



# Good Samaritan School Parent Handbook 2017 – 2018

*Together We Make A Difference*

## TABLE OF CONTENTS

Board & Administration .....	3
School Staff .....	3
Building Security .....	4
School Hours .....	5
Attendance .....	5
Absences .....	5
Visitor Parking .....	5
Emergency Closings .....	5
Transportation .....	6
Student Pick Up And Drop Off .....	7
Arrival .....	7
Dismissal .....	7
Student Health & Safety .....	7
Accidents & Illness & Communicable Diseases .....	7
Pediculosis (Lice) Guidelines .....	9
Medication .....	9
Allergies .....	9
Drills .....	10
Lunch .....	10
Hot Lunch Program .....	10
Free Lunch Program .....	10
Conferences and Visitation .....	10
Miscellaneous .....	11
Field Trips .....	11
Address Change, Etc. ....	11
Class Rosters – Preschool .....	11
Written Communications .....	11
Programs .....	11
Philosophical Statement .....	11
Preschool .....	12
School Age .....	12
Goals .....	13

Service & Support Administration . . . . .	13
Family Support Services . . . . .	13
Behavior Management & Discipline Guidelines . . . . .	14
Records/Confidentiality . . . . .	15
Administrative Resolution of Complaints . . . . .	23
Investigation of Major Unusual Incidents . . . . .	23
Bill of Rights . . . . .	24
Weapons Policy . . . . .	25
Board Policies & Procedures . . . . .	27
Participation in Federal Grants . . . . .	27
Website. . . . .	27

**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.”**

**Defiance County Board of Developmental Disabilities (DD)  
Good Samaritan School Parent Handbook  
2017-2018**

Welcome to Good Samaritan School! We look forward to working with you and your child. Please spend some time reviewing the information in this handbook.

**Telephone 419-782-6621      Defiance County Board of DD      FAX: 419-784-5199**  
**Good Samaritan School**  
**195 Island Park Avenue**  
**Defiance, Ohio 43512**

Sue Beck	President
Christina Helser	Vice President
Stephanie Meyer	Secretary
Jami Cameron	Member
Roberta Philpot	Member
Ruby Schindler	Member
Erika Steece	Member

The Defiance County Board of Developmental Disabilities meets monthly at 5:00 p.m. at Good Samaritan School. Please see our website, local newspaper, or the bulletin board located at the school for monthly dates.

**Administration:**

Timothy Bower	Superintendent	tbower@defiancedd.org
Tara Shumaker	Principal	tshumaker@defiancedd.org
Bret Mack	Business Manager	bmack@defiancedd.org
Teri Mitchell	Fiscal Assistant	tmitchell@defiancedd.org

**Teachers:**

Tina Lantow	Preschool #1	tlantow@defiancedd.org
Robyn Helmke	Preschool #2	rhelmke@defiancedd.org
Michelle Rodger	Primary #1	<a href="mailto:mrodger@defiancedd.org">mrodger@defiancedd.org</a>
Hannah Jeffers	Primary #2	hjeffers@defiancedd.org
Mindy Liffick	Intermediate	mliffick@defiancedd.org
Amanda Westrick	Vocational	amwestrick@defiancedd.org
Samantha Downey	Transitional	sdowney@defiancedd.org

**Instructional Assistants:**

Dawn Ankney	Deb Holtsberry	Michelle Steingass
Cara Cordes	Megan Jacques	Cheryl Weidenhamer
Mary Fitzenrider-Cox	Lisa Mueller	

**Specialists:**

Stephanie Zachrich	Speech Therapy	szachrich@defiancedd.org
Helen Bowden	Nurse & Family Support Services Coordinator	hbowden@defiancedd.org
Tyler Verhoff	Physical Education Instructor/ Special Olympics Coordinator	tverhoff@defiancedd.org
Laurie Gombaush	Physical Therapy	
Valerie Wagner	Physical Therapy Assistant	vwagner@defiancedd.org
Holly Wendling	Occupational Therapy	hwendling@defiancedd.org
Kristi Figgins	Occupational Therapy Assistant	

**Food Service:**

Marsha Wonderly

**Custodians:**

Tom Manley  
Kevin Johnson

**Bus Drivers:**

Rick Davis  
Dale Mottashed  
Jody Hulbert  
Judy Ott

**Bus Assistants:**

Jennie Harsh  
Sabra Nofiziger  
Cara Cordes  
Dorrene Beltz

**Bus Number:**

1  
3  
5  
6

**Community Employment & Transition Coordinator:**

Cheryl Tresnan

[ctresnan@defiancedd.org](mailto:ctresnan@defiancedd.org)

**Community Program Specialist**

Jannean Doster

[jdoster@defiancedd.org](mailto:jdoster@defiancedd.org)

**Service & Support Administration**

Kris Bryant  
Craig Clayton  
Phil Etoll  
Jean Jacques  
Pat Uhlenhake

kbryant@defiancedd.org  
cclayton@defiancedd.org  
petoll@defiancedd.org  
jjacques@defiancedd.org  
puhlenhake@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 child, one of the office personnel will give the visitor a visitor's pass, contact the child'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.

We appreciate your cooperation on this matter.

## **SCHOOL HOURS**

School starts at 8:30 a.m. and end at 2:30 p.m., except when notified.

All students released during the day must be signed out in the office. Children 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 child's education, since learning cannot take place if the child is not at school. Poor attendance patterns in the early years may continue throughout the school career and eventually into employment. Children should not be kept home for minor ailments (headache, stomach ache, etc.).

### **II. STEPS TO FOLLOW WHEN A CHILD IS ABSENT**

If your child 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 even leave a message before school starts by calling 419-782-6621 and choosing Option 2. Your child may be considered tardy if they arrive after 8:30 a.m.

### **IV. VISITOR PARKING**

For families that pick up and/or drop off your child at school, please use any available parking spaces either on Island Park Avenue or in front of the building. Please avoid double parking or allowing a child to walk between the buses.

### **V. 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 radio and TV stations.

**WONW**

**1280 AM**

**Defiance**

**WDFM**                      **98.1 FM**        **Defiance**  
**WZOM**                      **105.7 FM**      **Defiance**

**13 ABC**  
**11 WTOL**  
**15 WANE**

In addition, for those parents who have signed up with our alert notification system, you will receive a recorded telephone message. If you are not already signed up to receive telephone 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.

If we have already started the school day and then weather conditions get worse, making travel hazardous, listen to one of the radio stations (previously listed) as they will announce *early dismissals*. *Parents who have signed up with our alert notification system will receive a recorded telephone message.* 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 child to school before the later starting time.*** There is no one available to give adequate supervision to your child.

## **TRANSPORTATION**

Busses 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 child ready when the bus arrives. **Please allow 5-10 minutes before and/or after your child's designated pick-up or drop-off time.**
2. It is your responsibility to see that your child 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 child to school, then it shall be the obligation of the parent to pick the child 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 child 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 children. Children 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 child 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**

Please remember that school is in session until 2:30. If you arrive prior to that time you may wait for your child in the hallway by the office. Students receiving rides and students with wheelchairs will be called for dismissal at 2:30.

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



# STUDENT HEALTH AND SAFETY

## I. ACCIDENT 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 child will be taken to the hospital, either by emergency squad or school staff. The child'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 child 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 child 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 child isolated due to suspected communicable disease shall be:

- A. cared for in a room or portion of a room not in use by children (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 child;
- D. observed closely for worsening condition;
- E. discharged to parent 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 children have been exposed to a communicable disease in the classroom.

An ill child 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. Parent/guardian will be contacted to come and get student.
3. Parent/guardian will be given an instruction sheet, which will be explained by the school nurse.
4. School nurse/staff will call the Defiance County Health Department and identify family with lice. 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 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 child 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 child 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, will be able to come into the building or leave the building until the Sheriff's department has given approval.**

### **LUNCH**

#### **I. HOT LUNCH PROGRAM**

Good Samaritan School serves a hot lunch every day. The lunch cost is \$2.30 for preschool students and \$2.80 for students in the school age program. 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**

- A. Teachers are available for conferences. Please schedule these appointments in advance..
- B. Two parent-teacher conferences for preschool will be scheduled each school year. One will be in October or November so that you may discuss your child's progress and become acquainted with the school routine. For those students with an Individual Education Plan, progress reports will be sent home in January, March and May. An IEP review will be held in the annually. For typical peers, progress reports will be sent home in January & May.
- C. 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 child 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 - PRESCHOOL**

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

### **IV. WRITTEN COMMUNICATIONS**

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

## **PROGRAMS AT GOOD SAMARITAN SCHOOL**

### **I. PHILOSOPHICAL STATEMENT**

The central purposes of instruction and habilitation are to assist each child, 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.

The primary indicators that such processes are serving their central purposes are these:

Individual differences among individuals are understood so keenly by the staff that each person acquires indispensable basic skills and knowledge.

Each person is able to communicate.

Each person is able to live in satisfactory relationships with others.

Each person is able to use time in meaningful and rewarding ways.

Each person can understand and accept him or herself.

Each person can accept responsibilities for him/herself.

## **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 children 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 six (6) 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. Children 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.

### **IV. SERVICE & SUPPORT ADMINISTRATION**

Service & Support Administration is a systematic, orderly process which ensures that services needed by an individual with mental retardation or 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 4:30 p.m. and 8:00 a.m. and on weekends is 211.

## **V. FAMILY SUPPORT SERVICES**

The Family Support Services program is designed to promote the unity of the family by assisting the family to meet the **special needs** of the individual who has a developmental disability. There are two primary goals for the program: (1) to provide services so that the family may keep a family member with a disability at home, preventing or reducing the need for institutionalization; and (2) to assist individuals with disabilities in becoming more independent and self-sufficient.

Services that may be available and reimbursable under Defiance County Family 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 Family Support Services Program, please contact Helen Bowden at 419-782-6621.

## **BEHAVIOR MANAGEMENT AND DISCIPLINE GUIDELINES**

Children learn best when they feel secure and valued. When they are accepted and appreciated, children are free to take risks, to make mistakes, and to learn from their errors and successes. The staff respects each child and his/her level of development, individual personality, and family and cultural influences. The Board encourages the creation of a positive environment with the supports necessary for each child 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 child using words that he/she can understand.
- Acknowledge and interpret the child's needs, feelings, intentions, and actions.
- Give the child a chance to stop inappropriate behavior and settle differences on his or her own.
- Support the child's efforts to come up with appropriate alternatives on his/her own.
- Encourage children 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 child, helping him/her to become engaged in appropriate behavior.
- Redirect the child to another activity.

- Remove the child from the situation/area and remain with the child, helping him/her to become engaged in appropriate behavior.
- Give the child reasons for actions taken with regard to inappropriate behavior.
- Help the child take responsibility for the outcome of his/her behavior.
- Do not allow a situation to continue when a child 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 child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child 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 child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child 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 children and shall protect children from abuse and neglect while in attendance in the program.

Parents will be notified when a child 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**

### **I. Purpose**

To safeguard each individual participant's right to confidentiality in the receipt of services from the Board.

### **II. Application**



The provisions of this directive shall apply to all Board members, employees, volunteers/interns, contract services employees of all divisions of the Board.

III. Definitions

- A. Destruction means physical destruction of a record or removal of personal identifiers from information so that the information is no longer personally identifiable.
- B. Disclosure means permitting access or the release, transfer, or other communication of records of the participant or the personally identifiable information contained therein, orally or in writing, or by electronic means, or by any other means to any party.
- C. Education/Habilitation Records mean those records which are directly related to a participant and are maintained by the County Board or by a party acting for the agency. The term does not include those records which are excluded under 34 Code of Federal Regulations (CFR), Reg. 909.3.
- D. Parent means either parent. If the parents are separated or divorced, “parent” means the parent with legal custody of the handicapped child within any guidelines or restrictions imposed by the court. “Parent” also includes a child’s guardian, custodian, or parent surrogate. This term does not include the state, if a child is a ward of the state.
- E. Individual means an enrollee of legal age (18) with no court-appointed legal guardian.
- F. Enrollee: any person who is participating in any county board program/service.
- G. Guardian means a court appointed guardian or a parent if the individual is a minor.
- H. Personally Identifiable Data includes:
  - 1. The name of the enrollee, the enrollee’s family member;
  - 2. The address of the enrollee;
  - 3. A personal identifier, such as the enrollee’s date of birth, Social Security number, Medicaid or Medicare number;
  - 4. A list of personal characteristics or other information which would make it possible to identify the enrollee with reasonable certainty.

- I. Record means any information or data recorded in any medium, including, but not limited to: photographs, handwriting, print, tapes, film, microfilm, microfiche and automated data bank.

#### IV. Philosophy

Confidentiality is the basis for all personal relationships, as well as for the respect due personal privacy. It involves intimacy, trust, confidence, and is the key to any and all therapeutic relationships.

A breach in confidentiality occurs: when enrollee information is passed along to a second individual without the enrollee's or parent's knowledge, when information can be used against the enrollee's welfare or services, when information draws undue attention to the disability, rather than normalization capabilities.

The goal of all enrollee discussions or information seeking must be to serve the enrollee.

#### V. Subject Content

##### A. Confidentiality

All information contained in an enrollee's records, including information contained in an automated data bank, shall be considered confidential. The content of these records is never the subject for discussion, except as an official member of a habilitation team.

##### B. Responsible person for ensuring confidentiality of records

1. The Superintendent or designee shall act as the confidentiality officer of their particular division to ensure the confidentiality of information of each enrollee receiving services from that division.
2. It is the responsibility of the confidentiality officer to see that each enrollee is adequately represented by his/her natural parent(s), parent(s) having legal custody, legal guardian(s) or custodian(s), surrogate parent(s).
3. An enrollee of legal age (18) with no court-appointed legal guardian has the right to act in his/her own behalf in all matters related to confidentiality and records access, consent, maintenance, and destruction.

##### C. Access Rights

1. The individual receiving services has the right to inspect and review any agency record related to their enrollment and services in any division of the county board when they are identified as their own guardian.

2. The parent has the right to inspect and review any agency record related to his or her minor son or daughter enrolled in any division of the County Board; a court-appointed guardian has the same right, with respect to the records of his/her appointee. The agency shall request a copy of the official document stating the parent does not have the authority, under applicable state law, governing such matters as guardianship, separation, and divorce, if the right to access has been restricted or denied.
3. Any program division shall comply with the individual's or guardian's requests for access to confidential material without unnecessary delay. Requests occurring before an IEP/IP meeting, or a hearing related to identification, evaluation or placement of the enrollee shall have immediate response. In the case of an enrollee placed by the LEA, the response time shall be no more than forty-five days after the request has been made.
4. The County Board may charge a fee for copies of records which are made for the parent under this rule if the fee does not effectively prevent the parent from exercising the right to inspect and review those records.
5. The types of records maintained and available to the individual or parent of a minor or guardian on request shall include but are not limited to the following:
  - (a) Application for enrollment;
  - (b) Verification of age;
  - (c) Emergency contact sheet;
  - (d) Enrollment for evaluation information;
  - (i) Interdisciplinary team report;
  - (ii) Psychological report;
  - (iii) Medical report;
  - (iv) Substantial developmental disability determination, if applicable;
  - (v) Background information; and
  - (vi) Evidence of public school graduation or a certificate of completion or valid public school placement data for program eligibility, if applicable;
  - (e) Medical report; Any person with Down Syndrome who participates in physical development activities shall be examined by a physician for atlantoaxial dislocation. Such examination must be documented;
  - (f) Comprehensive evaluation reports;
  - (g) Specialist reports;
  - (h) Special job accommodations;
  - (i) A copy of the current IP or IEP;
  - (j) Evidence of IP or IEP reviews and revisions;
  - (k) Incident reports;
  - (l) Accident reports;
  - (m) Medication reports; and
  - (n) Internal and external service referrals and reports;

- (o) Attendance records;
- (p) Individual production and payroll records; and
- (q) Materials no longer needed for current programming.

These records shall be maintained in file cabinets which are capable of being locked after hours. Records shall be maintained as per the Ohio Public Records Act, pertinent rules of the Ohio Department of DD, or any other State and Federal rules and regulations.

#### D. Records Access

1. An individual's record is removed from the Board's jurisdiction and safekeeping only in accordance with a court order, subpoena, or statute. Enrollee records shall not be removed from the premises for any other reason.
2. The Superintendent/designee shall develop a list of the types of locations of records collected, maintained, or used by them, and shall provide this list to parents, individuals and guardians on request.
3. Superintendent or designee shall implement procedures to keep a record of parties obtaining or given access to records collected, maintained, or used (except access by parents and authorized employees of the division or other educational agency). Record of access/disclosure shall be kept on parties reviewing the files and of parties to whom information is sent, including:
  - a. Name of the party;
  - b. Date access was given; and
  - c. Purpose for which the party is authorized to use the data.
  - d. Signature authorizing release
4. Upon receipt of consent, information may be released to the requesting person or agency in any of the following formats:
  - a. Fax
  - b. Mailed in had copy
  - c. Email with document(s) as an attachment
5. If any agency record includes information on more than one enrollee, the individuals or guardians of those enrollees shall have the right to inspect and review only the information relating to their son/daughter or to be informed of that specific information.
6. Individual records shall be accessible to Ohio Department of DD personnel authorized by the Director of the Department, the parent of a minor, the guardian (when within the scope of guardianship authority) or the individual.

E. Amendment of Record at Individual's or Guardian's Request

1. An individual or guardian who believes that information in records collected, maintained, or used under this part is inaccurate or misleading or violates the privacy or other rights or the enrollee may request to amend the information.
2. If a decision is made not to amend the information in accordance with the request, the Superintendent or designee shall inform, within 30 days, the parent of the refusal and advise the parent of the right to a records hearing to challenge information in education/habilitation records, to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the enrollee.
3. A records hearing shall be set up at an individual's or guardian's request and will adhere to the following:
  - a. The records hearing shall be held within 30 days after the Superintendent has received the request, and the parent shall be given notice of the date, place, and time, at least 10 days in advance of the hearing.
  - b. The records hearing may be conducted by any party, as designated by the Superintendent, including an official of the agency, or another agency who does not have a direct interest in the outcome of the hearing.
  - c. The individual or guardian shall be afforded a full and fair opportunity to present evidence relevant to the issues and may be assisted or represented by individuals of his or her choice, at his/her own expense, including an attorney. The hearing representative shall make his/her decision in writing to the Superintendent within 10 days after the conclusion of the hearing. The decision shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

F. Results of Records Hearing

1. If, as a result of the records hearing, it is decided that this information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the enrollee, the Superintendent or designee shall amend the information accordingly, and so inform the parent, in writing.
2. If, as a result of the records hearing, it is decided that the information is not accurate, misleading, or otherwise in violation of the privacy or other rights of the enrollee, the Superintendent shall inform the parent of the

right to place in the records the agency maintains on the enrollee a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the agency.

3. Any explanation placed in the records of the enrollee under this paragraph shall be maintained by CB/DD as part of the records of the enrollee, as long as the record or contested portion is maintained. If the records of the child, or the contested portion are disclosed to any party, the explanation must also be disclosed to the party.

#### G. Safeguards

1. All CB/DD personnel collecting, maintaining, using, or otherwise having access to personally identifiable data shall be informed of the confidentiality policies and procedures of the agency and are responsible for implementing them.
2. The Superintendent or designee shall be assigned the responsibility for assuring the confidentiality of any personally identifiable data.
3. The CB/DD shall maintain, for public inspection, a current listing of the names and positions of those employees who may have access to the personally identifiable data.

#### H. Prior Consent for Disclosure

1. Personally identifiable information from the habilitation/education records of an enrollee may be disclosed without the written consent of the individual or guardian, if the disclosure is:
  - a. To other staff within the agency who have been determined by the Superintendent or designee to have a legitimate educational/habilitation interest.
  - b. To Federal and State Officials, in connection with the audit and evaluation of federally supported programs, or in connection with the enforcement of or compliance with the federal legal requirements which relate to these programs.
  - c. Disclosure of the identity of the individual is needed for approval of a direct services contract under 5126.032 (Ethic Council to review contracts) or 5126.033 (Requirements for direct service contracts) of the Revised Code. The county board shall release only the individual's name and general nature of the services to be provided.

- d. Disclosure of the identity of the individual is needed to ascertain that the county board's waiting list for programs and services are being maintained in accordance to 5126.042 (Waiting List) of the Revised Code and the rules adopted under that sections. The county board shall release only the individual's name, the general nature of the programs or services to be provided to the individual, the individual's rank on each waiting list that includes the individual, and any circumstances under which the individual was given priority when placed on a waiting list.
2. The CB/DD shall implement procedures to obtain written consent of the individual or guardian before disclosing personally identifiable information from the records of an enrollee. The written consent required by this paragraph must be signed and dated by the individual/guardian giving the consent and shall include:
  - a. A specification of the records to be disclosed;
  - b. The purpose or purposes of the disclosure; and
  - c. The party or class of parties to whom the disclosure may be made.
3. When a disclosure is made pursuant to paragraph Section V. H-1 of this policy, the CB/DD shall, upon request, provide a copy of the record which is disclosed to the individual/guardian.
4. Disclosure of information also includes verbal sharing (meetings, telephone conversations, etc.), which requires written parental consent, as outlined above. Record of such disclosure shall be recorded on the access record.
5. A release shall not exceed a time period of twelve (12) months.
6. Upon receipt of consent, information may be released to the requesting person or agency in any of the following formats:
  - a. Fax
  - b. Mailed in hard copy
  - d. Email with document(s) as an attachment
7. Personally identifiable information will only be disclosed, if the following conditions are met:
  - a. Individuals and parents are given an annual notice of categories of personally identifiable information which has been designated as directory information and consent is secured from the individual/guardian.

#### I. Destruction of Information

1. The Superintendent or designee shall inform the individual or guardian when personally identifiable information collected, maintained, or used under this paragraph is no longer needed to provide educational/habilitative services to the enrollee.
2. The personally identifiable information on an enrollee may be retained permanently, unless the individual or guardian requests that it be destroyed. The agency should remind the parent that the records may be needed by the enrollee or the parent for Social Security benefits or other purposes.
3. The information shall be destroyed at the request of the individual or guardian. However, a permanent record of an enrollee's name, address, phone number, attendance record, program attended, level completed, and year completed shall be maintained without limitation.
4. Written permission of the individual/guardian or the parent/guardian of a minor shall be obtained prior to the destruction of the individual record information. Copies of the County Board generated records shall be offered to the individual/guardian or the parent/guardian of a minor.

References: The Family Educational Rights and Privacy Act of 1974  
The Education for All Handicapped Act  
Ohio Public Records Act, O. R. C. 149.43  
Amended Substitute House Bill No. 238

Board Revised 10/18/01  
Board Revised 11/18/04  
Board Revised 2/17/05

## **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**

Recent legislation has placed much greater responsibility on county boards of mr/dd in the area of investigating major unusual incidents. In simplified terms, a major unusual incident is defined as:



1. Abuse: physical, verbal, sexual
2. Neglect
3. Attempted Suicide
4. Death
5. Exploitation
6. Known Injury
7. Failure to Report
8. Law Enforcement
9. Medical Emergency
10. Misappropriation
11. Missing Individual
12. Peer-to-Peer Acts
13. Prohibited Sexual Relations
14. Rights Code Violation
15. Unknown Injury
16. Unscheduled Hospital

In some instances, it may seem as though we are prying into a private matter. Please be assured that the person conducting the investigation will be as sensitive as possible to the situation while at the same time complying with the rules we must follow.

For more information regarding investigation of major unusual incidents, please contact the county board service & support administrator at 419-782-0635.

Although major unusual incidents shall normally be reported to the county board within 24 hours of the following working day, it is understandable that at times a family may feel it is a conflict or that potentially the county board is involved in the allegation.

If such a situation should arise, a family may call the Ohio Department of Developmental Disabilities toll free hotline number 1-866-313-6733 to report the alleged major unusual incident.

### **BILL OF RIGHTS**

Section 5123.62 The rights of persons with mental retardation or a developmental disability include, but are not limited to:

- A. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and self-worth;
- B. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
- C. The right to food adequate to meet accepted standards of nutrition;
- D. The right to practice the religion of their choice or to abstain from the practice of religion;

- E. The right of timely access to appropriate medical or dental treatment;
- F. The right of access to necessary ancillary services including, but not limited to occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- G. The right to receive appropriate care and treatment in the least intrusive manner;
- H. The right to privacy, including both periods of privacy and places of privacy;
- I. The right to communicate freely with persons of their choice in any reasonable manner they choose;
- J. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
- K. The right to social interaction with members of either sex;
- L. The right of access 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, physiological, 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;
- U. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
- V. The right to be free from unnecessary chemical or physical restraints;
- W. The right to participate in the political process;

- X. The right to refuse to participate in medical, psychological, or other research or experiments.

## **WEAPONS POLICY**

### **Purpose:**

The Defiance County Board of Developmental Disabilities (“County Board”) is committed to providing a safe and secure environment for its employees, visitors and consumers. Pursuant to Ohio law, the County Board is required to take certain actions and post certain notices with respect to the carrying of concealed weapons. In compliance with that law, and in furtherance of the County Board’s commitment to safety, it hereby adopts the following policies and procedures:

### **Policy:**

It is the policy of 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.

### **Procedures:**

1. No person, except law enforcement officers acting in the scope of their official duty, shall possess, have under their control, convey or attempt to convey a deadly weapon or dangerous ordnance in a school safety zone. The “school safety zone” consists of all buildings where the County Board conducts special education or preschool education, instruction, training or extra curricular activities, as well as all real property (land) owned, leased or controlled by the County Board where those buildings are situated. “School Safety Zone” also includes any place where the County Board conducts special education or preschool extra curricular activities. This prohibition applies whether or not education, training, instruction or activities are actually in progress.

In accordance with R.C. §§2923.122 and 2923.1212, the following language shall be posted at the entrance of every County Board-owned building and at the entrance to the portion of any building, which is not owned by the County Board but is leased by the County/Board, that lie within a “school safety zone” as defined by law:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.”

2. No person, except law enforcement officers acting in the scope of their official duty, shall possess, have under their control, convey or attempt to convey a deadly weapon or dangerous ordnance into any building owned, leased or controlled by the County Board.

In accordance with R.C. §2923.1212, the following language shall be posted at the entrance of every County Board-owned building and at the entrance to the portion of any building, which is not owned by the County Board but is leased by the County/Board:

“Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.”

3. No person shall have a deadly weapon or dangerous ordnance in any vehicle leased or owned by the County Board.
4. No employee, contractor or agent of the County Board shall violate any of the above prohibitions. Employees lawfully possessing a firearm and lawfully transporting the firearm in their vehicle must leave the firearm in their vehicle in a locked compartment or box. Employees, contractors or agents of the County Board may not handle firearms on County Board property except to secure the firearm in a locked compartment or box in their vehicle.
5. Non-employees who are carrying a concealed weapon onto County Board property shall be asked to leave. Failure to comply with these policies by non-employees will be subject to criminal prosecution.
6. Employees who violate any of the above policies are subject to criminal prosecution, and may be subject to discipline up to and including discharge.
7. Any person witnessing a violation or potential violation of any of these policies is encouraged to report the violation to the Superintendent and/or notify appropriate law enforcement personnel. Employees are required to report violations or potential violations.

Approved: 4/15/04

### **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 1<sup>st</sup>.

**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.

Board Approved 5/20/04

## WEBSITE

Good Samaritan has a website. The address is **[www.defiancedd.org](http://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.

If anybody has suggestions that might be helpful or of interest to those who visit the site, please give us your suggestion.

Board Action on Parent Handbook as follows:

Approved 1-17-96

Revised 6-11-96

Revised 2-17-00

Revised 5-30-00

Revised 7-31-01

Revised 6-20-02

Revised 7-17-03

Revised 7-15-04

Revised 7-21-05

Revised 7-20-06

Revised 7-19-07

Revised 6-24-08

Revised 6-23-09

Revised 7-20-10

Revised 7-19-11

Revised 7-17-12

Revised 6-25-13

Revised 7-30-14

Revised 10-25-16

Revised 8-8-17

