

Auglaize County Educational Service Center

Special Education Program

2023-24



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

www.auglaizeesc.org

PARENT HANDBOOK

Special Education

Parent Handbook

Table of Contents

Contacts – Supervisors / Transportation	3
Unit Locations, Phone Numbers, and Staff Members	4
School Delays and/or Cancellations	5
Dress Codes	6
Statement of Special Education Philosophy	7
Philosophy of Education	8
Absence and/or Tardiness	9
Sick Child’s Responsibilities	10
Medications Form	11
Free Reduced Meals.....	12
Emergency Phone Numbers.....	12
Dress and Appearance of Students.....	12
Parent Teacher Communication.....	12
Discrimination Policy.....	13
Disclaimer.....	13
Auglaize County Agency Resources.....	14

It is important to always try to contact your child's teacher first whenever you have a question or concern. Your child's teacher knows your child and will be in the best position to answer your questions.

If you have further questions or comments, you may call one of the supervisors listed below:

Amy Becher
Special Education Director
Auglaize County Educational Service Center
419-738-3422 Ext. 1128
abecher@auglaizeesc.org

Angela Kirby
Special Education Director
Auglaize County Educational Service Center
419-738-3422 Ext. 1121
akirby@auglaizeesc.org

Shawn Brown
Superintendent
Auglaize County Educational Service Center
419-738-3422
sbrown@auglaizeesc.org

Transportation Telephone Numbers and Contact Person By School District

Remember: Your child is transported to their special education program by the district in which you live. **Please remember that the program your child is enrolled in will follow the school calendar for that district. Parents need to listen to delay and/or cancellation announcements for both the school district in which the program is located and the school district in which the child lives.** There is more information about this policy listed under weather guidelines of this handbook.

If you have questions regarding your child's transportation, please call the Transportation Director in the School District you are living.

Wapakoneta City Schools: Dorinda Schmerge	419-739-2911	schmdo@wapak.org
St. Marys: Kelly Dicke	419-300-1403	kelly.dicke@smriders.net
Minster: Andy Roetgerman	419-628-2324	aroetgerman@minsterschools.org
New Bremen: Rob Sniegowski	419-629-8606	rob.sniegowski@newbremenschools.org
New Knoxville: Sarah Quellhorst	419-753-2431	squellhorst@nkrangers.org
Waynesfield: Jill Spencer	419-568-9100	jill.spencer@wgschools.org

**Auglaize County Educational Service Center
Special Education Staff
2023-23**

Director of Special Education	Amy Becher abecher@auglaizeesc.org 419-738-3422 ext. 1128
Director of Special Education	Angela Kirby akirby@auglaizeesc.org 419-738-3422 ext. 1121
<i>CC Classrooms</i>	<i>Intervention Specialist</i>
Cridersville Elementary School	Mary Miller mmiller@auglaizeesc.org
Cridersville Elementary School	Elizabeth Hollbrook ehollbrook@auglaizeesc.org
Wapakoneta Elementary School	Emily Braun ebraun@auglaizeesc.org
Wapakoneta Elementary School	Bailee Rinderle arinderle@auglaizeesc.org
Waynesfield Elementary School	Jade Linn jlinn@auglaizeesc.org
Wapakoneta Middle School	Dan Kirby dkirby@auglaizeesc.org
Wapakoneta Middle School	Marty Sheets msheets@auglaizeesc.org
Wapakoneta High School	Megan Miller mmiller@auglaizeesc.org
Wapakoneta High School	Katie Kittle kkittle@auglaizeesc.org
Saint Marys Intermediate School	Josh Billing jbilling@auglaizeesc.org
Saint Marys Middle School	Angie Milner amilner@auglaizeesc.org
Saint Marys Middle School	Russel Patton rpatton@auglaizeesc.org
Saint Marys High School	Cindy Oliver coliver@auglaizeesc.org
Turning Point ESC Annex	Kim Newfer knewfer@auglaizeesc.org
Turning Point ESC Annex	LaZett Daum lraum@auglaizeesc.org

Weather Guidelines

School delays and cancellations during inclement weather tend to cause some confusion because the weather does not affect all school districts in the same way. In order to avoid this confusion, the following procedures will be followed concerning school delays and/or cancellations.

- A) The Auglaize County Educational Service Center Classrooms follow the calendar and schedule of the school district in which the program is located. Parents need to listen to delay and cancellation announcements for **both** the district in which the program is located and the school district in which the child lives.
- B) 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
 - When there is a three hour delay, class time will be extended by one hour at the end of the day.

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

- C) The following radio and television stations carry school cancellations and delays. The announcements will be listed under the heading of the local school districts. (REMINDER: Parents should watch for both the district in which the student lives and the school district in which the child's program is located.)

Radio
102 FM
92 FM
1150 AM
1080 AM

Television
WLIO – Lima
WHIO – Dayton

Website
www.wlio.com
www.t102.com

DRESS CODES

The ACESC Classroom follow the district dress code polices

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.

- Hair must be neat, clean, out of the eyes, and well-groomed.
- Dark glasses may NOT be worn in school except under doctor's orders.
- Hats, headgear, bandanas, headbands, hoods, etc., are not permitted to be worn in school.
- 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.
- Appropriate undergarments must be worn and are not to be seen when standing still, sitting, bending or raising your arms.
- Shorts are acceptable but must be the pocket type shorts. Biker shorts, cheer shorts, or any tight fitting shorts are unacceptable.
- Shoes or sandals for the feet must be worn at all times.
- Pants must be worn at hips or waist.
- No long wallet chains will be allowed, nor choker chains of excessive length.
- 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.

Please provide the school with an extra set of seasonal clothing for your child. This will be helpful if your child has a toileting accident or becomes sick at school. ***It may be necessary for school staff to change your child's clothes even if you have not provided an extra set of clothes.*** If the situation arises, discretion will be utilized by the educational team.

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.

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.

Attendance Guidelines

Ohio law requires parents, guardians, and other persons having custody of school age children to be accountable and responsible for their regular attendance at school. In December, 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. ACESC follows the student's home district attendance policy in alignment to HB 410 in addition because ACESC strongly believes that regular attendance is a vital factor in the educational process. **The Auglaize County Educational Service Center requires parents to notify the school of attendance either by telephone or written note on the same day that their child is absent from school.** It is best to call your child's teacher directly at school the morning of your child's absence and not the school's office. We also ask that you contact your home district's transportation department to notify them your child will be absent and not attending school that day. When a student returns from an absence, s/he is still required to present to the teacher a written note explaining his/her absence. This excuse should include the time or days missed and be signed by the parent or guardian.

- A. The following are considered excused school absences:
- Personal illness or medical and/or dental appointments.
 - Family illness requiring student's presence at home.
 - Death or funeral of a relative or close friend.
 - Religious holidays.
 - Emergency requiring student's presence at home.
 - Vacation with family or school visitation with prior approval.
 - Farm work on farm of parent or guardian that is prearranged through Supervisor.
 - Required work at home due to absence of parent with prior approval.
- B. A Student who does not have a note explaining his/her absence will be credited an unexcused absence. Attendance policy and guidelines will be followed according to the student's home district.
- C. A student with three consecutive unexcused absences or a total of ten absences will be reported to the school district residence. At this point, the home school district will follow its regular procedure for truancy. ***It is important to notify the IEP team if your child will be absent for an extended period of time. The team must meet to review the IEP after your child has ten or more absences from school. The team must address whether the IEP continues to meet the child's programming needs.***
- D. If a child has excessive absences, excused or unexcused, it is policy for ACESC, the home district, and the family to meet and discuss the absences to develop a plan of action. Your child's teacher will notify his or her home school of excessive absences, who will enforce all applicable attendance policies.
- E. **Please be sure those students who have an infectious condition such as:** *Covid-19, lice, chicken pox, conjunctivitis (pink eye), hepatitis, mononucleosis, scarlet fever, strep throat, or a contagious skin irritation such as fifth disease, herpes, impetigo, ringworm, scabies, etc.* **are kept home until proper treatment has been secured from a physician and the student passed the contagious stage.**

Tardiness

Tardiness to school will be reported to the administrator. Tardiness to a class during the school day will be handled by the individual teacher.

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 ONLY give non-prescription medication if it is 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 and or vomiting 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.

Free and Reduced Breakfast and Lunch Programs

Your child will bring home an application for the free and reduced breakfast and lunch program within the first few days of school. If you would like to apply, you will need to complete the application and return it within a specified period of time to your child's teacher. The school where your child's class is located will determine if your child will qualify based upon federal guidelines. If you plan to apply for the free and reduced program, it is very important that you submit the application as soon as possible, as well as any changes in your information. Failure to do so may result in you being charged for your child's breakfast and/or lunches.

Emergency Phone Numbers Needed for Illness or Accidents at School

If a student becomes ill or is involved in an accident, making it necessary for the child to go home, the parent/guardian will be contacted. If the parent/guardian cannot be reached, the emergency medical and emergency phone numbers will be used to contact someone. Parents are asked to provide the names and telephone numbers of three people who would be willing and able to take responsibility for the child in a crisis situation. **In the event that a parent cannot be reached, it may be necessary to contact the Children's Services Section of the Department of Human Services in order to secure supervision beyond the school day.**

School Supplies and Snacks

Individual teacher supply lists will be sent home to parents and families in August. In some cases, teachers may request that supplies be sent throughout the school year as supplies are depleted. We appreciate it when families can provide school supplies and hygiene care supplies as often as their child requires.

Parent – Teacher Communications and Conferences

Please remember that a teacher's most important job is the safety and well-being of your child. They are the leaders of instruction in the classroom and it is essential that they spend as much of their time as possible within the classroom working with your child and guiding the paraprofessionals to create maximum learning opportunities for each student. Since the teacher develops the IEP, it is important that questions and communications are directed to the teacher first, then to ACESC Supervisor. The teacher is responsible for all personnel, students, and instruction in the classroom. ACESC's policies direct that communication occur with the lead teacher and not paraprofessionals. When appropriate, teacher or supervisor can arrange for additional dialogue.

- Parents are encouraged to communicate often with their child's teacher through notes, email, communication logs or by leaving phone messages at school. A teacher will return non-emergency phone calls either before or after school. A teacher will return emergency phone messages as soon as possible. Teachers will make all attempts to respond to written notes and phone messages on the same day they are received, unless they are absent from school or other priorities occur that day.

Discrimination Policy

The Auglaize County Educational Service Center complies with the law and the Governing Board policy which ensures nondiscrimination on the basis of race, sex, religion, color, national origin or physical or mental disability.

Disclaimer

The information within this Program Handbook is intended to provide guidance regarding ACESC Program policies and procedures. This information is subject to change depending upon changes in Auglaize County Educational Service Center policies and programming, Ohio Department of Education Rules and Mandates, Federal Guidelines. This information isn't an irrevocable contractual commitment to the student but only reflects the current status of the rules and policies.

Finally, each individual student's preferences, interests, needs, and strengths are taken into consideration at all times. The goal of the Auglaize County Educational Service Center is to work collaboratively with each local school district to provide the best educational program possible in the student's least restrictive environment in preparation for adult life.

AUGLAIZE COUNTY AGENCY RESOURCES

Auglaize County Educational Service Center.....	419-738-3422
Auglaize County Board of Development Disabilities.....	419-629-2419
Family Resource Center (Mental Health Services).....	419-394-7451
Opportunities for Ohions with Disabilities (OOD).....	800-282-45

Auglaize County Family Resource Guide

https://www.auglaizeesc.org/Downloads/AC_family_resource_guide3.pdf

Grand Lake Regional Resource Guide

<https://www.grandlakehealth.org/content/documents/ResourceGuideUpdate2018-Web.pdf>