

WELCOME!

**Washington County Board of
Developmental Disabilities**

**Ewing School
Handbook
2018–2019**



**Washington County Board of
Developmental Disabilities
1701 Colegate Drive
Marietta, OH 45750
740-373-3781**

TABLE OF CONTENTS

Mission Statement	1
Vision Statement	1
Philosophy	1
Program Operations	1
Preschool Program	1
Schoolage Program	2
Related Services	2
Communications	2
Medical Policies and Procedures	3
Management of Communicable Disease	4
Behavior Management	5
Transportation	6
Emergency/Safety	6
Annual Notice of Records Access Privileges	7
Anti-Harassment, Anti-Intimidation or Anti-Bullying	8
Complaints	9
Rights of Persons with Developmental Disabilities	9
Contact Information	10

WELCOME TO THE 2018-2019 SCHOOL YEAR. WE ARE PLEASED TO BE PARTNERING WITH YOU FOR YOUR CHILD'S GROWTH AND SUCCESS!

MISSION STATEMENT

Your life, your journey, our mission.

VISION

The Washington County Board of Developmental Disabilities envisions all individuals served will have opportunities for full community inclusion.

PHILOSOPHY

We believe that all people have value, the right to belong in the community, to pursue opportunity, and to exercise meaningful choices.

The Washington County Board of Developmental Disabilities operates Ewing School, serving preschool students with and without disabilities and students with disabilities aged 6-22.

PROGRAM OPERATIONS

Days of Operation

The preschool program operates half-day sessions Tuesday through Friday for children aged 3 to 5 years in a mixed aged group format. Morning sessions are 8:45 – 11:30 AM and afternoon sessions are 12:15 – 3:00 PM according to the adopted school calendar.

The school age program operates full-day sessions Monday through Friday from 8:45 – 3:00 according to the adopted school calendar.

Inclement Weather

A calamity day (snow day) is declared by the Superintendent when weather conditions endanger the safe operations of the program. The program is closed on calamity days.

A two-hour delay means NO AM PRESCHOOL and school-age students can arrive at 10:45.

An early closing for any reason, will be broadcast on local stations and we will attempt to contact you directly.

Please check your local radio and TV (WTAP) for information about school delays and closings.

PRESCHOOL

Ewing preschool serves students with and without disabilities in an environment designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm for learning and social-emotional skills. Students are admitted anytime during the school year as long as openings are available and an IEP team decision has been made (for students with disabilities).

Ewing preschool is licensed through the Ohio Department of Education and participates in the Step Up To Quality rating system. We are currently a 4-star award winning program. We utilize the research-based Creative Curriculum with lessons and activities based on Ohio's Early Learning Development Standards and ongoing assessment and instruction based on Ohio's Early Learning Assessment. This curriculum is adapted to meet the needs of students with disabilities along with focusing on the needs determined in IEP's. Preschool students also participate in a variety of field trips and community activities.

Ewing School partners with Washington-Morgan Community Action to provide a Head Start classroom for income eligible students. Please contact at 740-373-3745 for further information.

SCHOOL AGE

Ewing School operates a school age program for students with disabilities between the ages of 6 and 22 years old. Enrollment is determined by the IEP team and availability of space. All school age students utilize the Unique Learning Systems curriculum which features thematic lessons in reading, writing, math, science and social studies connected to Ohio's learning Standards—Extended in addition to activities centered on student's identified need based on IEP's. Students learn and practice skills in a variety of settings including the community and our life skills room.

RELATED SERVICES

Ewing School offers a variety of on-site services for students with disabilities enrolled in our programs including:

- Speech/Language Therapy
- Occupational Therapy
- Physical Therapy
- Vision Therapy

All therapeutic services are determined through the IEP process. In addition, Ewing School contracts with a behavioral specialist to provide support to students.

ATTENDANCE

Attendance every day is important for your child's success and progress. Teachers plan special activities, experiences and materials each and every day. Students absent for more than five (5) days will need a doctor's note.

When a student is going to be absent, parents need to call:

- **Transportation at 740-373-3781 ext. 11**
- **School office at 740-373-3781 ext. 10**

If we do not receive a call when a student is absent, we will call to verify the child's absence. The day before a student is ready to return to school, call the transportation office to have bus services re-started.

COMMUNICATION

YOU ARE THE MOST IMPORTANT MEMBER OF YOUR CHILD'S TEAM. We encourage you to communicate regularly with your child's teacher. Teachers are available by phone or email before and after school and notes can be sent in your child's backpack. The need for ongoing, daily communication can be met by requesting a "communication notebook" with the classroom teacher. As the teacher has the ultimate responsibility for each student, please direct all questions regarding IEP progress, behavioral concerns or daily activities to him/her and limit questions about students with aides. If an emergency arises, please let us know and we will assist in whatever way is needed.

Conferences

Parent Teacher Conferences are held twice per year according to the school calendar. A Conference Request Form will be sent home with date/time options. You may request a conference anytime during the year by contacting your child's teacher.

Progress Reports

All students receive a progress report each nine weeks as noted on the school calendar. Questions regarding student progress should be directed to your child's teacher.

Parents are welcome to visit their child's classroom providing the visit is pre-approved by the teacher and principal and does not disrupt the learning process of the classroom. All visitors must sign in/out.

YOU CAN CONTACT THE SCHOOL PRINCIPAL, MELISSA NETHING, WITH CONCERNS BY EMAIL mnothing@wcbdd.org, OR BY CALLING 740-373-3781 EXT 23.

Field Trips

Both preschool and school-age students participate in a variety of field trips and/or community outings throughout the year. Parents will be notified in writing of any planned trips and parent permission is required for a student to participate in field trips. Transportation for field trips/outings is provided by school bus, school van or the CABL bus.

Swimming

Both preschool and school-age students participate swim in Ewing School's warm water pool during school hours. A lifeguard is always on duty and school staff accompany students in the pool.

Wednesdays from 6:00 – 8:00 pm, we offer FREE swim to families and staff affiliated with WCBDD.

Fridays from 6:00 – 8:00 pm, we offer community open swim for \$2.00/person.

All children under the age of 18 must be accompanied by an adult. Pool is closed when school is closed. Questions? Contact Aquatic Specialist, Shelby Sams at 740-373-3781 ext. 22.

MEDICAL POLICIES & PROCEDURES

Ewing School has a full time program nurse on staff. **Special Treatments** required for a child's physical health may include eye drops, tube feedings, aerosol sprays and oxygen. A physician's order is also required for these medical services. Parents are asked to make arrangements through the school nurse to ensure proper instruction of school staff.

Each child must have a physical examination and proof of current immunizations before beginning school. Medical forms are available in your child's school packet to be completed by the doctor. Preschool students must have a medical and dental examination every year.

All medications given at school must be sent with written and signed instructions from your child's doctor. All medications must be sent in its labeled prescription bottle, even medicines given for a short period of time, such as antibiotics.

In the case of lice, you must provide transportation for your child to be seen by the program nurse before being permitted to return to class.

If your child is hospitalized, he/she will need a "Return to School" slip from the physician noting any changes in medical status, medication changes, restrictions or limitations. Please include a copy of hospitalization "release" forms.

If your child is injured at school, the school nurse and/or staff provide first aid as recommended and you will be notified as soon as possible. If you cannot be reached, the nurse will follow directions on the Emergency Medical Authorization Form which parents are required to provide when a child enters school.

If your child gets sick at school WCBDD policy requires that children be sent home if they have the following symptoms of illness:

- Temperature above 100.0 degrees;
- Nausea or vomiting without a documented underlying medical condition;
- Diarrhea (stools that are looser than normal);
- Any communicable disease such as measles, chicken pox, or flu (except for upper respiratory conditions without fever);
- Live head lice Students must remain symptom-free for 24 hours before returning to school. If a child misses more than 5 days of schools, he/she needs a doctor's "Return to School" note.

Other reasons to NOT send your child to school include:

- A skin rash, other than diaper rash or heat rash;
- Yellow skin or eyes;
- Red and draining eyes;
- Dark urine or gray stools

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 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) of 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 immediately notify the parent or guardian of the child's condition 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 immediately isolated and discharged to his parent or guardian:
 - (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis;
 - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or grey or white stool; or
 - (i) Stiff neck
 - (j) Evidence of lice, scabies, or other parasitic infestation.
 - (3) A child with any of the following signs or symptoms of illness shall be immediately isolated 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 *program nurse*, director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
 - (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature; or
 - (d) Vomiting.
 - (4) Programs shall follow the Ohio Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
 - (5) A child isolated due to suspected communicable disease shall be:
 - (a) Cared for in a room or portion of a room not being used in the preschool program;
 - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - (c) 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;
- (d) Observed carefully for worsening condition; and
 - (e) 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:
- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - (3) 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; and
 - (4) 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.
 - (5) 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.

BEHAVIOR MANAGEMENT

Gentle Teaching

Ewing School practices the Gentle Teaching Philosophy. It was developed by John McGee and has four teaching components: to teach others to feel safe, loved, loving and engaged. With these principles in mind, all staff strive to promote a safe, loving and caring environment for all students every day by using their hands, words and eyes and every day actions and activities to promote positive connections without the expectation of receiving anything in return.

Our goal as adults is to help students learn to live successfully with others. We encourage students to develop self-control and to be responsible for their own actions to the fullest extent possible. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as: redirection, taking a break from difficult situations, talking with students about situations and recognizing appropriate behavior.

Gentle Teaching Principles, while not totally inclusive in the following description, are based on the following philosophical statements:

- We are caregivers – we care for and about others
- We are community-makers
- We make safe place for others to learn and work
- We seek gentle ways to teach, communicate and interact with others
- Our number one task is building bridges of companionship between ourselves, the people we serve, their families and each other as employees of the county board.

Behavior management policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. 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. Any such incident shall be documented on a WCBDD Incident Report Form, in accordance with WCBDD policy.
4. No child shall be placed in a locked room or confined in an enclosed area.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Intervention shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Behavioral interventions shall not humiliate, shame, or frighten a child.
8. Intervention shall not include withholding food, rest or toilet use.
9. Separation shall not be used as discipline.
10. The WCBDD Preschool program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. The parent of a child enrolled in a center shall receive the center's written Behavioral Support policy and notice of the WCBDD Gentle Teaching Philosophy.

Ewing School is implementing Positive Behavioral Intervention Support (PBIS) schoolwide beginning in the 2018-2019 school year. PBIS is a building wide initiative designed to promote proactive strategies for defining, teaching and supporting appropriate student behavior to create positive school environments. One of the key components of PBIS is a building wide set of clear expectations. Ewing School's expectations are:

1. We are safe
2. We are kind
3. We work together

TRANSPORTATION

The Transportation Supervisor contact number is 740-373-3781, ext. 11.

Parents can either bring their children to and from school or bus transportation will be provided. Ewing School does not provide mid-day transportation that is provided by your local school district. **If your child will not be attending school, you must contact the transportation office (740-373-3781, ext. 11). You must also let transportation know when you wish to resume bus transportation following an absence.**

Transportation for non-disabled preschoolers is offered when there is room on the bus and the student resides on the bus route.

The following procedure for loading in the morning has been given to parents and must be followed by bus drivers:

The bus will stop and wait two minutes for your child. A responsible adult must be at the bus stop to supervise and assist any preschool student or school age child with a disability. The driver is not permitted to leave the bus for this purpose.

RULES FOR RIDING THE BUS

1. The students on the bus are under the authority of the bus driver during the ride to and from school. In order to have a safe ride, it is important that each student cooperate with the bus driver and practice safe riding habits at all times.
2. Students will be assigned seats by the bus driver.
3. Students must remain in assigned seat at all times, except when loading or leaving the bus.
4. Students must talk in a reasonable tone of voice that does not bother others or distract the driver.
5. Our buses are equipped with AM/FM radios that will be played at the discretion of the driver. Special consideration will be made to students with sensory issues that may need to use assistive technology or listen to personal devices using ear buds or headsets to help make their transportation experience a positive one.
6. Students must refrain from unnecessary or questionable language (i.e., profanity, name calling, etc.)
7. Students must refrain from horseplay which may distract the driver or endanger others.
8. Students must keep hands, head and other objects inside the bus.
9. Students must cooperate and follow instructions of the bus driver.
10. Students must help keep the bus clean, and refrain from damaging the bus.

EMERGENCY/SAFETY

In accordance with Ohio Revised Code 2151.421 and subsequent amendments, any case of suspected abuse or neglect will be reported to the Washington County Department of Children Services.

If you bring and/or pick up your child we require that a responsible adult accompany your child into the building and hand him/her off to a classroom teacher or aide. The same is required at pick up time. Remember, the safety of your child is of utmost importance.

Reporting of Incidents

The program shall notify parents/guardians when a student is injured and maintain a record of the incident. Basic first aid supplies are available in all classrooms.

Release of a Student

The safety of your child is our first concern. Therefore, release of your child to someone other than you must meet the strictest standards.

- Parent must send a written signed note to the teacher indicating the name of the person who will be picking up the child.
- Person picking up the child must report to the main office, identify him/herself and sign in and out.
- In case of an emergency, the parent may contact the school office by phone, for release of the child. The school will then return a call to the parent to confirm release.

Under no circumstances, other than stated above, will a child be released to anyone other than a parent.

Drills

Fire, Tornado and Emergency Evacuation Drills and School Safety Drills, are held according to State Fire Marshall and the State of Ohio Rules. Fire Drills are held monthly throughout the school year, and tornado drills are held monthly during April through July.

Fire and Tornado Drill plans are posted in each classroom.

Residential Parent

By law, both parents have the right to access any files or information regarding their child UNLESS stated in the divorce/dissolution documents. All divorced parents must submit a copy of the residential parent portion of the dissolution documents as well as any modifications to the initial divorce/dissolution.

Volunteers

We welcome parent and other volunteers to assist with field trips and special events. All interested volunteers should speak with their child's teacher or contact Melissa Nething, Principal. All volunteers spending more than 3 days in the building need to fill out and complete the volunteer process including background and reference check.

ANNUAL NOTICE OF RECORDS ACCESS PRIVILEGES

In compliance with Public Law, schools are to provide notice to parents, guardians and eligible students the Annual Notice of Records Access Privileges and Directory Information. Parents, legal guardians, 18 year-old students and students enrolled in an institution of post-secondary education are accorded the right to inspect and review any and all official data directly related to their child. Such information is to be found in the cumulative record, which is located in the building where the child is enrolled.

This record includes identifying data, academic work completed, level of achievement (record of testing and result), attendance information, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, teacher or counselor rating with observations and verified reports of serious or recurrent behavior patterns.

This right of access to records is limited to parents, legal guardians, 18 year-old students enrolled in post-secondary education, except when written permission is on file from one of these authorized persons to release this information to a third party (a release of information). This limitation does not apply to school personnel having a professional need to examine or work with these records. Transcript data may be conveyed to another school district where a student is to enroll, without parental permission, but a notice of transfer of records will be sent to the last known address of the parent, legal guardian or authorized student.

Anti-Harassment, Anti-Intimidation or Anti-Bullying

Harassment, intimidation, or bullying behavior by any student/school personnel in the Washington County Board of Developmental Disabilities (Ewing School) is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of: causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students'/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying either formally in writing, informally with a verbal report to a teacher, the principal or other school personnel. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review.

Note: A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action. Students, parents or guardians who make informal

complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint.

Resolving/Filing Complaints

It is the mission of the Washington County Board of Developmental Disabilities to ensure the availability of quality programs, services, and supports in order to meet the needs of eligible individuals. Should there be complaints about program services that cannot be resolved by direct contact with the staff involved, you may contact the following for assistance.

- Board Administration 740-373-3781
- Ohio Department of DD 800-617-6733, TDD 800-228-5405
- Ohio Legal Rights Services 800-282-9181

THE RIGHTS OF PERSONS WITH DEVELOPMENTAL DISABILITIES

Per section 5123.62 of the Ohio Revised Code, the rights of individuals with developmental disabilities include, but are not limited to:

- a. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- b. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards, and recognizes the persons need for privacy and independence;
- c. The right to food adequate to meet accepted standards of nutrition;
- d. The right to practice the religion of their choice or to abstain from the practice of religion;
- e. The right of timely access to appropriate medical or dental treatment;
- f. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- g. The right to receive appropriate care and treatment in the least intrusive manner;
- h. The right to privacy, including both periods of privacy and places of privacy;
- i. The right to communicate freely with persons of their choice in any reasonable manner they choose;
- j. The right of ownership and use of personal possessions so as to maintain individuality and personal dignity;
- k. The right to social interaction with members of either sex;
- l. The right of access to opportunities that enable individuals to develop their full human potential;
- m. The right to pursue vocational opportunities that will promote and enhance economic independence
- n. The right to be treated equally as citizens under the law;
- o. The right to be free from emotional, psychological, and physical abuse;
- p. The right to participate in appropriate programs of education training, social development, and habilitation and in programs of reasonable recreation;
- q. The right to participate in decisions that affect their lives;
- r. The right to select a parent or advocate to act on their behalf;
- s. The right to manage their personal financial affairs, based on individual ability to do so;
- t. The right to confidential treatment of all information in their personal and medical records, except to the extent that disclosure or release of records is permitted under section 4123.89 and 5126.044 (5126.04.4) of the Revised Code;
- u. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
- v. The right to be free from unnecessary chemical or physical restraints;
- w. The right to participate in the political process;
- x. The right to refuse to participate in medical, psychological, or other research or experiments.

Ohio Legal Rights

8 E. Long St., 5th Floor
 Columbus, Ohio 43215-2999
 Toll Free: 800-282-9181
 TTY Toll Free: 800-585-3542

ODMRDD Office

30 E. Broad St., 12th Floor
 Columbus, Ohio 43266-0415
 614-466-2508

CONTACT INFORMATION

Melissa Nething, Principal	740-373-3781 ext. 23	mnothing@ewingschool.org
Classroom #1 Paula Church	740-373-3781 ext. 26	pchurch@ewingschool.org
Classroom #2 Sarah Carpenter	740-373-3781 ext. 30	scarpenter@ewingschool.org
Classroom #4 Hannah Offenberger	740-373-3781 ext. 18	hoffenberger@ewingschool.org
Classroom #5 Bridget Stephens	740-373-3781 ext. 27	bstephens@ewingschool.org
Classroom #6 Donna Murphy	740-373-3781 ext. 56	dmurphy@ewingschool.org
Classroom #7 Travis Carpenter	740-373-3781 ext. 34	tcarpenter@ewingschool.org
Classroom #8 Breanna Grahame	740-373-3781 ext. 31	bgrahame@ewingschool.org
Project WAVE Caleb Darling	740-568-2264	cdarling@ewingschool.org
Administrative Assistant/ Family Resources: Angie Flannery	740-373-3781 ext. 25	aflannery@ewingschool.org
Services & Supports Administration	740-373-5147	