

2022-2023

**Defiance County Board of
Developmental Disabilities
and
Good Samaritan School
Handbook**



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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."

2022-2023 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 child. Please spend some time reviewing the information in this handbook.

2022-2023 Board Members

Jami Cameron, President
 Ruby Schindler, Vice President
 Stephanie Meyer, Secretary
 Erika Steece
 Roberta Philipot
 Beth Headley
 Otto Nicely



Pictured from left to right: (Front Row) Stephanie Meyer, Jami Cameron, and Ruby Schindler. (Back Row) Erika Steece, Roberta Philipot, Beth Headley, and Otto Nicely.

The Defiance County Board of Developmental Disabilities meets monthly at 5:00PM at the Defiance County Board of Developmental Disabilities. Please see our website, or local newspaper, for monthly dates.

**2022-2023
 Good Samaritan School Staff**

| Administration | | |
|-----------------------|---|--------------------------|
| Heidi Hull | Superintendent | HHull@defiancedd.org |
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| Jenna Peper | Communications and Community Engagement Manager | JPeper@defiancedd.org |

| Good Samaritan School | | |
|------------------------------|----------------------|----------------------------|
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| Primary 1 | | |
|---|---|---------------------------------|
| Mindy Liffick | Instructor | MLiffick@defiancedd.org |
| Deb Holtsberry | Instructor Assistant | DHoltsberry@defiancedd.org |
| Brittany Harris | Instructor Assistant | BHarris@defiancedd.org |
| Primary 2 | | |
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| Sara Snyder | Instructor Assistant | SSnyder@defiancedd.org |
| Tanya Bradley | Instructor Assistant | TBradley@defiancedd.org |
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| Floater | | |
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| Rick Davis | Bus Driver | RDavis@defiancedd.org |
| Michael Mohr | Bus Driver | MMohr@defiancedd.org |
| Maria Glover | Bus Driver | MGlover@defiancedd.org |
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| Nurse | | |
| Helen Bowden | Nurse | HBowden@defiancedd.org |
| Custodians | | |
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| Physical Education | | |
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| 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 |

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.

School Hours

School starts at 8:30AM and ends at 2:20PM, 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 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 even 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 radio and TV stations along with the Defiance County Board of Developmental Disabilities Facebook Page.

Radio Stations

WONW 1280 AM- Defiance
WDFM 98.1 FM- Defiance
WZOM 105.7 FM- Defiance

TV Stations

13 ABC
11 WTOL

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

Dismissal will begin at 2:20PM. 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 2:20PM.

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. 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 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 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 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
4. school nurse.
5. School nurse/staff will call the Defiance County Health Department and identify
6. family with lice. School nurse/staff will re-notify the Defiance County Health
7. Department when the student has been nit free for two (2) weeks.
8. After initial treatment the student will return to school with the parent/guardian to

9. 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.)**
10. 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 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

Lunch

I. Hot Lunch Program

Good Samaritan School serves a hot lunch every day. The lunch cost is \$3.00 for preschool – intermediate students and \$3.50 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 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.
- 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 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 Communication

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 Defiance County Board of Developmental Disabilities

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.

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 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. 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.

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 4:30 p.m. and 8:00 a.m. and on weekends is 1-800-468-4357.

VI. 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

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

If your child'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 board of developmental disabilities have the responsibility to investigate there 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: Approved 1-17-96; It is annually reviewed and revised 8-28-18.