

# **AUGLAIZE COUNTY SCHOOLS**

## **Special Education Program**

**2018-19**



**Auglaize County ESC**  
**1045 Dearbaugh Ave., Suite 2**  
**Wapakoneta, OH 45895**  
**(419) 738-3422**

**[www.auglaizeesc.org](http://www.auglaizeesc.org)**

# **PARENT HANDBOOK**

# Special Education Program

## Parent Handbook

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**AUGLAIZE COUNTY ESC  
SPECIAL EDUCATION PROGRAM STAFF  
2018-19**

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Minster, OH 45869

Teacher: Lisa Neuman

Office Phone: (419) 628-2324

## SCHOOL DELAYS / CANCELLATIONS

Please listen to local radio station for school delays. To determine the length of delay for your child, listen for the following:

- length of delay for your home district
- length of delay for your child's classroom district.

Note: When there is a three hour delay, class time will be extended by one hour at end of day.

**Then follow the district with the longest delay.**

Districts are reported on the following stations:

### Radio

102 FM

92 FM

1150 AM

1080 AM

### Television

WLIO – Lima

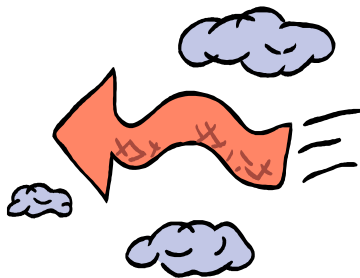
WHIO – Dayton

### Websites

[www.wlio.com](http://www.wlio.com)

[www.t102.com](http://www.t102.com)

Parents are free to transport their child to his/her classroom on calamity days, when classroom is open.



## **DRESS CODES**

The purpose of a dress code is to insure a proper learning environment. Parents and student are trusted to remember that school is a place of learning and not a showroom for extremes of dress and grooming. In general, school dress and appearance should be such that it does not cause disruption or threaten the health or safety of the students. Attempts by students to call undue attention to themselves by inappropriate, unusual or bizarre dress, hairstyle, hair color or visible body piercing objects shall not be permitted.

- 1.) Hair must be neat, clean, out of the eyes, and well-groomed.
- 2.) Dark glasses may NOT be worn in school except under doctor's orders.
- 3.) Hats, headgear, bandanas, headbands, hoods, etc., are not permitted to be worn in school.
- 4.) All shirts, tops, blouses or dresses must cover the shoulders. Strap tops, tank tops and cut-off T-shirts are NOT acceptable for school wear. Tops must have a minimum of capped sleeves and either be tucked in or overlap the pants or skirt the student is wearing.
- 5.) Appropriate undergarments must be worn and are not to be seen when standing still, sitting, bending or raising your arms.
- 6.) Shorts are acceptable but must be the pocket type shorts. Biker shorts, cheer shorts, or any tight fitting shorts are unacceptable. Minster and New Bremen classrooms are only permitted to wear shorts of mid-thigh length or longer from April 1 through October 31.
- 7.) Shoes or sandals for the feet must be worn at all times.
- 8.) Pants must be worn at hips or waist.
- 9.) No long wallet chains will be allowed, nor choker chains of excessive length.
- 10.) Clothes that are ragged, torn, have excessive holes, have offensive language, phrases, gestures, or innuendoes, promoting alcohol, drugs, tobacco, Satanism, and/or any unacceptable social and moral behavior are NOT permissible. Interpretation of such material is at the discretion of the school administration.

The administration reserves the right to make judgments and decisions regarding "appropriateness and acceptability" of all clothing.

This is a general dress code for all school districts. However each school has its own unique set of rules that may vary by building. Please check with your student's classroom teacher for complete listing of acceptable and unacceptable dress. If in doubt about an outfit, bring a change of clothing or do not wear it at school. District administration may choose to send the student home.

## AUGLAIZE COUNTY PUBLIC SCHOOLS

### STATEMENT OF SPECIAL EDUCATION PHILOSOPHY

We believe the purpose of our special education classes is to recognize each child as a unique individual, coming to us with varying aspirations, abilities, interests, and needs. We respect the rights, privileges, and differences of each child and try to provide the finest possible education for each of them.

We attempt to provide our children with opportunities to develop socially, vocationally, intellectually, emotionally, and physically, in addition to developing all of the basic learning skills. In a stimulating environment, we encourage critical thinking and appreciation for the exchange of ideas.

We recognize the different ethnic and cultural background and attempt to impart an awareness and respect for them to our children.

We believe that the school, working cooperatively and continuously with the home and community, is entrusted with the responsibility to develop students who will live independently, be responsible citizens who contribute to society, become life-long learners, and locate, obtain, and maintain realistic employment.



## AUGLAIZE COUNTY PUBLIC SCHOOLS

### PHILOSOPHY OF EDUCATION

Although the Constitution of the United States has vested each state with the responsibility of providing for an educated citizenry, the federal government has enacted legislation, either directly or indirectly, which affects education. This sphere of influence, combined with the Ohio Legislature's felt moral, as well as legal, responsibility for providing an education, in accordance with its own Constitution, prompts the belief that all schools in Auglaize County should:

1. Adhere to all federal laws, rules and regulations, and guidelines that enhance, encourage, maintain, or promote educational programming and resultant funding.
2. Operate in accordance with all state laws, opinions of the Ohio Attorney General, and standards as interpretations of the law by the Ohio Department of Education.
3. Elect and maintain a local Board of Education to formulate policy for efficient control of educational activity at the community level.

We further believe that each of the Auglaize County Schools should:

1. Organize and administer each school to meet the academic and non-academic needs of the students and community in which it operates.
2. Determine each student's level of academic and/or non-academic performance and plan instruction within the limits of the student's capabilities.
3. Plan co-curricular and extra-curricular activities to include the gifted students and those students classified as "special".
4. Work closely with the home, church, and other community agencies to reinforce and implement attitudes and values conducive to the perpetuation of American culture.

We believe that the aforementioned goals will tend to promote objectives concerned with:

1. Developing intellectual curiosity and responsibility.
2. Providing those qualities necessary for functioning productively in a changing world.
3. Developing each pupil to his/her maximum ability.
4. Fulfilling the potential of each for being good citizens in a democracy.

We believe that our goal-oriented philosophy as presented will tend to confirm the federal, state, and local partnership in providing educational activity; to organize educational activity so that it will be meaningful for the learner; and to promote more than academic skill building by promoting objectives concerned with discipline, critical and reflective thinking, citizenship building, character training, and a host of other considerations that will enable the learner to take and hold his/her rightful place in today's society.



**AUGLAIZE COUNTY EDUCATIONAL SERVICE CENTER**

1045 Dearbaugh Ave., Suite 2

Wapakoneta, Ohio 45895

(419) 738-3422

**ESC OFFICE PERSONNEL**

Shawn Brown, Superintendent

Lisa Tobin, Director of Special Education, Curriculum, Preschool

Amy Becher, Director of Special Education

Linda Tebbe, Director of Opportunity for Youths

Jen Korte, Director of Educational Options

Kelly Walls, Professional Education Support Curriculum

Vaughn Ray, Professional Education Support Curriculum

Donna Ankerman, MD/ED Secretary



## ABSENCE and/or TARDINESS

Ohio's Missing Child Law now requires schools to make every effort to contact parents of absent students. Parents of absent students are to call the child's teacher on the morning of each day their child will be absent, using the direct phone lines within each classroom, by 9:00 a.m. Parents not having called the school will be called at home or at work to comply with the Missing Child Law. If no parent contact is made, the student, upon returning to school, must bring a note signed by the parent giving reason for the absence.

It is the duty of the Auglaize County Educational Service Center to enforce the compulsory attendance law. Students will be allowed five (5) days of excused absences per nine (9) week grading period. Any absences over five (5) days without a physician's excuse or administrative permission are unexcused. (EXCUSED OR UNEXCUSED DECISIONS ARE MADE BY THE ADMINISTRATION.)

WHAT CAN BE EXCUSED? Excused absences are:

- A. Personal illness or medical and/or dental appointments.
- B. Family illness requiring student's presence at home.
- C. Death or funeral of a relative or close friend.
- D. Religious holidays.
- E. Emergency requiring student's presence at home.
- F. Vacation with family or school visitation with prior approval.
- G. Farm work on farm of parent or guardian that is prearranged through Supervisor.
- H. Required work at home due to absence of parent with prior approval.

WHAT CANNOT BE EXCUSED? Unexcused absences are:

- A. Oversleeping and/or alarm not working.
- B. Car trouble.
- C. Appointments that can be after school.
- D. Vacations without prior administrative approval.

An unexcused absence is not only a violation of school regulations but also State Law, and therefore must be considered as an act of truancy.

## TARDINESS

Tardiness to school will be reported to the attendance office. Tardiness to a class during the school day will be handled by the individual teacher. Students habitually late to class shall be sent to the office and a discipline report will be sent to the parent or guardian.

Students tardy (per nine (9) week grading period) may receive the following: tardy 2-6 = detention; tardy 7-9 = one or more Monday/Saturday schools; tardy 10 or more = progressive suspension.

## SICK CHILD'S RESPONSIBILITIES

Your child's classroom is one in which there is high interaction between students and staff. Consequently, viruses and communicable diseases spread rapidly. To help keep illness under control, we ask parents for your cooperation.

Do NOT send your child to school with the following:

- \* Diarrhea
- \* Conjunctivitis
- \* Vomiting
- \* Untreated infected skin patches
- \* Unusual spots or rashes
- \* Sore throat or difficulty in swallowing
- \* Difficulty or rapid breathing/ respiratory infections
- \* Elevated temperature of 100° F or higher
- \* Stiff neck
- \* Extreme fatigue due to medical reasons such as seizure activity, medication, etc.

Our medication policies are firmly enforced.

- A. We will give medication only from its original container which is from a prescription written by a licensed physician specifically for a child.
- B. In order to be aware of who gets what when, a parent must fill out our **MEDICATION FORM** and hand it directly to the child's teacher.
- C. We will NOT give non-prescription medication unless accompanied by a note from a physician stating specific dosages for a specific child, including all over the counter remedies.

If a child becomes ill or is injured during the day or is suspected of having a communicable disease, he/she will be isolated and attended by an adult until the parent or responsible person is contacted by telephone and arrives to take the child home. Children must be free of fever for at least 24 hours before returning to school. Please contact the school if your child has a contagious illness/head lice so that the other parents may be alerted.



**REQUEST FOR THE ADMINISTRATION OF MEDICATION  
BY AUTHORIZED STAFF MEMBER**

I request the medication described below be administered to my student named \_\_\_\_\_ by an authorized trained staff member. I understand I must submit a revised statement signed by physician if any changes occur during the school year.

- 1) All medication must be brought to school by parent/guardian.
- 2) All medication must be received in the original prescription bottle properly labeled by a registered pharmacist as prescribed by law. All medication must be labeled with the student's name, dosage, and medication name.
- 3) Nonprescription medication (over the counter) will not be administered within the school except with doctor's written orders.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
PRINT Parent/Guardian Name

\_\_\_\_\_  
Date

**PHYSICIAN'S OR DENTIST'S ORDER FOR PRESCRIPTION MEDICATION**

State Law requires the following information when student needs administration of prescription drugs during school. Please have doctor complete and turn into classroom teacher.

Name of Student: \_\_\_\_\_ is under my care and should receive

Name of Medication: \_\_\_\_\_

Dosage to be Administered: \_\_\_\_\_

Medication Administration Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Times at which the medication is to be administered: \_\_\_\_\_

Specific instructions for administration: \_\_\_\_\_

Significant side effects which should be reported: \_\_\_\_\_

\_\_\_\_\_  
Signature of Physician or Dentist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
PRINT Physician/Dentist name

**THERE MUST BE WRITTEN NOTIFICATION TO SCHOOL IF ANY INFORMATION CHANGES.**

### **School/County Health Lice Control Policy**

1. The school health nurse or other designated school official will confirm suspected cases brought to our attention by school personnel or family and notify the family via phone call or personal contact of this confirmation.
2. The school health nurse or other designated official will strongly recommend that the parents/guardian check themselves, siblings and anyone else living in the household. It is necessary to treat all infested household members.
3. Instruct the families in proper treatment (including the use of olive oil and limited use of treatment kits) and method of dis-infestation. In addition, the school health nurse or other designated school official will inform parents as to where the supplies can be obtained.
4. After treatment, families will then be required to report to the County Health Department or other designated place for follow-up in accordance with the Health Department's procedures.
5. The Health Department will notify the school with the results of the examination(s) through a signed form.
6. The Health Department will require families to be essentially nit free for two consecutive weeks before releasing them from follow-up.
7. After approximately five school days, if little to no improvement in the condition is shown; the family will be notified during a routine appointment at the Health Department that a letter will be sent to the Prosecuting Attorney.
8. If the family continues to show little or no cooperation, or if there is a serious lack of effort among family members, the Health Department will refer the case to the Prosecuting Attorney's Office and Children's Services will be notified.

The development of this protocol was a collaborative effort between the Auglaize County Family and Children First Council, the Auglaize County Health Department, Auglaize County Prosecutor's office, and Auglaize County schools. In order for the protocol to be effective, it requires the cooperation of all involved agencies. If agencies fail to adhere to this protocol, it could result in lack of assistance from county agencies.

If questions should arise from the use of this protocol, please call the Family and Children First Council of Auglaize County at (419)738-3355.

*Auglaize County Health Department  
214 S. Wagner  
Wapakoneta, Ohio 45895*

## **Schools Don't Get Head Lice – People Do!**

Anyone can get head lice. They affect approximately 12 million Americans each year, mostly children. While an infestation is not life-threatening, it is easily spread from person to person and is a frequent problem in schools. Lice must have human contact to survive – they do not live on desktops, in books or papers, or on floors. Schools keep children who have head lice out of class so that the infestation will not be transmitted to other children.

Your schools, Health Department, and other service agencies are working with you to help keep your child free from head lice. The most important partner in this process is YOU – the parent. You are ultimately responsible for assuring that your child does not miss school because of head lice.

All schools in the county will follow the same policy and procedure in dealing with head lice. If your child is found to have signs of infestation while in school, the following steps will be taken:

- School personnel will contact you and suggest methods and products to help you get rid of the lice.
- School personnel will re-check the child's head within one week to make sure that treatment is working.
- If no progress in removal of the lice is observed within that week, you will be referred to the Health Department for consultation and follow-up in the Health Department clinic.
- If no progress is observed within several weeks of follow-up, the Health Department will refer the case to the Auglaize County Prosecutor for possible action.

If you have questions about school policies and procedures, contact the principal in school building of attendance or program supervisor. If you have questions about head lice and treatment, contact the Health Department at (419) 738-3410.

## **Frequently Asked Questions about Head Lice**

### ***What are head lice?***

A head louse is a reddish-brown, wingless insect about the size of a sesame seed (-). It lives only on humans and must have human blood as its food source to survive. **Nits** are the eggs of head lice. Oval-shaped and whitish-gray in color, they are firmly attached to individual hairs close to the scalp. Diagnosis of head lice, or pediculosis, is usually made by finding nits not adult lice.

### ***How do people get head lice?***

Head lice migrate from person to person through head to head contact or through sharing of personal items such as brushes, combs, hats, and pillows. Lice do not hop, jump, or fly! People do not get infested

due to poor personal hygiene or because their home is dirty. Pets do not carry head lice. Lice do not live in grass or trees.

### ***How can I tell if my child has head lice?***

Watch for frequent head scratching. Persistent itching, particularly around the ears, crown, and back of neck, is the most common symptom of infestation. However some people never itch at all. The most reliable method is to check your child's head regularly for the presence of nits.

### ***How do I treat head lice infestation?***

Getting rid of head lice is a three step process:

#### 1. Kill the live lice.

Many people first try a lice-killing shampoo or crème rinse that can be purchased without a prescription at most drugstores. *These products contain **pesticides** and must be used very carefully!* Check with your doctor or pharmacist and follow directions precisely. There are many recent reports of lice being resistant to these drugs. If one application does not work, do not use it again. The lice still will not die and the chemicals could be harmful to your child. Do not use kerosene, gasoline or lye soap!

**Olive oil**, used alone or in addition to lice-killing products, has been reported to be effective in killing lice and to aid in the removal of nits. You must apply the oil correctly and the treatments must be timed to disrupt the life cycle of the louse. Olive Oil is non-toxic and any excess left in the hair can be easily removed by using a regular shampoo.

#### 2. Check for and remove all nits.

In bright light (a magnifying glass may help) separate the hair into small sections. Nits are attached to the hairs at an angle and are usually within one-half inch of the scalp. Use a lice comb, your fingernails, or baby safety scissors to remove all attached nits. Applying olive oil or vinegar may make nit removal easier. This step should be done daily until there are no more nits. While it is tedious and time-consuming, it is the most important and effective part of the treatment.

#### 3. Clean the home environment.

Clothing, bed linens, and washable toys should be washed in hot water and dried for 20 minutes in a hot dryer. To remove lice or loose hairs with attached nits from furniture, rugs, car seats, and any item that can't be put in a dryer, vacuum thoroughly. Stuffed animals and throw pillows that cannot be washed should be vacuumed and kept sealed in a plastic bag for 10 days. Brushes and combs may be soaked for 10 minutes in hot (not boiling) water. Bug sprays can be dangerous and are not recommended.

When you have completed these three steps, it should be safe to send your child back to school. After continuing to check for and remove nits over a three-week period, your child should be free of lice. Time, effort, and persistence on your part will pay off!

## COMMUNICABLE DISEASE CHART

Disease	Incubation Period	Early Signs of Illness	Isolation	Notes
Athlete's foot	Unknown	Blisters and cracking of the skin of the feet, usually between the toes.	Not excluded from school. Suspected cases should be excluded from gymnasiums, swimming pools, and activities likely to lead to exposure of others.	Teach importance of hygienic care. Refer to physician or Health Department.
Chickenpox	10 to 21 days, usually 14 to 16 days	Slight fever, blisters appear first on scalp, then on face and body. Successive crops of blisters remain 3 to 4 days, leaving scabs.	Exclude until six days after onset of rash or all sores are dry.	Vaccine available. Consult your physician.
Common Cold	12 hours - 5 days, usually last 48 hours	Sore throat, runny nose, watery eyes, chilliness and general discomfort. Usually no fever, unless complications have developed.	Exclude when feel ill or have fever.	
Croup	2-9 days	Acute respiratory infection. Cough has "barking" or "brassy" harsh quality.	Exclude until severe symptoms are gone.	Refer to physician or Health Department.
Diarrhea	Varies.	3 or more loose stools in 24 hours period. May have additional symptoms.	Exclude until free of diarrhea for 24 hours.	Refer to physician or Health Department.
Diphtheria	2 to 5 days, occasionally longer	Sore throat, fever, symptoms rapidly become more severe.	Until two cultures from both nose and throat, taken after cessation of antimicrobial therapy and not less than 24 hours apart, fail to yield diphtheria bacilli.	Vaccine available. Consult physician or Health Department.
Fifth disease	4-14 days, but as long as 20 days after infected	Bright red rash, usually on face and spreads, looks "lacy".	Once diagnosed can return unless has fever.	Refer to physician or Health Department.
Flu (Influenza)	1 - 4 days	Rapid onset with fever, chills, headache, lack of energy, muscle aching, sore throat, cough	Until clinical recovery.	
Hand, foot, and mouth disease	3-6 days	Raised rash, usually on hands, feet or mouth. Progress to blisters then scabs.	Exclude if blisters are present and until released by physician.	Refer to physician or Health Department.
Head Lice (pediculosis)	Eggs hatch in a week; egg to egg cycle average 3 weeks	Excessive scratching of head. White egg (nit) on hair that will not flick off.	Exclude until under treatment.	Refer to physician or Health Department.
Hepatitis A	2 to 6 weeks, usually 28 - 30 days	Nausea, vomiting, extreme fatigue, often pain in upper abdomen followed by jaundice. Mild cases occur without jaundice in children.	Exclude from school until released by physician or Health Department	Vaccine available. Report to physician or Health Department
Hepatitis B	6 weeks to 6 months, average 60-90 days	Masked onset, loss of appetite, vague abdominal discomfort, nausea, vomiting, jaundice frequently occurs	Exclusion not appropriate	Vaccine available. Report to physician or Health Department
Herpes	2-12 days	Blister like sores on mucous membranes of mouth - like cold sores.	Exclusion if blisters in mouth and drool.	Refer to physician or Health Department.
Impetigo	2-10 days, usually longer	Small blisters on the skin which later become crushed and contain pus, itching is common.	Exclude until 24 hours after treatment and all sores are dry.	Refer to physician or Health Department

## COMMUNICABLE DISEASE CHART (continued)

Disease	Incubation Period	Early Signs of Illness	Isolation	Notes
Measles ( Rubella)	12-17 days	High fever, runny nose, watery eyes, cough. Blotchy rash appears fourth day.	Exclude for four days following appearance of rash.	Vaccine available. Consult physician or Health Department.
Meningitis	Varies from 2 to 10 days. Commonly 3 to 4 days.	Sudden onset of intense headache, fever, nausea, vomiting, stiff neck. Frequently a fine spotted rash appears.	Exclude from school until released by physician or Health Department.	Vaccine available. Consult physician or Health Department.
Mono (Mononucleosis)	4-6 weeks	Fever, sore throat, swollen lymph glands, fatigue, headache, rash in mouth.	Exclude from school until released by physician or Health Department.	Consult physician or Health Department.
Mumps	12 to 25 days, usually 16-18 days	Pain in cheeks, swelling over the jaw and in front of ear, fever, headache.	Exclude for five days after onset of swelling.	Vaccine available. Consult physician or Health Department.
Pink Eye (Conjunctivitis)	Usually 24 to 72 hours	Red eyes, discharge from eyes, crusted lids, burning itching or eye pain.	Exclude until released by physician	Consult your physician.
Poliomyelitis	Commonly 7 to 12 days with a range from 3 to 21 days	Fever, headache, malaise, gastrointestinal disturbance, stiffness of the neck and back. Often followed by paralysis.	Exclude from school until released by physician or Health Department.	Can be prevented by vaccination. See physician or Health Department.
Pinworms	2-6 weeks	Rectal itching	Exclude until adequately treated.	Handwashing very important after toileting.
Ringworm	4 to 10 days for body, 10-14 days for scalp	Flat, spreading, scaly, ring-shaped spots. The margins are usually reddish and elevated, temporary baldness if on scalp.	Exclude until 24 hours after appropriate treatment.	Refer to physician or Health Department
Salmonellosis	6 to 72 hours	Sudden onset, abdominal pain, diarrhea, nausea, vomiting and fever	Exclude until released by physician	
Scabies	2-6 weeks	Small raised reddened areas or blisters with connecting grayish-white lines. Marked itching. Most commonly found in folds of the skin. Caused by mite.	Exclude until under adequate treatment and no open lesions can be observed	Refer to physician or Health Department
Scarlet fever / Strep throat	1 to 3 days, maybe longer	Fever, sore throat with pus spots and swollen glands. Scarlet fever additional rash on skin or mouth.	Exclude until released by physician	Consult physician.
Tetanus	4 days to 3 weeks	Painful muscular contractions primarily of the masseter (jaw) and neck muscles.	Not necessary.	Vaccine available. Consult physician or Health Department.
Thrush	Variable	Infection appears as white spots on skin, mouth, or tongue	Not necessary.	
Tuberculosis (TB)	2 to 12 weeks from infection of demonstrable pulmonary lesion	Listlessness, loss of appetite, weight loss, low-grade fever, positive tuberculin skin test.	May attend school but should have TB skin tests. If positive, child should be referred to family physician for further study.	Consult physician or Health Department.
Sexually transmitted disease (STDs)	Varied	Consult physician or health department	Consult physician or health department	Consult physician or health department
Whooping cough	5 to 10 days	Tight dry cough that becomes more severe. Cough, whoop and vomit.	Exclude for 3 weeks after onset of symptoms.	Vaccine available. Consult physician or Health Department.



## COMMUNICATIONS BETWEEN SCHOOL AND HOME

In an effort to keep all lines of communication open between school and home, classroom teachers will send home notebooks daily for comments, concerns, and daily happenings. All parents/guardians are encouraged to write in student's notebooks each day. Information provided by the parents is often helpful for teachers to understand your child's feelings, moods and general disposition each day. We feel the notebooks are an effective tool to keep parents and teachers in constant contact with each other.

In addition to the individual notebooks, each classroom will be sending home monthly newsletters. These newsletters inform you of classroom happenings, schedules and events. Please take the time to read and discuss these newsletters with your child. These newsletters provide you with valuable information about your child's classroom, as well as allowing him/her to enhance and practice their communication skills.

★ Parents are encouraged to contact child's teacher if there are problems or concerns about their child.



## Bus Discipline

The following form is provided for your information only. It will be used whenever there are issues regarding your student riding the ESC bus or district bus that reports to the ED supervisor. Please take note if we send you this form in the future. Bus conduct needs to be monitored for the safety of all students.

### SCHOOL BUS INCIDENT REPORT

AUGLAIZE COUNTY EDUCATIONAL SERVICE CENTER  
1045 Dearbaugh Avenue, Suite 2  
Wapakoneta, OH 45895

STUDENT'S NAME	STUDENT'S ADDRESS	PHONE NUMBER
SCHOOL	CLASS/GRADE	DATE OF INCIDENT
BUS DRIVER	BUS NUMBER	TRIP            AM            PM

**DEAR PARENTS:** The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus, which may have jeopardized the safety and well-being of all students. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today by the school district.

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Improper Boarding/<br>Departing Procedures<br><input type="checkbox"/> Brining Articles Aboard<br>Bus of injurious<br>Or Objectionable Nature | <input type="checkbox"/> Failure to Remain Seated<br><input type="checkbox"/> Refusing to Obey Driver<br><input type="checkbox"/> Fighting/Pushing/Tripping<br><input type="checkbox"/> Hanging Out of Window<br><input type="checkbox"/> Throwing Objects in Or Out of Bus | <input type="checkbox"/> Lighting Matches/Smoking On Bus<br><input type="checkbox"/> Spitting/Littering<br><input type="checkbox"/> Unnecessary Noise<br><input type="checkbox"/> Tampering with Bus Equipment | <input type="checkbox"/> Rude, Discourteous And<br>Annoying Conduct<br><input type="checkbox"/> Destruction of Property<br><input type="checkbox"/> Other Behavior Relating to<br>Safety, Well-Being And<br>Respect For Others |
|--|---|--|--|

SPECIFIC DETAILS

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- Previous Warnings     
  Reported 1<sup>st</sup> Offense     
  Reported 2<sup>nd</sup> Offense     
  Reported 3<sup>rd</sup> Offense

### DISCIPLINARY ACTION

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Bus riding is a privilege which may be revoked. Parents are urged to appreciate the Disciplinary action taken and to discuss this to prevent further occurrence.

\_\_\_\_\_ AUTHORIZED SIGNATURE      TITLE      REPORT DATE

## AUGLAIZE COUNTY SERVICE AGENCIES

### Who to call about.....

#### Children with special needs including developmentally delayed, handicapped or gifted

Auglaize County Board of Developmental Disabilities.....	(419) 629-2419
Auglaize County Educational Service Center.....	(419) 738-3422
CHILDNET.....	(800) 531-6134 or (419) 738-4773
Early Childhood Program at DD (Birth to 3 years) .....	(419) 629-2419
F.I.N. (Family Information Network) .....	(419) 254-4645
State Support Team 6 (SST6) .....	(800) 686-2945 or (419) 738-9224

#### Public Assistance, including food pantries and clothing, aid to dependent children, food stamps, general relief, etc.

Agape Ministries.....	(419) 394-8700
Dept. of Job and Family Services .....	(419) 739-6505
God's Storehouse.....	(419) 738-3402
Goodwill .....	(419) 394-3243
Helping Hands .....	(419) 394-3615
Mercy Unlimited.....	(419) 738-3161
St. Vincent De Paul.....	(419) 738-7456

#### Child Protection, reporting of abuse or neglect

Auglaize County Children Services.....	(419) 739-6505
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#### Health or Medical Needs

Auglaize County Health Department.....	(419) 738-3410
Dept. Jobs and Family Services .....	(419) 739-6505
Auglaize County Crippled Children and Adults (ask for Becky Egbert).....	(419) 738-3410
Joint Township District Memorial Hospital .....	(419) 394-3335

## AUGLAIZE COUNTY SERVICE AGENCIES (continued)

### Family Guidance, counseling and parenting classes

Adult Basic Literacy Education/GED Office.....	(419) 394-8100
Catholic Social Services .....	(800) 521-6419
Crisis Center of Auglaize County .....	(419) 738-5511
Family Resource Center.....	(800) 472-5279 or (419) 394-7451
GRADS .....	(419) 998-2915
Northwest Center for Human Resources, Inc. ....	(800) 445-3333 or (419) 738-6018
OSU Extension Office .....	(419) 738-2219 or (419) 738-9003
Regional Family Counseling, Inc. (Lima).....	(419) 225-1040

### Social Services

Sources .....	(419) 584-1550
Child Support Enforcement Agency .....	(419) 739-6510
Auglaize County One Stop .....	(419) 738-7864
Legal Aid.....	(419) 394-8767
Mercer/Auglaize Big Brothers and Big Sisters.....	(419) 394-2990
Family Children First/Family Stability Team (FAST).....	(419)-738-3355

### Auglaize County Schools

Holy Rosary Parochial School .....	(419) 394-5291
Minster Local School .....	(419) 628-2482
New Bremen Local School .....	(419) 629-2373
New Knoxville Local School.....	(419) 753-2431
St. Mary's City Schools .....	(419) 394-4312
Wapakoneta City Schools .....	(419) 739-2900
Waynesfield-Goshen Local School.....	(419) 568-9100

### Libraries

Auglaize County Public Library .....	(419) 738-2921
Branch Libraries: Cridersville.....	(419) 645-5447
New Bremen .....	(419) 629-2158
New Knoxville.....	(419) 753-2724
Stallo Library (Minster) .....	(419) 628-2925
Waynesfield .....	(419) 568-5851
St. Marys Community Public Library .....	(419) 394-7471

## GUIDE TO COUNTY, STATE, AND NATIONAL RELATED SERVICES

### FOR FURTHER INFORMATION: (in alphabetical order)

Abortion Alternatives (National Pregnancy Hotline) .....	1-800-344-7211
Abortion Information Service .....	1-800-362-1205
AIDS Hotline (Ohio Dept. of Health).....	1-800-332-2437
AIDS Hotline (U.S. Public Health Service).....	1-800-342-AIDS
Auglaize-Mercer CAC (Community Action Commission).....	1-800-221-3291
Beech-Nut Infant Nutrition Hotline .....	1-800-523-6633
Bureau of Vocational Rehabilitation (Ohio Rehab. Services Commission).....	1-419-228-1421
Cancer Hotline (Ohio).....	1-800-422-6237
Child Abuse (National Child Abuse Hotline).....	1-800-422-4453
Child Restraint in Motor Vehicles (Ohio) .....	1-800-543-7328
Children’s Defense Fund .....	1-800-424-9602
Consumer Product Safety Commission Helpline.....	1-800-638-2772
Crisis Counseling for Abusive Families .....	1-800-472-6122
Diabetes (Juvenile).....	1-800-223-1138
Down’s syndrome (National Down’s syndrome Society) .....	1-800-221-4602
Drug Abuse (National Institute).....	1-800-638-2045
Epilepsy (University of Washington) .....	1-800-426-0666
Food Stamp Hotline .....	1-800-282-1190
Immunizations Hotline (Ohio Department of Health) .....	1-800-282-0546
Kidney Disease (American Kidney Fund).....	1-800-638-8299
Missing Children Hotline.....	1-800-843-5678
National Cancer Information .....	1-800-638-6694
National Crisis Center for Deaf .....	1-800-446-9876
National Center for the Prevention of Sudden Infant Death Syndrome .....	1-800-638-7437
National Health Information Clearinghouse .....	1-800-336-4797
Ohio Coalition for the Education of Handicapped .....	1-614-431-1307
Ohio Department of Education (Special Education Department).....	1-614-466-2650
Ohio Legal Rights .....	1-614-466-7264
Parents Anonymous .....	1-800-421-0353
Parents without Partners, Inc .....	1-800-638-8078
Poison Control (American Assoc. of Poison Control Centers) .....	1-800-222-1222
Prenatal Care (Ohio Department of Health) .....	1-800-424-1221
Shriners Hospital Referral Line (orthopedic care or burn treatment).....	1-800-237-5055
South Central Regional Center for Services to Deaf/Blind Children .....	1-800-527-5450
Special Education Regional Resource Center.....	1-419-738-9224
Spina Bifida .....	1-800-621-3141
Stuttering (National Center for Stuttering) .....	1-800-221-2483
Sudden Infant Death Syndrome (National SIDS Foundation).....	1-800-221-SIDS
Women USA Hotline (information on women’s issues) .....	1-800-221-4945