

The Fairhaven School

2017-2018 Parent Handbook



Mission Statement

The Trumbull County Fairhaven Program's mission is to provide choices, opportunities, and resources that enable children and adults with developmental disabilities to fully reach their potential as members of the community.

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Section I. Program Overview

A. Program Directory

- Edward J. Stark, M.S.M. - Superintendent
- Kevin Reilly - President, Trumbull County Board of DD
- Lawrence Connelly - Vice-President
- Mary Cunningham - Secretary
- Cynthia Poplyk - Board Member
- Dominic Albanese - Board Member
- Larry Larson - Board Member
- Elizabeth Calderone - Board Member

Have a question or an issue that you need clarified? The following individuals are willing to assist you:

Concern	Who can help	Telephone
Program, Building, Classroom, IEP or Evaluation issues	Rosanne Morell, Principal, or Sandra Kernen, Assistant Principal or Lisa Casassa, Early Intervention Director	(330) 652-5811 (330) 652-5864 (fax)
Health and Medical Issues	Nancy Miracle, R.N. Lynnette DeChellis, R.N.	(330) 652-5811 (330) 652-5864 (fax)
Cafeteria Issues	Martha Johnson, Cafeteria Supervisor	(330) 652-5811 (330) 652-5864 (fax)
Transportation, Bus times	Jennifer Durno, Director of Transportation Kathy Angelo, Asst. Director of Transportation Richard Morgan, Transportation Maintenance & Operations Supervisor	(330) 652-1432 (330) 349-9417 (fax)
Basic information, school hours	Tara Gladd, Educational Coordinator Brenda Garland, EMIS Coordinator Marie Brickley, Secretary	(330) 652-5811 (330) 652-5864 (fax)
Case Management Community-related issues	Stacie DelliQuadri, Service & Support Administration Director	(330) 652-1116 (330) 652-1879 (fax)

Building Directory

Gladys Morrison Board Office
45 North Road
Niles, OH 44446
Phone: (330)652-9800
Fax: (330)652-1345

Fairhaven School
420 Lincoln Way
Niles, OH 44446
Phone: (330) 652-5811
Fax: (330) 652-5864

Niles Workshop
420 Lincoln Way
Niles, OH 44446
Phone: (330) 544-0462
Fax: (330) 652-2743

Tony Tomaski Center
45 North Road
Niles, OH 44446
Phone: (330) 652-6168
Fax: (330) 652-6190

Champion Workshop
455 Educational Hgwy.
Warren, OH 44483
Phone: (330) 847-7275
Fax: (330) 847-6009

Fairhaven @ Village Center
6000 Youngstown/Warren Rd.
Niles, OH 44446
Phone: (330) 652-1116
Fax: (330) 652-1879

B. Program Services

Fairhaven's **Early Intervention Program** provides appropriate and comprehensive family-centered services for infants and toddlers (birth – 3 years) who demonstrate one or more developmental delays. These services are provided in the home and other similar natural environment (such as daycare, etc.) with home-based developmental services, service coordination and home visits with the Primary Service Provider model.

The **Preschool Program** is designed to meet each child's developmental age and individual exceptionalities with integrated class settings that provide daily opportunities for children with disabilities to interact with age-eligible, typically developing peers. Eligibility for children with disabilities is determined by the local school district. Placement is made by the local team's recommendations. Preschool students attend Fairhaven Monday through Friday.

The **School Program** is an educational option in the continuum of special education services and learning environments available to individuals with developmental disabilities in the state of Ohio. The local educational agency (LEA) is responsible for child identification, evaluation team report (ETR), and development and review of each child's individual education plan (IEP). Any child placed at Fairhaven by the LEA must meet the eligibility criteria of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and the State Department of DD.

C. Program Philosophy

The TCBDD is committed to providing comprehensive services for each individual enrolled in the Fairhaven Program through Individual Family Service Plans (IFSP) and the Individual Education Program (IEP) process.

In addition to life span programming, assessment and evaluation TCBDD will provide the necessary framework to ensure that each person with developmental disabilities reaches his/her maximum mental, physical, and social potential as an individual, a student, a family member, and a productive worker and resident of Trumbull County.

The TCBDD is a public agency and as such is responsible to the community and the individuals served by the program. All employees are expected to maintain the highest possible ethical and moral standards and to perform their duties within the guidelines established by appropriate statutes, the Ohio Department of Education, the Ohio Department of Developmental Disabilities rules, certification and licensing standards, and other rules and regulations as may be set forth by the TCBDD. The responsibility for protecting and preserving individual participant's rights involves both a moral and legal obligation.

D. Program Goals

Preschool Program

Each preschool child shall be provided curriculum, instruction and activities in an environment that reflects their cognitive, social and emotional levels. Ohio's Early Learning Content Standards provide the framework for creating learning experiences and designing teaching strategies to meet the needs of our children. The unique learning processes of preschool children shape classroom instruction in English/language arts, mathematics, social studies and science. The following four principles serve as the focus in planning early learning experiences:

1. All children are born ready to learn – starting our experiences from the place of potential and ability;
2. Relationships are influential – ensuring that we meet the social and emotional needs of our children in the ways in which we design our activities and relate to our children;
3. Communication is critical – recognizing the importance of language as the foundation for all learning, designing experiences that capitalize on introducing print in a variety of meaningful ways;
4. Environments matter – designing our learning spaces to reinforce and support what children are learning

School Age Program

Each individual should have the opportunity to develop skills, abilities, and behaviors that will enable him/her to live and work in the least restrictive environment possible. In the continuing effort to prepare each student for living and working in the community, Fairhaven will assist each individual to develop:

- A positive self-concept through careful instruction and guidance and through planned experiences in the program and in the community that stress self-worth, responsible behaviors, and personal strengths and limitations.
- Positive interpersonal relationships with peers, adults, family members, and fellow workers.
- Effective communication skills necessary for expression of basic needs, conversation skills, and acceptable social etiquette.
- Self-help skills essential for independent living according to good health and personal hygiene standards.
- Gross and fine motor skills to enhance mobility and adaptability in daily living activities and leisure time choices.
- Academic knowledge through individual planning that can be applied to functional daily living activities.
- Daily living skills required for successful living experiences in the community.
- Good work adjustment skills essential for positive experiences and meaningful productivity in the work setting.

The accomplishment of these goals will be a cooperative effort between the school and family and will be based on the individual needs and goals determined through individualized educational planning.

Section II: Program Policies

A. Individual Family Service Plan (IFSP) for Infants/Toddlers (Birth – 3 years)

It is the policy of the TCBDD that IFSPs shall be developed and maintained for each infant/toddler enrolled in the Fairhaven Early Intervention Program. Basic principles underlying the IFSP process and Fairhaven's Early Intervention Program include:

- Infants and toddlers are uniquely dependent on their families for their survival and nurturance. This dependence necessitates a family-centered approach to early intervention.
- Each family has its own structure, roles, values, beliefs, and coping styles. Respect for and acceptance of this diversity is a cornerstone of family-centered early intervention.
- Early Intervention systems and strategies must reflect the racial, ethnic, and cultural diversity of families.
- Respect for family, autonomy, independence, and decision making means that families must be able to choose the level and nature of Early Intervention's involvement in their life.
- Family/professional collaboration and partnerships are the keys to family-centered Early Intervention and to successful implementation of the IFSP process.
- An enabling approach to working with families requires that professionals re-examine their traditional roles and practices and develop new practices when necessary -- practices that promote mutual respect and partnerships.
- Early Intervention services should be flexible, accessible, and responsive to family needs.
- Early Intervention services should be provided according to the normalization principle -- that is, families should have access to services provided in as normal a fashion and environment as is possible to promote the integration of the child and family within the community.
- No one agency or discipline can meet the diverse and complex needs of infants/toddlers with special needs and their families. Therefore, a team approach to planning and implementing the IFSP is necessary.

Content of the IFSP shall include:

1. The child's present level of development based on an assessment that includes professionally acceptable objective criteria.
2. With the concurrence of the family, a statement of the family's strengths and needs related to enhancing the development of the child.
3. A statement of the major outcomes expected to be achieved for the child and family.
4. The criteria, procedures, and timelines used to determine progress toward achieving the outcomes and whether modifications or revisions of the outcomes or service are necessary.

5. Coordinating the specific Early Intervention services necessary to meet the unique needs of the child and the family to achieve the outcomes including, but not limited to, transportation needs and medical issues.
6. The frequency, intensity, location, method and dates of service delivery.
 - "Frequency" and "intensity" mean the number of days of sessions that a service is provided, the length of time the service is provided during each session and if the service is individual, group or consecutive.
 - "Location" means where a service is provided, such as in the child's home, day care center, hospital or other settings as appropriate for the child and family.
 - "Method" means how a service is provided.
 - "Dates" mean that the IFSP shall include the projected dates for initiation and anticipated duration of services.
7. The payment arrangements, if any.
8. Other services that the child needs as determined by the IFSP Interdisciplinary Team.
9. The name of the service coordinator and primary service provider(s) from the profession most immediately relevant to the child's or family's needs, or as chosen by the family and Early Intervention team.
10. The steps to be taken to support the family and child during the transition of the child upon reaching age three, to other appropriate services or to preschool services. Transition planning shall begin at least six months prior to the child turning three years old and shall include but not be limited to:
 - a. Discussions with parents regarding future placements and other matters related to the child's transition;
 - b. Procedures to prepare the child for changes in service delivery including steps to help the child adjust to and function in a new setting;
 - c. With parental consent, the transmission of information about the child to the receiving agency, to ensure continuity of services, including evaluation and assessment information, copies of IFSPs that have been developed and implemented, and other relevant data.

B. Individualized Education Program (IEP) for Preschool (ages 3-5) and School Age (ages 6-22) Students
It is the policy of the TCBDD that Individualized Education Programs (IEP) shall be developed for each student with a disability enrolled in Fairhaven School. These plans will be developed in compliance with Sections 3301-51-01 through 09 and Section 3301-51-11 of the Ohio Administrative Code (i.e., *Operating Standards for Ohio's Schools Serving Children with Disabilities*) and include:

1. A statement that addresses future planning for the child;
2. A statement of annual goals, including short-term instructional objectives, based upon the student's identified needs;
3. A statement of the specific special education and related services to be provided to such student and the extent to which such student will be able to participate in regular educational programs;
4. The projected date of initiation and the anticipated duration of such services.

The IEP will be developed in a conference format that will include the student, parent(s) or guardian(s), teacher, school district representative, and any other appropriate person(s). This IEP will be jointly developed by all participating educational agencies and Fairhaven staff.

Participation by parents/guardians in the development of the IEP is considered to be essential. Attempts will be made to inform the parents of the IEP conference date and to encourage their attendance.

If the parents are unable to attend the conference, the EMIS Coordinator will attempt to reschedule the conference.

To ensure that the parent understands the proceedings at the conference, the school district will arrange for an interpreter for those parents who are deaf or whose native language is other than English. The IEP will be updated by the teacher on a yearly basis, or more often if needed. No changes in long-range objectives will be made without parental participation and consent in concert with the student's IEP team.

C. Attendance Guidelines Early Intervention Program

Because we work together as a team to provide the best for your child's growth and development, it is important that we both see the value of the services this program provides for you.

When you enrolled your child in Fairhaven School's Early Intervention Program, you agreed to participate in the following:

- **You agreed to home visits that would be scheduled for your convenience.**
- **You agreed to help create a program plan {the IFSP} which would guide the professionals working with your child and family.**

If one, some, or all of these commitment(s) are not met by you in a month's time, then your assigned service coordinator will make efforts to contact you so that we can reconnect ALL the services to which you agreed.

Preschool and School-age Programs

Excuses must be sent with all students on the first day that he/she returns to Fairhaven following an absence. These excuses will be posted in the State Attendance Book. For return after severe illness/injury or emergency room visit, the **Return to Program Form** or **a physician's release statement is required** including identification of restrictions, if there are any.

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts often can directly impact their students' attendance. By using data to identify and support students who may need extra support and services, districts can target supports to get students to school every day.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Absences are documented and tracked to notify districts when appropriate. Teachers are required to contact parents following three consecutive days of absence (18+ hours). They complete an individual update form and turn it in to the Assistant Principal. This will be considered the first offense of habitually truant. Each case will be dealt on a case by case basis due to the medical fragility of our student population.

The second offense will be considered when a second individual update form is required due to three consecutive absences during the same 30 day period. This will meet the state requirement of 42+ hours of absences within a month. This offense will require a letter sent to the family to notify them of the offense. The district of residence will also be notified, as will the EMIS Coordinator.

The third offense will be considered when a third individual update form is required to be completed. This will indicate there are more than 50+ hours of absences and an intervention plan should be created. As indicated by state law the intervention team meeting must include:

1. Fairhaven Teacher
2. Fairhaven Administration
3. District Representative
4. Parent of Student
5. Other (if requested by parent or district)

The final offense will be considered when a fourth individual update form is required to be completed. At this point the Fairhaven Administration will contact the district representative and truancy interventions will be directed by the district. At this point, Fairhaven Administrators will consider all offenses and determine if a change in placement is appropriate to meet the student's needs as indicated on the individualized education program.

Some possible reasons for medically excused absence might be:

- Known communicable or infectious diseases, for example chickenpox, influenza, pink eye, infectious diarrhea, cytomegalovirus, measles, meningitis, mononucleosis, mumps, rubella, strep throat, whooping cough, etc.
- Rash, impetigo, ringworm, lice, and/or scabies
- Doctor or Dentist visit
- Emergency room visit
- Hospitalization
- Accidents, injury, fractures and/or sutures
- Side effects of medications or treatments

Attendance of school children (ages 6-22), who have been placed by their local school district in the Fairhaven Program, is mandatory. Unexplained or unexcused absences shall be reported to the attendance officer of the local school district.

D. Behavior Management/Discipline Policy

In accordance with Ohio Administrative Code 3301-37-10, the parents of a child enrolled in Fairhaven School shall receive the school's written discipline policy. Each staff member is made aware of this policy and acknowledges receipt of it upon employment. Such follows:

Preschool (3-5 years)

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The TCBDD's written policy is on file at the school for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) 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.
 - (4) 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.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

- (7) Techniques of discipline shall not humiliate, shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) 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 preschool staff member in a safe, lighted and well-ventilated space.
- (10) The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

(E) The parent of a child enrolled in the school shall receive the center's written discipline policy.

(F) All staff members shall receive a copy of the school's discipline policy for review upon employment.

School Age (6-22 years)

- 1) The ultimate goal of discipline is to prepare persons with developmental disabilities to function acceptably in normal integrated community environments. Toward this end, stress will be placed on functional, age-appropriate behavioral expectations and goals. Normal, age-appropriate discipline procedures and responses will be used when the behaviors are not the results of or caused by a person's disability.
- 2) Staff are responsible for maintaining positive learning and work environments.
- 3) Discipline is a positive learning process and must be based on established, acceptable behavior management principles and techniques.
- 4) Staff should handle routine and occasional occurrences of unacceptable behavior within their own domain. In repetitive or extreme cases, however, staff should seek the counsel and aid of interdisciplinary team members, administration, parents/guardians and any significant others.
- 5) Unacceptable behavior(s) will be addressed through interdisciplinary programming.
- 6) Use of corporal punishment is forbidden.
- 7) Staff may apply reasonable, non-punitive force and restraint as necessary to quell a disturbance that threatens physical injury to self or others and/or obtain possession of dangerous objects upon the person or in control of the person for the protection of person and property.
- 8) Staff will be trained in the use of an acceptable system of non-punitive restraint and will receive regular, on-going updates in this training.
- 9) Actual methods of discipline for children enrolled in the school-age program include the following:
 - a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
 - b) No discipline shall be delegated to any other child.
 - c) 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 unless directives are in place through a behavior plan.
 - d) 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.

- e) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- f) Discipline shall not be imposed on child for failure to eat, failure to sleep or for toileting accidents.
- g) Techniques of discipline shall not humiliate, shame or frighten a child.
- h) Discipline shall not include withholding food, rest or toilet use.
- i) 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.
- j) Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

Parents wishing to review The Trumbull County Board of DD policy may request a copy by calling the principal or by visiting the TCBDD website.

E. Suspension

Students displaying inappropriate behavior not related to their disability may be suspended from school for that behavior. Any such action taken will be in compliance with Sections 3301-51-01 through 09 and Section 3301-51-11 of the Ohio Administrative Code (i.e., *Operating Standards for Ohio's Schools Serving Children with Disabilities*).

The suspension may be initiated by the public school district if the inappropriate behavior cannot be directly attributed to the individual's disability. In an emergency, the county board superintendent or his designee may remove an individual from curricular or extra-curricular activities on the premises if the individual poses a continuing danger to himself/herself or others. All such instances will be reported to the local school district immediately for action.

Tardy/Early Dismissal

Students arriving late for school must check in at the front desk and present an excuse for their tardiness. **A student will be marked tardy for the school day if he/she arrives after 9:45 am.**

Students needing to leave school before the regular dismissal time must present a written request signed by the parent or guardian to the teacher upon arrival at school. **A student will be marked for Early Dismissal if he/she leaves for the school day before 12:45 pm.** Parents or guardians must check in at the front desk upon arrival to pick up their child.

F. Due Process Procedures

Preschool/School Age Program:

Due process is defined as the safeguard to which a person is entitled in order to protect himself and his rights. Parents/Guardians are issued a current copy of "A Guide to Parent Rights in Special Education" at their child's IEP and/or Evaluation Team Report (ETR) meeting. Due process procedures could be used if the school district or other educational agency does one of the following:

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

For the individual placed by the local school district of residence into the TCBDD Program, the rules of the Education of Students with Special Needs, 3301-51-02 of the Ohio Administrative Code, shall be followed.

Early Intervention Due Process:

EI families can choose one of two options for resolving conflicts, as follows:

1. Part C Department of Health Complaint Process, or
2. County Family and Children First Council Complaint Process.

G. Confidentiality/FERPA Rights

The Fairhaven School has established these written procedures regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;
- The Individuals with Disabilities Education Act; Title 20, United States Code, Sections 1412(2)(D) and 1417(c); and the Federal Regulations (34 CFR 300.560 -300.574) issued pursuant to such Act
- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“Eligible Student”) certain rights with respect to the student’s education records. These rights are:
 1. ...the right to inspect and review the student’s education records within 45 days from the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify a parent or eligible student of the time and place where the records may be inspected.
 2. ...the right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the request to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible of the decision and advise them of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
 3. ...the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an officially committee, such as a disciplinary or grievance committee, or assisting another school official to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. ...the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information, which is generally not considered harmful or an invasion of privacy, may be released. Fairhaven School has designated the following information as directory information: Student's name, address, photograph, date of birth and dates of attendance. The primary purpose of directory information is to allow the Fairhaven School to include this type of information in certain school publications, such as a playbill for a school program, yearbook, graduation programs, programs for athletic events, etc.

- a. If you do not want Fairhaven school to disclose **directory information** from your child's education records without your consent, please notify Fairhaven in writing by the end of September, each school year.

H. Program Compliance Reports

Each year our program undergoes a variety of local and state inspections. Meeting these compliance standards is mandatory and serves to assure the public that our school is meeting the objectives in its Mission Statement. These compliance reports are a matter of public record and as such, are posted in the lobby; copies will be made available upon your request.

Section III: Program Procedures

A. Program Day

The **Preschool Program** is in session Monday through Friday from **9:00 A.M. – 3:00 P.M** for parent transported students and **8:45 A.M. – 2:50 P.M.** for bus transported students. Activities in preschool include gross and fine motor skills development, pre-readiness training in math and reading, swimming and physical education once per week. Playground activities are provided, weather permitting.

Preschool children are scheduled for approximately 1 hour of rest period each day after lunch has concluded. Fairhaven provides a mat for each child. Parents may want to provide something from home, such as a favorite pillow, blanket, stuffed toy, etc. to help ease the naptime procedure for the child.

The **School Age Program** is in session Monday through Friday from 8:45 AM – 3:15 PM. Activities include instruction based upon the student's ability levels and include communication skills in oral and written language, basic math skills and vocational readiness activities. Students are scheduled a swimming and adaptive physical education period once per week.

B. Change of Address and/or Telephone Number

Early notification of address changes are requested to allow staff members time to arrange for transportation from your new address and will minimize the number of days your child will be absent from school.

Please call us with the changes of phone and emergency numbers. If your phone number has changed or is not working, the school must know where and how to reach you in the event of an emergency. **Answering machines are not acceptable for emergency numbers.** Please remember to contact your child's home school district to notify them of any change of address. If your change of address takes you into another school district, you must register with your new school district.

C. Visitation and Building Entrance Procedures

Fairhaven School participates in an Open Door Policy with security measures. Security measures have been put in place to protect all of our children and we ask that you give us the courtesy of checking in at the front desk upon arrival. This will enable us to facilitate your visit. We realize this may be an inconvenience but the safety of students is our primary concern. According to the Ohio Revised Code, it is unlawful for any citizen to enter a public facility without the proper authorization.

Therefore, ***all parents, guardians, and visitors entering the Fairhaven School building shall receive approval from the building Leadership prior to visiting with any staff member and/or classroom student or activity.*** This policy is not designed to discourage visitation by parents or guardians, but rather to keep our children safe.

A security system is in place to provide a safe and secure facility for our students and staff. At the main entrance visitors are required to "buzz" in and be recognized by the front desk staff via a security camera. Upon clearance, the doors will be activated and you will be permitted to enter the building and register with the front desk.

All parents and/or visitors must sign in with the receptionist. At that time, a Parent/Visitor Pass will be issued. This pass must be worn in a visible place during the time Visitors are in the building. The procedure for getting the Parent/Visitor Pass is as follows:

1. Parents and/or visitors will sign in on the Parent/Visitor Sign-In Log.
 - o The secretary will issue you a Parent/Visitor Pass which must be visibly worn while in the Building.
2. When leaving, Parents/Visitors are asked to return to the front desk, sign out and return their pass.
 - o This procedure ensures the safety of our children.

Staff members of the Fairhaven School take their responsibility to provide a safe and secure environment for children very seriously. This Pass System is one way in which we work to provide this safe and secure place.

D. Personal Belongings

The following personal items are not to be brought to school:

- toys, dolls, cars, radios, electronic devices (cellular telephones, CDs, iPods, etc.)
- animals
- large sums of money (suggestion: if your child buys a lunch, send a check for the week/month as opposed to cash)
- inappropriate items like cigarette lighters, pocket knives, toy guns, or any other sharp and/or dangerous articles (suspension may occur if these are brought to school)
- food other than lunch
- expensive jewelry
- other valuable possessions (the school cannot be responsible for lost personal items)

Personal clothing/property must be labeled. Any clothing or personal property which your child brings or wears to school must be labeled for identification (i.e. jackets, sweaters, tennis shoes, glasses, watches, swim gear -- including towels, etc.). ***This is extremely important!*** Money, time and effort can be saved by sewing or marking some identification on each article. This includes labeling the bag or carrier. Discretion should be used in choice of footwear. **Sandals, open-toe shoes and “flip-flops” expose the foot to injury and are not appropriate or safe footwear.** Safety and flexibility should be primary concerns. *Therefore, please do not send your student to school in flip-flops, open toe shoes or sandals.*

If incontinence is an issue for your child, please regularly send in diapers/pull-ups. An extra set of clothing for emergency purposes is always a good idea and may be stored in the classroom.

E. Special Information and Permission Forms

At the beginning of each school year, all parents/guardians will receive forms requesting special information. **These forms must be completed and returned to school immediately.** Please keep this information up-to-date.

In the interest of providing a comprehensive educational program your child will be provided learning opportunities in the community through field trips and community based activities. **No child will be allowed to go on a field trip without parental/guardian permission.** Your child will stay at school in another classroom if permission is not given. Your permission for trips on the Annual Emergency Form does not suffice. You will be notified whenever a field trip is planned for your child and you will be required to sign the field trip permission form in order for your child to participate in that specific activity. You will also be notified about community-based activities that have been incorporated into the curriculum in an effort to achieve your child’s IEP goals.

F. Attending School Functions

If you attend an athletic event, music program, or other school function occurring during the school day, please follow these guidelines:

1. Park somewhere other than the north parking lot (on the playground side of the school). Buses line up to load in this area and parked cars create problems.
2. Notify the office upon arrival (or if possible send a note to school with child) if you plan to take your child home with you. This allows us enough time to notify the bus driver/teacher that s/he is not riding home on the bus and will avoid last minute delays and confusion.
3. Please follow the Parent/Guardian Code of Conduct expectations:

Parent/Guardian Code of Conduct:

As a school founded on the American Disabilities Act, we assume that every person deserves respect. The TCBD Fairhaven School expects students to demonstrate kindness, courtesy, and respect toward the school and fellow students, parents, teachers, and staff. We hold parents and other adults to the same high standards. All adults involved with the school are expected to follow our behavior expectations.*

We require our parents to abide by our expectations on ethical, safe, and respectful conduct. We expect each adult to speak to and not about an individual or group and to take responsibility for his or her own

actions and statements. Disrespectful conduct such as inappropriate or profane language, disruptive behaviors, threatening behavior, verbal abuse, or physical violence will lead to consequences imposed by the school. In addition, such behavior as sharing private information of staff, children, families in any way through actions such as: slander, spreading rumors or gossip, or posting of inappropriate or private information on social media outlets, will also lead to having consequences imposed by the school on the offending parent(s) or adult(s).

Should anyone find it difficult to follow the school's expectations about interpersonal conduct; we have the following that may be implemented per the Principal and/or Superintendent.

A meeting with the Principal and/or administrators will be arranged to discuss the inappropriate communication and action. A verbal warning may be given. If a meeting is not possible, a letter will be issued to the adult explaining the school's ground rules and/or policies and what is acceptable behavior. The adult will be asked to discontinue the disruptive behavior.

The adult will be asked to leave the premises. Any staff member who witnesses or is the subject of inappropriate behavior is required to report the information to their supervisor. This may result in the adult or parent being asked to leave the premises. This applies to the premises of off-campus school sponsored activities as well as on campus. If the adult refuses to leave, the police will be called to have the person removed. In the case of gossip, slander or defamation, legal action may be initiated.

The adult will be banned from further contact with TCBDD Fairhaven Schools. If it is a parent with enrolled children, the adult will be issued a letter of termination of their child's enrollment. Further legal action may be taken to prohibit any contact with the school and its employees. The family will be responsible for any fees or tuition due for 30 days after the termination date.

Extremely Harmful Behavior: In the case of extremely harmful behavior or disruptive behaviors such as but are not limited to: physical violence, entering the campus under the influence of alcohol or drugs, jeopardizing a child's safety, and threatening an employee, etc; TCBDD Fairhaven Schools reserves the right to terminate contact with the family and bypassing all the steps listed above.

G. Preschool through School Age Swimming Program

Our swimming program is considered to be a vital part of our students' education. When the program is carried out in a sensible and safe fashion, our students not only learn to enjoy water, but also to respect it. In order to ensure an ideal learning situation, the teacher, student and parent must know their own individual responsibilities. This is the reason for the following rules:

1. Every child, beginning with preschool up through school age, is expected to participate in the swimming program with the exception of those excused for medical reasons by a written statement from his/her physician or upon parent request.
2. **Very Important!** -- In cases of extended illness a child must have written permission from his/her physician before being permitted to return to the swimming program.
3. Each child is required to bring his/her bathing suit and towel on his/her scheduled swim day. **Please note: All of these items should be marked with your child's name in clear, bold letters to avoid unnecessary mix-ups or loss.** In addition, the school will not supply suits, towels, bathing caps, etc., to students who fail to bring in their swim items. Students who fail to bring their swim items will not swim. Should this occur on a frequent basis, parents will be notified.

4. Parents are responsible for sending a note of explanation if they are requesting that their child be excused from swimming **due to illness or other medical reasons**.
5. Parents are responsible for maintaining all swim items and equipment. Please keep all items clean and ensure that they are in good condition. In addition, please ensure that your child's swimsuit is the correct size.
6. Parents will be notified by the classroom teacher in regard to the swim schedule.
7. A medical examination that is current within one (1) year is required for participation in swim meets and/or Special Olympic swimming events. The Athletic Department strongly advises parents to obtain the school's medical form and have it completed the next time your child has a doctor's appointment.
8. Children diagnosed with any **seizure disorder or aspiration/swallowing concerns** must have the following information:
 - a. Permission from a licensed physician to participate in the swim program.
 - b. A signature from a licensed physician on the use of life jackets in the pool. Parents must also sign the form.
9. The school Leadership reserves the right to cancel a child's swim period if his/her health or safety is determined to be in jeopardy for whatever reason. It also may be cancelled due to pool repairs or lack of staffing.

H. Student Dress Code for Young Adults (Ages 13-22)

Proper grooming and good hygiene are encouraged at all times. Discretion should be used in choice of clothing. Clothing that is too tight, too revealing, or is of a suggestive nature is not appropriate for school and is prohibited. This includes "T"-shirts with various suggestive graphics and/or sayings on them. Parents will be called to provide appropriate school attire should the student arrive in violation of the dress code. In addition:

Teen-age girls:

1. Skirts and shorts should be an appropriate length.
2. Halters, short shorts, tube tops, and midriff tops are not permitted.
3. Proper underclothing should be worn at all times.

Teen-age boys:

1. Short shorts, undershirts and tank tops are not permitted.
2. A belt must be worn on pants without elastic waist bands.

During warm weather, students may wear shorts that are modest in nature. Discretion should be used in choice of footwear. **Sandals, open-toe shoes and "flip-flops" expose the foot to injury and are not appropriate or safe footwear**. Safety and flexibility should be primary concerns. *Therefore, please do not send your student to school in flip-flops, open toe shoes or sandals.* Tennis shoes are permitted. Socks or hose are required for health reasons.

Discretion should also be used in wearing rings, bracelets, watches, or jewelry that are either expensive or that could present a safety hazard in classroom activities. Every effort will be made to prevent loss or damage to accessory items.

1. Please remember that the school is not responsible for these items.
2. Parents of students who violate the dress code may be called by the Leadership and asked to bring in a change of clothing for their child.

I. Parent Conferences and Progress Reports

Early Intervention Program: Following the development of the initial Individual Family Service Plan, the family-centered outcomes, strategies, activities, and services are reviewed every 180 calendar days or more frequently at family or agency request. An annual review is scheduled to evaluate the IFSP and to revise it as appropriate, based upon ongoing assessments. Initial and annual meetings will be scheduled at a place and time that is convenient for the family and will include the parents, family members and advocates as requested by the parents, the service coordinator; and support specialists involved in evaluation and assessment. All IFSP meeting dates and times are arranged on an individual basis through the Early Intervention Service Coordinator.

Preschool and School Age Programs: Children enrolled in the Preschool and School Age Programs shall receive four written progress reports and interims created in IEP Anywhere in between each year. These reports shall be sent to parents/guardians on a quarterly basis (usually in November, January, March and May). This quarterly report will indicate their progress toward achieving goals and objectives on the IEP. The report is also part of the student's IEP, stored in the permanent file and made available to the parents/guardians upon request.

Parent conferences are held twice each year, once in November and again in April. The classroom teacher will arrange specific dates and times. If you wish to meet with your child's teacher and have not received notification of a conference by a week before the date of the conference, please telephone the school and we will try to accommodate you.

The IEP Annual Review occurs with the local school district representative, the family, the classroom teacher and all other involved agency representatives. Student short-term and long-term goals are developed for programming/placement decisions are discussed and finalized. Parents are encouraged to attend the meeting and take an active role in their child's educational future. Parents who are unable to attend the scheduled time of the conference should contact the classroom teacher to reschedule a mutually agreeable meeting time. Phone conferences are an acceptable option when requested by parent(s).

Classroom teachers and specialists welcome parent concerns and input. Additional conferences can be arranged upon request and are valued as an opportunity to exchange information and share ideas.

J. Reporting an Absence

If your child is going to be absent from school for an extended period of time, please call the Transportation Office at 330-652-1432 prior to the driver's departure time. Please state reason for absence. You should notify Transportation when your child is ready to return. You must also call the School to notify the front office of your child's absence. Please call 330-652-5811 and press option #1 to leave a message to report your child off school.

K. Parent Involvement

At Fairhaven School, we try to develop a team approach with our parents as it involves their child's education. We want you to be an active participant. Here are some tips:

1. Attend Parent/Teacher Conferences. They are held in the evening, from 3:00 to 9:00 twice each year – November and February.
2. Attend and participate in the development of your child's IEP.
3. Take notice of what your child is learning each day, either through activity sheets/projects sent home or through the "notebook", and spend a brief time at home, practicing some of the activities learned at school.
4. Many teachers send a monthly calendar home. If there is a performance or special activity at school, please attend. If you have any questions, please contact your child's teacher or the office.
5. Each year our preschool program is reviewed and inspected by the Ohio Department of Education. If you have a complaint concerning programming you may notify the principal by calling the school: 330.652.5811. If you want a copy of the evaluation report, you may secure a copy by requesting it from the principal. Requests should be mailed to:

Principal
Fairhaven School
420 Lincoln Way
Niles, OH 44446

Additionally, any parent who has a complaint about this program may call the Ohio Department of Education Ombudsman at (614) 466-1221 or at the Office of Early Childhood Education at (614) 466-0224.

L. Admission, Placement and Withdrawal Procedures

Children are admitted to the Early Intervention Program by meeting eligibility criteria as established by the State Department of DD as well as the Trumbull County Board of DD. If criteria are met, the child is assigned a Primary Service Provider by the Early Intervention Team.

Preschool and school age children are admitted to the program based upon the recommendation of the resident school district's IEP placement team. Eligibility for program services is determined under the Ohio Department of Education rules for the identification and placement of handicapped children. All preschool students need to register in their home district.

Fairhaven's preschool program also admits typically developing children, aged three through five years. Applications for placement may be obtained through the school's main office or at our program website: <http://www.fairhavenpgm.com> (click on the Preschool tab). There is a tuition requirement for typically developing children.

If you plan on withdrawing your child from any of the programs, please notify the school office so records may be properly processed, filed and/or forwarded.

M. Preschool Tuition

Tuition for typically developing Preschoolers for the 2017-2018 School year is \$100/month and payment will be due the 3rd Friday of every month from September through May of the school year. If a student qualifies for free or reduced lunches, that student is also eligible for the sliding scale rate of tuition. Please contact the Educational Coordinator to clarify specifics on the sliding scale. If tuition is not received by the due date, the student will not be allowed to attend programming until the balance

has been paid. If tuition is repeatedly late or not received, Administration will review the situation and may take disciplinary actions up to disenrollment of the student.

Section IV: Cafeteria Information

The lunch program is optional. Your child may buy or pack a lunch. Glass lined thermos containers are not permitted for safety reasons. Please obtain a plastic lined container for food or beverage. If your child packs a lunch and wishes to purchase milk, he/she may do so at a cost of \$0.40 (forty cents) per 1/2 pint.

Lunches bought in the cafeteria include 1/2 pint of milk. Any child who does not like milk must bring an alternate drink from home. Other beverages are not provided at school.

A. Lunch Prices (2017-2018 school year):

Daily

Preschool	-	\$2.35 per day for each day attended.
Elementary	-	\$2.60 per day
Secondary	-	\$2.60 per day

Weekly

Preschool	-	\$11.75 per week
Elementary	-	\$13.00 per week
Secondary	-	\$13.00 per week

1. Extra milk (1/2 pint carton) can be purchased for \$0.40 (forty cents) each.
2. Extra sandwiches, pizza, fries, main entrées, etc. may be purchased at \$.90 each. These additions to a student's tray must be ordered in the AM with the class lunch count.
3. **Lunch money is due on Monday of each week.** Envelopes are provided with the monthly school menu. Be sure to mark your child's name and the name of the teacher and the \$-amount on the envelope and send it in with your child. **Please do not send in loose money.**
4. All meals served meet the patterns established by the U.S. Department of Agriculture. If your child has any food allergies or their handicap prevents them from eating the regular school meal, the school will make any changes. These changes **must be prescribed in writing by the doctor.** There is no charge for the change. If you have further questions, call the cafeteria supervisor at (330) 652-5811.
5. If your child does not like what is served for lunch on a particular day, you must pack a lunch for him/her. There will be no lunch substitutions.
6. If your child forgets his/her lunch on any given day, a lunch will be provided that day. Written notification is then sent home relating the school's policy and procedures for unpaid lunches.
7. No lunches will be served after 12:00 noon. If for some reason your child should be brought in later, you will have to provide lunch before you bring them in to school.

8. Notify the school or Cafeteria Supervisor by 10:00 AM if your child will be coming to school late. All lunch counts are done by 10:00 AM. We need to know if your child has a pureed lunch.

B. Federal Lunch Program

1. Current (2017-2018) **Applications for Free-Reduced Lunch must be completed at the start of each school year.**
2. Families who are currently receiving food stamps for their child will be notified by letter that their child is eligible to receive a free lunch. A Free/Reduced application will NOT need to be completed. Parents will then have the opportunity to opt out of the program.
3. New students in the program can receive free/reduced lunches as soon as the application for the current school year has been reviewed and approved by the school official. Once eligibility has been approved, families will receive a written notice from the school.
4. Free/Reduced Lunch Applications are included in the Parent Packets. Please complete them per instructions and submit them to the school immediately to ensure prompt approval.
5. Free/Reduced lunches include 1/2 pint of milk.
6. Free/Reduced lunches **do not** include extra milks. An extra carton of milk can be purchased at \$0.40 (forty cents) per carton.
7. If your child is eligible for a free/reduced lunch under the Federal Lunch Programs, he/she must eat the lunch served in order to receive the 1/2 pint of milk. If your child packs a lunch on any given day, then he/she will have to pay \$0.40 (forty cents) for a carton of milk.

Section V: Transportation Information



A. Transportation Regulations/Procedures

These rules and regulations are designed primarily for the protection of your child. Our drivers share a great responsibility, along with the rest of the staff, in the training of the children they transport – with the added responsibility of transporting them safely to and from their homes. Parents are being supplied with copies of these rules and regulations in order that they may better understand the drivers' responsibilities and obligations:

1. Assignment of passengers to any vehicle shall be the exclusive responsibility of the Fairhaven Leadership. Routes shall be scheduled at the beginning of the school year by the Leadership. There shall be no deviation by the employee from his assigned route unless specific permission is granted or there are changes in the passenger list. In the latter case, routing will be determined by the Administration.
2. Our transportation busing will only pick-up and drop-off your child/consumer at **one address**. Our past practice of multiple pick-ups and drop-offs was too demanding on our system. The only exception to the above rule will be if the pick-up and drop-off is on the same route.

3. The times of arrival of buses at the students' homes before and after school shall be established at the beginning of the new school year or upon enrollment. The bus driver shall notify all parents involved of any changes in their child's route, time, etc. *In addition to the times given to parents/caregivers, please include a window period of 10 minutes prior to and 10 minutes after times given to allow for delays.*
4. Passengers shall be ready to board buses upon the driver's scheduled arrival time. This is of vital importance in maintaining an accurate schedule. Frequent or continued violations of this requirement by the parent/guardian or the passenger shall be reported to the Leadership.
5. The Leadership shall determine the best method and/or location for picking up or delivering children consistent with the safety needs of passengers and the vehicle. Location shall be a designated place of safety at least 10 feet from where the bus stops.
6. The driver shall furnish the parent and/or guardian with his/her name and the approximate time he/she will pick up your child.
 - o Please take note of your driver's name and the bus number assigned to your child's route. When you call your child off/on from transportation, please use your child's bus number and/or driver's name.
7. The driver shall be held liable and responsible for the safe delivery of each passenger to the **authorized location only.**
8. It shall be the responsibility of the bus drivers to assign seats to all passengers on their bus.
9. Drivers are to assure themselves that the passenger is comfortably seated before proceeding to the next stop.
10. The Leadership is authorized by the TCBDD to take appropriate action regarding any student who continually displays inappropriate behavior while on a school bus which would endanger the safety of the bus, him/her and/or other passengers. The local school district may be responsible to provide alternate transportation to and from school. All actions taken will be done in compliance with state and federal laws and regulations.
11. The Superintendent or his designee is the only one authorized to cancel a route or make the decision to leave a child at home.
12. Eating food is prohibited on the bus, i.e. – cookies, candy, crackers, gum, baby bottles, etc., unless there is a medical reason signed by the physician on record with the transportation department. The bus will not be permitted to wait while the child finishes his/her breakfast.

B. Parent/Guardian Responsibilities:

1. Please inform the School Office of any change in address and telephone numbers, including emergency telephone numbers. New information will be forwarded to the Transportation Department. **We require three (3) working phone numbers in case of an emergency. In extreme cases, the Children's Services Board may be notified.**
2. **Please have your child ready to board the bus when it arrives.** Bus Drivers will stop at each residence and wait as they are required to for a minimum of 3 minutes. If no one appears, they

will continue on their route. The driver will not wait until the student finishes getting dressed for school.

3. Please call the Transportation Department at 330-652-1432 if the person who rides will be off school or if that person has been off for more than 3 days and is ready to return. We will continue to use the same system of bus notes for individuals who arrive after the program has started each day or leaves early. **You must notify the building receptionist when arriving late or leaving early.**
4. **If someone other than the parent/guardian of your child is responsible for getting the child on or off the bus during pick-up and drop-off, please alert the individual(s) that identification is needed to determine their identity. Note: Remember to include these individuals on the Student Release form.**
5. Please make the necessary arrangements for having a responsible person available and present at the student departure point at the scheduled time of bus arrival. This is not the responsibility of the bus driver. If no one is home the appropriate authorities will be contacted and the child will not be transported until the parents/guardians can assure that somebody will be available to receive the child.
6. Please provide transportation in the event of an emergency/illness in which the student must return home during the day. It is the responsibility of the parent/guardian, not the school, to furnish transportation home in these situations.
7. If a student has been denied transportation privileges due to behavior problems, it is the responsibility of the parent/guardian to transport said student to and from the Fairhaven Program. The local school district may be required to assume this responsibility. This shall occur only for very serious cause and on rare occasion in accordance with the Due Process Procedures.
8. Please package all loose items and mark all packages with the child's name. Glass bottles and balloons are not permitted on the bus.

C. **Alternate Transportation Procedures**

Student Transportation by Parent

If for any reason you find it necessary to drive your child to or from school, certain procedures must be followed. In the interests of safety and protection for all of our children:

1. Please **do not** drop your child off in the bus area, the parking lot or at the door.
2. Please do not walk in front of or between buses during loading/unloading times.
3. Please use parking lot at the front of the building (*do not park in the fire lane*)
4. Please report to the Front Desk with your child and sign in
5. **Please try to arrive on time for the start of school:**
 - **School-age: 8:45AM**
 - **Preschool: 9:00AM. Suggestion:** Children are not permitted to go to the classroom prior to 9:00 AM because the teachers are not officially "on duty" until then. Try to

arrive at 9:00 AM. If you arrive prior to 9:00 AM, you will have to remain with your child in your car in the drop-off traffic lane.

6. Please note that teachers are not available for individual parent consultation at that time.
7. Teachers do not have student-supervision responsibilities after 3:00PM. Please have your child picked up by 2:50 PM if they are not riding the bus home.

D. Picking up Children Prior to Dismissal

1. The school must have prior notice of any change in transportation scheduling or procedures.
 - o For doctor's appointments, etc., please notify your child's driver and send a note to the teacher. In cases of emergency or unexpected circumstances please try to notify the school no later than 2:00 PM.
2. Please report to the front office and your child will be brought to you.
3. **If you are sending someone for your child, they must present identification at the front desk. No child will be released without proper notification and identification, prior to pick-up. NOTE: Remember to include these individuals on the Student Release form.**

E. Parking for Pick-Up of Parent Transported Preschool Children

Parking spaces are available in the front parking lot for parents picking up their preschoolers at 2:50 PM. Handicapped parking is in front of the school building near the main entrance.

F. Calamity Day (Inclement Weather)

In the event the school and/or workshop program is closed due to inclement weather conditions, this information will be given over local radio stations as early as possible in the morning. Further details will be provided to all families by the school program via the ADT *SelectLink* system. The radio stations are: **WKBN, WRRO, WHOT, WHFM, WPIC, WBBG, and WQXK. The television stations are 21, 27 and 33.** *This information will also be available on the TCBDD website.* These calamity days would also apply to home-based Early Intervention families and any scheduled home visits would be cancelled.

G. Transportation Problems

In the event any parent/guardian has a problem or concern related to transportation, please direct your questions to the Transportation Supervisor (330) 652-1432 whose office is located in the transportation building. If you have further questions or concerns, feel free to contact the school principal.

H. Pupil Management and Safety

Bus drivers should not be distracted from their task of driving due to inappropriate behavior. Parental cooperation in assisting the school and the bus drivers to ensure safe transportation for our students is appreciated.

Please read and discuss the following transportation rules with your child. Pupil management and safety instruction policies shall include the following: (OAC 3301-83-08 (C) :

Bus Conduct

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must listen for directions or instructions and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating or drinking on the bus except as required for medical reasons.
9. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student to be handed to driver upon boarding bus. Pupils must not use tobacco on the bus. Possession of any illicit material will be just cause for immediate suspension from transportation and possible criminal action.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils may carry on the bus only objects that can be held in their laps.
12. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental or administrative authorization to do otherwise.
13. Pupils must not put their head or arms out of the bus window.
14. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.

Section VI: Health/Wellness Services Department Information

A. Responsibilities and Procedures:

The primary responsibility for each student's health rests with the parent/guardian/provider. The School Nurses, along with other staff, strive to promote healthy work and learning environments and optimum physical, mental and social well-being.

1. Current Physical - Initially upon application, each student is required to submit current health information using the form enclosed -- (one-page medical form). Thereafter, an annual physical examination (including updated immunization record) is recommended with a copy of the report submitted for our administrative records.

NOTE: All preschool students **must** have an annual physical, per requirements of the State of Ohio.

2. Emergency Medical Information Form - **This must be completely filled out (both sides), signed and returned by the first day of school or program to ensure we have current, up-to-date information and telephone numbers in case of emergencies. A new form needs to be filled out every year.** Please be certain to include the name of a preferred dentist on the form. If you do not have one for your child at this time, please select one from the included list of local dentists. Please include the names of all medications. Please make certain the Allergy section is completed. If no known allergies, please write "None". Also, please verify the emergency telephone numbers -- answering machines are **NOT** adequate in emergency situations. We must be able to reach you in case of emergencies! **The School must have 3 current working emergency numbers.**
3. Current Immunizations – Students must have current immunizations in order to attend Fairhaven Programs. Medical or religious exceptions shall be reviewed on an individual basis. Please submit the updated immunization records to the School Nurses so student records can be kept current. Students will be excluded from school until proof of immunization is received.
4. Nursing Services – Our nurses assess the health, medical, and wellness issues of the students. Therefore, the on-going interaction of the nurses with students and families is very important. The nurses ask questions regarding a student's health/medical status so that information can be shared appropriately with all staff involved with the student.

Students and their parent(s)/guardian(s)/provider(s) may speak with the School Nurses at any time during school hours. Parents may call the school phone number and then press option #7 for Nursing. If the nurses are unavailable, you are able to leave a message for nursing to return your call as soon as it is possible.

5. Change in Medical Status - Any time there is a **change** of any kind in a student's health or medical status, including medical consultations, tests and results, new conditions, doctor's orders change in medications, etc., the information should be provided to the School Nurses. **If this information is not provided to the Nurses, your child may be put on a bus hold until order changes are up to date.**

6. Permission for the Administration of Medications and/or Treatment form

Please remember that:

- A **new** Administration of Medications and/or Treatments form is required each school year.
- Permission forms are required for the administration of any prescription and over-the-counter (non-prescription) medications and/or treatments.
- Permission forms must be signed by the parent/guardian/ provider **and** the physician.
- Please complete the permission form and return them along with all necessary medications and supplies, including tubing and nebulizers for aerosols, prior to the first day of school. The cut-off date for receiving new orders and medication is listed on the annual letter from the nursing department. **You must call and schedule an appointment with the Nurse to bring in doctor orders and/or medications.**

- No medications or treatments will be given without the proper forms being filled out.
 - It is *your* responsibility to contact the doctor's office.
7. Medications and Treatments - Medications and Treatments should be given, whenever possible, during non-program hours. However, when there is a need, the Board of DD can assume these responsibilities.
- **Please send one month's supply of medication in the original pharmacy labeled container. The pharmacy label and physician order must match.**
 - You will be notified when medication supply is short and needs refilled.
- Note: if the medication is not sent in before the school supply runs out, the bus will not transport your child until you bring it in to the school.**
- **No medications can be carried by students. Parents are required to bring the student's medication to the School. The bus will no longer transport student medication. Tube feeding supplies can be sent in by bus.**
 - Once the School Nurses receive the medication you have brought in, a medication receipt form will be given to you.
8. Change in Doctor's Orders - We require notification whenever there are changes in doctor's orders for diagnosis, medications, treatments, diet, therapies, restrictions, and/or limitations, etc. This notification is required from all families and providers even for issues and events which do not occur during program hours. When we get this information, we can do our part to comply with what the physician has ordered. It is the responsibility of the parent/caregiver to get the proper orders.
9. Emergency/Rescue Medication – Emergency or rescue medications, also known as quick-acting medication or fast-acting medication, are intended to relieve symptoms immediately. Examples of rescue medications include, but are not limited to, emergency seizure drugs, Epi pens, inhalers and aerosol inhalation medications. If an adult or child has a diagnosis of seizures, severe allergy, or asthma, and requires the use of rescue medications at home, these rescue medications must also be available for use at Fairhaven School. A written doctor's order must be submitted along with the medication for use at school. If the parent, legal guardian, or doctor does not wish for the child or adult to receive the rescue medication while attending school, then a written doctor's order is required stating that the medication should not be given at school. Should the student become ill, an ambulance will be called immediately at the parent's expense. If a medication is required to be given while attending school but is not available, the child will not be permitted to attend the program until any or all written doctor's orders and medications are received.
10. DNR Orders – If your child has a DNR (Do Not Resuscitate) order please provide a copy to the nursing department. The DNR order will be reviewed annually with the Parent/Guardian and physician.

B. Absence Procedures

There are a number of valid health/medical reasons for absence. Good judgment and common sense will help you decide when to keep your student home. If there is any kind of change that is different from usual, or which might prevent learning or working, you must decide about the attendance. You must evaluate the possible risks and consequences for the student as well as the risks and consequences to all people who will be interacting with that student during the day.

Some possible reasons for medically excused absence might be:

- Known communicable or infectious diseases, for example chickenpox, influenza, pink eye, infectious diarrhea, cytomegalovirus, measles, meningitis, mononucleosis, mumps, rubella, strep throat, whooping cough, etc.
- Rash, impetigo, ringworm, lice, and/or scabies
- Doctor's or Dentist's visit
- Emergency room visit
- Hospitalization
- Accidents, injury, fractures and/or sutures
- Side effects of medications or treatments

NOTE: Anytime that a student is seen in the emergency room or is hospitalized, a “Return to Program” form must be signed by the doctor and presented to the nurse so the student may return to school. Transportation will not transport and your child cannot attend until this form is received.

3301-37-11: Management of Communicable Disease

- A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) or Rule 3301-37-07 of the Administrative Code.
- B) The following precautions shall be taken for children suspected of having a communicable disease:
- 1) The program shall notify the parent or guardian of the child’s condition immediately when a child has been observed with signs or symptoms of illness.
 - 2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:
 - Diarrhea (more than one abnormally loose stool within a 24-hour period)
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or grey or white stool;
 - Stiff neck; or
 - Evidence of lice, scabies or other parasitic infestation.

- 3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:
 - Unusual spots or rashes;
 - Sore throat or difficulty in swallowing;
 - Elevated temperature; or
 - Vomiting.
 - 4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses (see Appendix A).
 - 5) A child isolated due to suspected communicable disease shall be:
 - Cared for in a room or portion of a room not being used in the preschool program;
 - Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - Observed carefully for worsening condition; and
 - Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
- C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
- The program's means of training all staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;
 - Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and
 - Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

C. Sending Persons Home Due to Illness

On occasion it is necessary to send a student home from school due to illness. When this occurs, we will notify the parent/caregiver or other contact on the Emergency Form. We will let you know why the student is being sent home.

The symptoms of illness will be reported to you with the specific reason the student is being sent home. For their protection and, in the best interest of others in our programs, we ask that you keep your student home and observe them for a minimum of 24 hours.

Fairhaven is not responsible for transporting students home once they become ill or need to go home for another reason. All persons need to be transported in a timely manner. This standard applies to families as well as residential providers. If no one arrives within the first 30 minutes, Fairhaven will place a second call to obtain details about the delay.

D. Bus Hold

If your child is transported by Fairhaven, a “*bus hold*” can be put on students awaiting certain information. For example, if your child is sent home sick due to a communicable disease (for example, measles, mumps, ringworm, whooping cough, chickenpox, pink-eye, flu, head lice, etc.) he/she will not be permitted to be transported or return to school until they are seen by a physician and the physician states they are not contagious to other students.

E. Return to Program

Following absences for any of the circumstances in Section “B” above, a signed physician release is required to return to the program. Any restrictions must be noted -- that is, determined and written by the doctor -- with time limits included.

We ask that you report the presence of any of these conditions, especially if it might be communicable, such as chickenpox, etc., so that we may be able to evaluate possible risks to others who might have been exposed. Once we are notified that someone in the program has a communicable condition we will send a notification home to you, generally with the student, letting you know of risks such as flu, chickenpox, etc.

Persons who are injured or become ill during program or school hours are referred to the nurses in the Health Service Clinic. The nurses will provide an immediate evaluation of the nature and severity of the problem and will conduct the appropriate assessment and treatment. If the nurses determine the child must be further evaluated by a physician, a return to program form must be completed. The information must include the diagnosis from the visit, the date the student may return to school, and any medication prescribed.

Physician Release - For any absence of more than three (3) days, a signed physician release may be required for return to program. Again, restrictions must be determined and written by the doctor -- with time limits included. If there is a question regarding the need for a doctor's excuse, please call the School Nurses or Principal.

By filling out and returning the “**RETURN TO PROGRAM FORMS**”, you will be telling us:

1. the student is ready to return to the program;
2. the reason for the absence and the necessary details;
3. any type of restrictions, for how long, and why; and
4. any medication changes or new medications.

The student **cannot return to next day programming** if they continue to experience:

1. a fever, vomiting and/or nausea, diarrhea and/or
2. abdominal cramps or excessive respiratory symptoms.

(We know there will be some coughing, sneezing, runny noses, but if these affect their ability to work or learn, they should not be sent to school.)

If the student has been seen by a doctor and antibiotics were ordered, they should take the medication a minimum of 24 hours and be symptom-free before returning. Depending on the illness, the person may

need to be home. This must be an individual decision between the family/provider and the doctor. If you have doubts about a person being well enough to attend, you can call the School Nurse or Principal.

After an extended absence, you will need to call Transportation (330) 652-1432 to make arrangements for student pick up.

F. Emergency and 911 Calls

In the event of an accident or injury to an individual on Board premises, the Trumbull County Board of Developmental Disabilities shall only provide emergency treatment. Should the medical needs of an individual require treatment beyond this, it shall be our policy to secure an emergency squad or ambulance service.

The School Nurse shall provide to the ambulance personnel a copy of the emergency medical information for that student which goes with the student to the emergency room. The family and/or provider will be called and informed of the circumstances.

Once the student is delivered to the emergency room, it is up to the family or provider to meet the student and make arrangements for transport home.

G. Emergency Room Transportation

In the event your child needs emergency treatment, he/she will be transported by ambulance to the emergency room.

H. Staff Communications

All communication concerning health/medical/nursing issues shall be from our School Nurses.

I. Fairhaven Program Screenings

Throughout the program year when there are indicators, health appraisals are performed to identify and verify baseline health/wellness data and to monitor changes. Unusual existing conditions are noted and reported by the School Nurses, if necessary. Vision screening is generally performed every year. Should the School Nurses detect any vision problems, the child shall be referred for follow-up screening. Families will be notified. A hearing screening is conducted yearly by the Speech-Language Department and results are shared with Health Services.

- When we are able to access other types of screening services for our students, you will first be sent a permission form explaining the screening, such as the Mantoux test for TB. Please fill out and return the forms promptly to participate in these services.

J. Extra Clothing for Students

Please provide extra clean clothes to keep on hand at the school in case of “emergencies” etc. Providing needed clothes will help prevent uncomfortable circumstances for the student. You will be notified of the amount of extra clean clothes that are needed. Clothes that have been soiled will be put into plastic bags and sent home for laundering.