone message, text message, and email. When in doubt you may call the school with questions.

In an attempt to reduce the number of potential make-up days, there may be times due to fog or other weather conditions when the school will go on a three-hour delay. **When this situation occurs, the school day will be extended by one hour.**

If school is delayed, ***please do not bring your student to school before the later starting time.*** There is no one available to give adequate supervision to your student.

Transportation

Buses will run similar schedules each year. If you have any questions regarding bus schedules and other transportation problems, please contact the superintendent.

1. Please have your student ready when the bus arrives. **Please allow 5-10 minutes before and/or after your student's designated pick-up or drop-off time.**
2. It is your responsibility to see that your student gets on the bus at his/her pick-up location and to see that he/she safely gets off the bus at the drop-off location. This is not the responsibility of the bus driver. The school will be responsible for safe arrivals and departures while on school grounds or at school related activities.
3. If school is in session and the bus does not run in your school district (when announcement is made over the radio), and the parent chooses to bring the student to school, then it shall be the obligation of the parent to pick the student up at the end of the school day.
4. Rules for riding the bus:
 - a. Use the handrails to get on and off the bus.
 - b. Stay seated in your assigned seat.
 - c. Always keep arms inside the bus.
 - d. Do not throw anything in the bus or out of an open window.
 - e. Talk quietly.
 - f. Damage to bus furnishings caused by a student are the responsibility of the student's family.

Please do not ask your bus driver to drop off or to pick up your student any place other than that which is scheduled (different sitter, change of address of sitter or parents). **All changes MUST be approved through the office.**

I. Student Pick Up and Drop Off Locations

One of the most important tasks that the Board provides is the safe transportation of our students to and from school. Part of this task includes students being picked up and dropped off at the correct location. As a result, we are asking that all students have **one** pick-up location and **one** drop-off location. However, the morning pick-up and afternoon drop-off **do not** have to be the same location. We will allow a change during the course of the year if the pick-up or drop-off location is going to be a permanent change. In addition, if there is a circumstance that we consider is an **extreme**, unavoidable emergency, we will consider that request.

II. Arrival

While bus transportation is available, many parents choose to drop off and pick up their students. Students should not be dropped off until 8:25 a.m. If you arrive at the school before then you should plan on staying with the student until 8:25 a.m. Staff is not available to watch students prior to that time.

Remember students who arrive after 8:30 am are considered tardy and must be signed in and accepted by a staff member before a parent leaves the building.

III. Dismissal

Dismissal will begin at 2:20PM. You may wait for your student in the hallway by the office.

Students receiving rides and students with wheelchairs will be called for dismissal at 2:20PM.

If someone other than a parent will be picking up your student, we must have a WRITTEN NOTE. Please notify that person that we will ask for picture identification before releasing your student. If we do not have a written note, that student will be sent home on the bus. No phone calls. These requests must be in writing.

Student Health and Safety

I. Accidental and Illness Procedures & Communicable Diseases

Every student must have on file in the administrative office an Emergency Information and Medical Authorization Form.

Appropriate emergency first aid shall be given in cases of injury.

If emergency treatment beyond staff's abilities is necessary, the student will be taken to the hospital, either by emergency squad or school staff. The student's records will be pulled from the files and sent with an appropriate staff member to the hospital.

All cases of communicable disease should be reported to the school nurse. If requested by the school nurse, students **must** have evidence of an examination by a medical doctor stating the diagnosis and that he/she is ready to return to school.

All teachers and teacher's aides will be trained by a qualified instructor in the recognition, prevention, and management of communicable diseases which addresses signs and symptoms of illnesses, hand-washing procedures, and disinfecting procedures.

A student with the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent:

- A. Diarrhea (more than one (1) abnormally loose stool in a twenty-four (24) hour period).
- B. Severe coughing.
- C. Difficult or rapid breathing.
- D. Yellowish skin or eyes.
- E. Conjunctivitis (Active drainage of the eyes).
- F. Temperature of 100 degrees in combination with any other sign of illness.
- G. Untreated infected skin patch(es).
- H. Unusually dark urine and/or gray or white stool.

- I. Stiff neck.
- J. Unusual spots or rashes.
- K. Sore throat or difficulty in swallowing.
- L. Vomiting
- M. Evidence of lice, scabies, or other parasitic infestation.

When a student is suspected to be ill, parents will be notified by telephone and asked to pick up the student at school as soon as possible. If staff is unable to reach a parent, attempts will be made to contact the other people listed on the emergency medical form (Family Information Sheet).

A student isolated due to suspected communicable disease shall be:

- A. Cared for in a room or portion of a room not in use by student (usually nurse's office);
- B. Within sight and hearing of an adult at all times;
- C. Made comfortable on a cot. Any linens must be disinfected and laundered before being used by another student;
- D. Observed closely for worsening condition;
- E. Discharged to parents as soon as possible.

The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" will be followed for appropriate management of suspected illnesses.

Parents of all the students in the classroom will be notified by telephone or note when the student has been exposed to a communicable disease in the classroom.

An ill student shall not be readmitted to school until:

- A. Seen by a physician and given written permission to attend;
- B. All signs and symptoms of communicable diseases have been absent for twenty-four (24) hours.

II. Pediculosis (Lice) Guidelines

For students with lice, as identified by the Good Samaritan School nurse/staff or by the Defiance County Health Department, the following will apply:

1. Other siblings enrolled at Good Samaritan School will be checked by Good Samaritan School nurse/staff.
2. Parents/guardians will be contacted to come and get the student.
3. Parents/guardians will be given an instruction sheet, which will be explained by the school nurse.
4. The school nurse/staff will call the Defiance County Health Department and identify families with lice. The school nurse/staff will re-notify the Defiance County Health Department when the student has been nit free for two (2) weeks.
5. After initial treatment the student will return to school with the parent/guardian to be rechecked by the school nurse/staff. **(The school bus will NOT stop for the student until after the student has been checked and cleared by the school nurse.)**
6. Nit Policy:
 - a. Live louse/lice found - student excluded
 - b. Many nits (5 or more) - student excluded
 - c. Few nits (1-4 nits) - student returns to class

- d. Nit free student returns to class.

III. Medication

If possible, all medication should be dispensed at home. If medication and/or treatments must be taken at school, the following policy will be in effect:

All medications for school students must be kept in the school clinic. In order for the nurse to dispense any medication, **we must have a Good Samaritan School Medication Form signed by the physician.** The forms are sent home the first of the school year and are available in the administrative office.

Medication must come to school in its original bottle with the correct prescription label on it. If divided doses are needed it is the family's responsibility to split the tablets. No medication or treatment will be administered without the appropriately signed consent form. When medicine is sent to school, please notify, or give it to the bus driver, who in turn will place it in a locked bag and then give it to the school nurse upon arrival at school.

IV. Allergies

If your student is allergic to food, medication, insect bites, etc., please indicate this on the Emergency Medical Authorization form. Record on the emergency form any medication your student is receiving, even if it isn't given at school.

V. Drills

Good Samaritan School is required by state rules and regulations to conduct various drills:

- Fire Drills – Conducted each month
- Tornado Drills – Conducted at least during the months of April, May, June, and July
- Bus Evacuation Drills – Front door, back door, and combination drills conducted at the beginning of the school year
- Lockdown Drills – Conducted at least once during the school year

Should the school have to go into a lockdown situation, no one, including parents/guardians, will be able to come into the building or leave the building until law enforcement has given approval.

VI. Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy

It is the policy of the Defiance County Board of Developmental Disabilities that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events is expressly forbidden. Per House Bill 276 and Ohio Revised Code 3313.666 and 3313.667, all Ohio school districts must establish a policy prohibiting harassment, intimidation or bullying. If you feel that your son / daughter is being bullied, harassed or intimidated in any way, please contact the school administration.



Apply for Healthcare:

- Online at benefits.ohio.gov;
- By Phone at (800) 324-8680; or
- In Person at your County Department of Job and Family Services
Find your local office at jfs.ohio.gov/county

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing at application or other questions.

Additional information is available at Medicaid.ohio.gov.



Healthchek

Early and Periodic Screening, Diagnostic, and Treatment services

- Well-child exams
- Vaccinations
- Lead testing
- Vision, dental, and hearing exams
- Developmental and mental health screenings
- Follow-up services
- Support services like transportation and referrals to other social services
- and more!



Call:

Your county Healthchek Coordinator

Ohio Medicaid Consumer Hotline
(800) 324-8680



Go online:

medicaid.ohio.gov/healthchek

Policy: 4.2.1**Wellness****A. Purpose**

The Defiance County Board of Developmental Disabilities (DCBDD) and Good Samaritan School (GSS) recognizes that good nutrition and regular physical activity affect the health and well-being of individuals we support. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, Defiance County Board of Developmental Disabilities and Good Samaritan School can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity.

DCBDD/Good Samaritan School provides a school program for residents of Defiance County who are eligible for this program. School meals are accessible to students and meet or exceed current nutrition requirements (USDA). Personnel who develop meals will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs. Personnel will also attend regional summer workshops / webinars and obtain necessary certification to continue with their professional development.

DCBDD/Good Samaritan School, however, believes this effort to support development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the DCBDD/Good Samaritan School alone. It will be necessary for not only staff, but also the parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

DCBDD/Good Samaritan School sets the following goals as an effort to enable students to establish good health and nutrition habits:

1. With regard to nutrition education, the DCBDD/Good Samaritan School shall:
 - a. Nutritional education shall be included in the Unique curriculum and other curriculums so that instruction is sequential and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - b. Nutritional education shall be integrated into other subject areas of the curriculum, when appropriate.
 - c. Nutritional education shall extend beyond the school by engaging and involving families and communities.
 - d. Professional development activities in the area of nutrition shall be provided to the staff yearly.
 - e. Provide information to families and staff about community organizations that offer nutrition and food programs for adults and children.

2. With regard to physical activity, the DCBDD/Good Samaritan School shall:
 - a. Physical Education
 - i. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

- ii. Properly certified, highly, qualified teachers shall provide all instruction in physical education.
 - iii. All classes receive 120 minutes / week of physical education.
 - iv. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 - v. Planned instruction in physical education shall be in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- b. Physical Activity
- i. All students Preschool – Grade 5 shall be provided with a daily recess.
 - ii. The school shall provide information to families to assist them in their efforts to incorporate physical activity into their children’s daily lives.
 - iii. All students in Grades 3 – 12 shall have an opportunity to participate in Defiance County Special Olympics.
- c. Health
- i. Health and hygiene education shall be included in the Unique curriculum and other curriculums so that instruction is sequential and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 - ii. Full time licensed school nurse available to students and staff.
 - iii. Only latex free gloves will be used in the DCBDD/Good Samaritan School facility.
 - iv. Air purifiers will be accessible in the classroom to improve better air quality.
3. With regard to other in school activities the DCBDD/Good Samaritan School shall:
- a. Provide at least thirty (30) minutes daily for students who attend Good Samaritan School to eat.
 - b. Create an environment that encourages students and staff to increase physical activity.
 - c. DCBDD/Good Samaritan School shall provide attractive, clean environments in which the students eat.
 - d. DCBDD/Good Samaritan School will provide a nutritional and healthy snack for students daily.
 - e. Food and beverages will not be used as a reward or withheld as punishment for any reason, such as performance or behavior.
 - f. Students are discouraged from sharing their food or beverage with one another during mealtime given concerns about allergies and other restrictions on some students’ diets.
4. With regard to nutrition promotion, DCBDD/Good Samaritan School shall:
- a. Encourage students to increase their consumption of healthful foods during the school day;
 - b. Create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the National School Lunch Program (NSLP):
 - i. A variety of fruits, vegetables, and whole grain products are offered during school lunch;
 - ii. Free and reduced meals are served with qualifying applications;
 - iii. Meals are designed to meet specific calorie requirements for age/grade groups;
 - iv. Fluid milk that is 1% white milk and fat free chocolate milk. DCBDD/Good Samaritan School will serve alternative milks such as: lactose free, soy, and

- almond when applicable with a prescription from a physician;
- v. Accommodate students with special dietary needs, when food is provided by the family, applicable with prescription from a physician;

The Superintendent shall appoint a DCBDD Wellness Committee that includes: a parent, physical education teacher and / or physical therapy assistant, intervention specialist, classroom assistant, nurse, food service personnel and administration. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

1. Assessment of the current school environment;
2. Review of the District's Wellness policy;
3. Presentation of the Wellness policy to the Board for approval;
4. Measurement of the implementation of the policy; and
5. Recommendation for the revision of the policy, if necessary.

Lunch

I. Hot Lunch Program

Good Samaritan School serves a hot lunch every day. The lunch cost is \$3.20 for Preschool – Intermediate students and \$3.70 for students in the Vocational & Transition students. Milk is available a la carte at a cost of \$.50 per carton. Monthly menus will be sent home.

When students exceed the charge limit of \$30 with no communication from parent to make payment arrangements, the student will receive a courtesy meal that consists of: P&J Sandwich, fruit, vegetable choice and milk.

II. Free Lunch Program

There are forms for reduced price and free lunches in the administrative office. These are sent home at the beginning of each school year. If you feel you qualify, please complete immediately and return to the school.

Conferences and Visitation

- I. Teachers are available for conferences. Please schedule these appointments in advance.
- II. Two parent-teacher conferences will be scheduled each school year. One will be in October or November so that you may discuss your student's progress and become acquainted with the school routine. The second will be in March or April. For those students with an Individual Education Plan, progress reports will be sent home in October, January, March and May. An IEP review will be held annually.
- III. You are welcome to visit the school at any time. **PLEASE NOTIFY THE OFFICE UPON ARRIVAL.**

Miscellaneous

I. Field Trips

Parents should sign the standard field trip form that allows their student to participate in trips in conjunction with the program at Good Samaritan School.

II. Changes

Please report any change of address, telephone or any other pertinent information to the school office as soon as it is known.

III. Class Rosters

At the beginning of each school year a roster will be prepared for each classroom. Each class roster will be available upon request to parents of students enrolled in that classroom.

IV. Written Communication

In situations where parents do not reside together, communication related to the student's progress (notes, reports, etc.) will be shared simultaneously with both parents to ensure consistency.

Programs at Defiance County Board of Developmental Disabilities

I. Philosophical Statement

The central purposes of instruction and habilitation are to assist each student, student and adult to (1) grow into the fullness of their individual capabilities and (2) to help equip them for becoming a member of society. Evaluation of the course of instruction and habilitation shall be judged finally by how well they serve these two related aims.

II. Preschool

Eligibility factors include:

1. Shall be three (3) through five (5) years of age and placed in Early Childhood Program by LEA through the IEP process.
2. Shall be eligible as defined in rule 3301-51-11 of the Administrative Code.

Comprehensive evaluation data used to determine the placement of a child into an Early Childhood Program shall be completed prior to the development of the IEP. The comprehensive evaluation will be conducted by the school district of residence, designated personnel of the CB/DD and other appropriately licensed or certified specialists. For children placed in the Early Childhood Program by the LEA, Rule 3301-51-02 of the Administrative Code shall be followed. The program, materials, and equipment will be developmentally appropriate.

Typical Peers

Typically developing peers will be accepted in the Preschool program at Good Samaritan School.

Typically developing peers will be screened as part of their entrance requirements. Other entrance requirements will be determined by the administration and may include an annual physical, emergency information and immunization record.

The number of peers placed in each classroom will not exceed state mandates and may be determined by the administration.

No individualized instruction for related services will be provided for student's placed as typically developing peers.

Availability for transportation will be dependent upon administrative approval.

III. School Age

The school-age program provides a viable educational alternative for students with varying moderate, severe, or profound disabilities.

To be eligible for admission to the School-Age Program, an individual shall be:

1. At least five (5) and not yet twenty-two (22) years of age by September 30 of the current program year, except that a five-year-old is eligible for admission to the school program, if such placement is deemed appropriate through the IEP process.
2. Recommended for placement in the program as the least restrictive environment by the school district of residence in accordance with the Rule 3301-51-02 of the Administrative Code.
3. Student's five (5) years old on the thirtieth (30th) day of September and placed in a program in accordance with rule 3301-51-02 of the Administrative Code may be served in a school-age unit operated by the County Board Developmental Disabilities.

IV. Program Goals

1. To provide an environment suitable to developing the total person.
2. To provide an environment for the development and maintenance of basic skills in human relations; learning to work and live with others.
3. To teach the skills of effective communication; the ability to express ideas and feelings adequately.
4. To aid in the development of a person's body, emphasizing physical fitness and good nutrition.
5. To develop in each student the ability to live as independently as possible, and develop skills such as consumer education, home living, work and travel.
6. To teach respect for the rights and property of others within our legal system.
7. To assist in developing worthwhile leisure time activities which will continue throughout adulthood.
8. To teach vocational skills to enhance the possibilities of competitive employment as an adult.

V. Service & Support Administration

Service & Support Administration is a systematic, orderly process which ensures that services needed by an individual with developmental disabilities are provided and delivered in a timely manner. These services are intended to maximize the quality of an individual's life and are to be evaluated for quality and appropriateness. A service & support administrator is available for emergencies on a 24-hour basis. The number to call between 4pm and 8am and on weekends is 1-800-468-4357.

VI. Individual Support Services

Individual Support Services (ISS) is a grant program intended to help eligible individuals at home and enhance their quality of life. ISS provides financial assistance to families and individuals through full or partial reimbursement of approved expenditures based on a sliding fee scale and up to an annual allocation cap.

Eligible individuals are those determined through the County Board eligibility process to have a developmental disability and live in Defiance County.

There are two primary goals for the program:

- Provide services so that the qualifying individual may stay in their home, preventing or reducing the need for institutionalization.
- Assist individuals with disabilities in becoming more independent and self-sufficient.

Services that may be available and reimbursable under Defiance County Individual Support Services are:

- Respite care, both in the home and out-of-home services.
- Training, counseling, and education for family members.
- Assistance with special diets.
- Purchase or lease of adaptive equipment.
- Assistance with modifications to the home.
- Other - Contact the Family Support Coordinator for more information on other areas/examples of possible assistance.

For more information on the Individual Support Services Program, please contact Helen Bowden at (419) 782-6621.

Behavior Management and Discipline Guidelines

Students learn best when they feel secure and valued. When they are accepted and appreciated, students are free to take risks, to make mistakes, and to learn from their errors and successes. The staff respects each student and his/her level of development, individual personality, and family and cultural influences. The Board encourages the creation of a positive environment with the support necessary for each student to learn and grow to the best of his/her ability.

Professional and classified staff members of the Board will implement classroom behavior management and discipline using the following guidelines:

- Patiently teach appropriate behaviors.
- Talk with the student using words that he/she can understand.
- Acknowledge and interpret the student's needs, feelings, intentions, and actions.
- Give the student a chance to stop inappropriate behavior and settle differences on his or her own.
- Support the student's efforts to come up with appropriate alternatives on his/her own.
- Encourage students to talk to each other to solve problems.
- Provide a variety of acceptable alternatives.
- Model another way to do the same behavior in a safe or more appropriate manner.
- Suggest a more acceptable way to handle the situation.
- Stay with the student, helping him/her to become engaged in appropriate behavior.
- Redirect the student to another activity.
- Remove the student from the situation/area and remain with the student, helping him/her to become engaged in appropriate behavior.
- Give the student reasons for actions taken with regard to inappropriate behavior.
- Help the student take responsibility for the outcome of his/her behavior.
- Do not allow a situation to continue when a student may harm themselves or others.

The actual methods of discipline shall apply to all professional and classified members of the Board while on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
- No discipline shall be delegated to any other student.
- No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, such as in a protective hug, so the student may regain control.
- No student shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No student shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a student for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a student.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the student's age and developmental ability and the student shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
- The school shall not abuse or neglect student's and shall protect students from abuse and neglect while in attendance in the program.

Parents will be notified when a student is exhibiting a pattern of unacceptable behavior. A conference may be arranged with the purpose of developing a positive behavior support plan, to provide the student with opportunity for behavioral success.

The Superintendent shall publish to all parents, and post in the classroom, the guidelines of this Board regarding student behavior management and discipline guidelines.

Records/Confidentiality

As parents/guardians, you may inspect and review any educational records relating to your student that are collected, maintained, or used by the school in providing educational and related services. If you wish to inspect or review your student's records, please contact the school office.

If your student's records are requested by a doctor, social security, insurance, etc. or if you are moving and need records transferred, you must come to the office and complete a Records Release Form.

Administrative Resolution of Complaints

This policy establishes the process of the Defiance County Board of DD (Board) for the Administrative Resolution of Complaints involving the programs, services policies, administrative practices of the Board, or the entities acting under contract with the Board. Areas subject to administrative resolution by the Board include, but are not necessarily limited to, eligibility determination, arranging appropriate services for eligible individuals, or any denial, reduction or termination of services to individuals by the Board. The complete policy and related procedures shall be made available upon request.

Investigation of Major Unusual Incidents

A Major Unusual Incident (MUI) is an incident in which the health and safety of an individual with a developmental disability is, or could be, at risk. All county boards of developmental disabilities have the responsibility to investigate their MUIs to assure the individual is safe and any risk of harm is alleviated. All MUIs may also be reported directly to the Ohio Department of Developmental Disabilities at 1-800-313-6733 if you feel there is a conflict of interest in the incident being reported to the board directly. For a listing of all incidents which qualify as a MUI, or for more information, please contact the SSA Department.

Bill of Rights

All individuals with developmental disabilities have additional rights which are enumerated in the Ohio Revised Code Section 5123.62. For a complete listing of these rights, please contact the school principal or SSA department.

Weapons Policy

The County Board, that no person, including employees, volunteers, individuals supported by the County Board, or visitors, except law enforcement officers acting in the scope of their official duty, shall carry, convey, or possess a deadly weapon or dangerous ordnance while on County Board premises or while engaged in business for the County Board. A valid license to carry a concealed weapon does not authorize any person to carry such a weapon while on County Board property or while engaged in business for the County Board.

Board Policies and Procedures

The complete policies and procedures of the Defiance County Board of DD shall be made available upon request to enrollees, parents, guardians and/or designated advocates.

Participation in Federal Grants

The Defiance County Board of DD/Good Samaritan School currently receives funding from two federal grants. The grants are as follows:

IDEA – Early Childhood Special Education: This grant is used to help fund in part two classroom assistants in our preschool program.

PART B – IDEA – Special Education: This grant is used to help fund in part one of our language development specialists.

Renewal of Grants: The application to renew these grants is normally done during the month of June. Should you wish to offer a suggestion as to other ways these funds could be used, please contact the school principal prior to June 1st.

Procedure for Resolving Complaints: The Ohio Department of Education (ODE) has in place procedures for resolving written complaints presented by any individual or organization to the ODE alleging that a school district or the ODE has violated a state law, rule, or regulation or any federal law, rule or regulation

applicable to any covered federal programs. If you would like a copy of these procedures please contact the superintendent or principal at Good Samaritan School. A copy will be provided to you.

Website

Defiance County Board of Developmental Disabilities/Good Samaritan School has a website. The web address is www.defiancedd.org. Currently, it mainly consists of descriptions of the various programs and services offered. However, there is other information on the site such as the lunch menus and a schedule of events for the year.

Board Action on Handbook as follows:

Originated & Approved:	1-17-96
Annual Review:	5-4-22
Annual Review:	7-7-23
Annual Review:	7-1-24