

# Dale-Roy School Student/Parent Handbook 2025-2026



Ashland County Board of DD  
Dale-Roy School  
1256 S. Center Street  
Ashland, Ohio 44805  
419-289-0470

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### ASHLAND COUNTY BOARD OF DD MISSION STATEMENT

The Ashland County Board of Developmental Disabilities supports and partners with individuals with developmental disabilities and their families to explore and choose opportunities to live, learn, work and play in the communities of Ashland County.

### DALE-ROY SCHOOL PROGRAM

Students attending Dale-Roy School have been evaluated and referred by their school district of service. The Dale-Roy School board approved curriculum follows the Ohio's Learning Standards – Extended. All students' instruction is individualized, and services are provided in accordance with the student's IEP. Dale-Roy School also places an emphasis on life skills. Students must meet their district of service's graduation requirements in order to be eligible for a diploma. The student's home school district is ultimately responsible for ensuring the appropriate provision of services. Students may attend school age service through age 21 and continuing education past 12<sup>th</sup> grade is an IEP team decision. Policies can be located on the ACBDD website page.

### SCHEDULE

Office Hours: 8:00 AM- 4:00 PM

Student Hours: 8:25-2:45

Students are NOT to be in the school outside of the above hours unless advance arrangements have been made.

### CONTACT INFORMATION

It is necessary that the school be notified any time there is a change in the student's situation. This would include changes of address, phone number, parent work number, guardianship, medication or health status, student care that would impact the transportation department, doctor and anything else that may impact the student's performance or the school's ability to obtain or maintain contact with the family. It is important that our information is accurate and up to date.

### GUARDIANSHIP

When students turn 18, they become their own guardian unless a parent/designee legally obtains guardianship. Legal documents to verify guardianship must be provided. If students are their own guardian, they have the right to sign all school related documents including educational documents, field trip permissions, etc.

### WITHDRAWAL FROM SCHOOL

Parent/guardian must notify the Director of Education if they plan to withdraw a student from school. A withdrawal from must be completed and parent/guardian must coordinate with the student's district of residence regarding continuing services at another placement.

### TRANSPORTATION

Transportation is provided to all Ashland County residents with disabilities enrolled in Dale-Roy School. Arrangements will be made with the district of residence for students attending from other counties. Students should be ready for pick up, allowing approximately 10 minutes pre and post pick up time for unexpected events. Only Dale-Roy employees are permitted to operate the wheelchair lift. Parents should stand a minimum of 10 feet from the lift before the lift is activated.

Students will only be released to contacts listed on the Emergency Medical Authorization Form per the guardian. If someone not on the list is picking up your student at school or will be at your home when transportation drops the student off, you must notify the school by phone or in writing of that arrangement. It is the school's right to verify identification for anyone picking up a student.

For students transported by private vehicle, the parent/guardian/designee must drop the student off and pick them up in the school office and sign the student in/out. The school day begins at 8:25 a.m. and ends at 2:45 p.m.

### CALAMITY DAYS AND DELAYS

All students will have a contact entered in the Dale-Roy School REMIND text list for notifications of delays and closings. Every effort is made to also post delays/closings on the following: [www.wncofm.com](http://www.wncofm.com), Channel 3 – NBC, Channel 8 – FOX, [www.ashlandcbdd.org](http://www.ashlandcbdd.org), and ACBDD Facebook page

### SCHOOL MEALS

Dale-Roy School participates in the National School Breakfast and Lunch program. All breakfast, lunch, and snacks served during school hours of operation follow USDA guidelines. All students will need to complete the Free/Reduced meal application. Meal applications will be available in the school office or by calling 419-289-0470.

Dale-Roy School food service will make accommodations for students who are unable to eat the school meal as prepared because of a disability. In order to make the substitutions for items in the meal, it is required that the school has a written statement signed by a licensed physician on file. This statement should have stated on it if the student's food textures should be modified, or what foods should be omitted from the student's diet, and what should be substituted. This statement will need to be updated annually by the physician.

### CELL PHONES/ELECTRONIC DEVICES

Students are permitted to possess CELL PHONES and OTHER ELECTRONIC DEVICES, but they are not to be used in the classroom unless authorized by the classroom teacher for an educational purpose. When not approved for use, it is the student's responsibility to make sure cell phones and other devices are turned off or placed on silent mode and kept in the location designated by the teacher.

### STUDENT ILLNESS

A student having any of the symptoms listed below is to be kept at home. You may be called by the program nurse to pick up your student if he/she arrives with any of these symptoms or if they begin during the day.

- Fever of 100 degrees F. and above
- Vomiting
- Diarrhea
- Rubbing or pulling of the ear, complaint of ear pain, drainage from the ear
- Severe cold (thick yellow/green nasal drainage, deep chesty cough, sore throat)
- Inflammation of the eye (severe redness, pinkness, continuous clear/yellow drainage, constant itching)
- Draining open sore or burn (until diagnosed and treated)
- Rash (until the cause is diagnosed, treated and determined to be not contagious)
- Lice and scabies
- Any contagious disease (i.e. Chicken Pox, flu, Measles, etc.)
- A blow to the head (if the student displays nausea, vomiting, dizziness or lethargy)
- Unable to participate in educational/classroom activities

All students will be cleared to return to school by the nurse or Director of Education. The following must be met:

- fever free for 24 hours without the use of fever reducing medications such as Tylenol, Advil or any cold medication
- No vomiting or diarrhea for the past 24 hours
- The student must have a head check by the program nurse when the student was sent home for head lice, to get the OK to return to the classroom

A doctor's statement to approve returning to school may be requested by the nurse or Director of Education. Doctor's statements with any restrictions or special instructions are required for a student returning after a surgical procedure.

### EMERGENCY MEDICAL PROCEDURES

You will be contacted if your student becomes ill or injured during the day. If you or the person you designated on the emergency medical form cannot be reached and the situation warrants it, the administration will decide whether to contact the physician, transport your student to receive medical attention or request an ambulance. In the event oxygen is required, an ambulance will automatically be summoned immediately. If an emergency care plan indicates that calling 9-1-1 is necessary, the school will follow protocol.

Due to Ohio's Department of Developmental Disabilities' laws, certain medications, treatments, and nutrition may only be given by a nurse, or trained & certified personnel. If a nurse or trained & certified personnel is not present, the protocol will be to call 911 in the event of an emergency, what appears to be an emergency, or in events that an emergency medication, treatment, or nutrition would be administered per doctor's orders. The emergency action plans comply with these laws.

In the event of your student attending a field trip and they have routine or emergency medication, treatment, or nutrition needs, it is our goal that a nurse or trained & certified personnel will be present. If not, you will be notified before attendance of the field trip that appropriate staff is not available to attend. You will be given options for how your student may participate.

If an emergency occurs during transportation and no appropriate personnel are present, 911 will be notified since no emergency medications, treatments, or nutrition are able to be given.

### MEDICATION

If it is necessary for your student to receive medication during school hours, the medication will be administered by the school nurse or delegate. The medication must arrive at school in its original container and be clearly marked from the pharmacy as to what is in the container, expiration date and dosage. There must be a prescription signed by the doctor and a permission to administer medication form signed by the parent. Any revised dosage or method of distribution of medication must be accompanied by a new order from the doctor. Medication must be given to the school vehicle driver for delivery to the school nurse when your student boards school transportation. No medications, including over the counter medications, may be administered without a doctor's order.

Dale-Roy School employs a full-time nurse and makes all efforts to have a sub nurse when the nurse is not available. If a sub nurse is not available, delegated staff are trained to administer routine medications, tube feeds, and emergency medications.

## IMMUNIZATION REQUIREMENTS

Current immunization records must be provided to the school. Students must have all of the required immunizations, or are in the process of obtaining them, prior to beginning of school, unless evidence is provided that your student's physician advises against it or that it is against your religious beliefs.



### **Ohio Immunization Summary for School Attendance (Updated 11/2023)**

DTaP Diphtheria, Tetanus, Pertussis	Grades K-12 Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses.
Hep B Hepatitis B	Grades K-12 Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR - Measles, Mumps, Rubella	Grades K-12 Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	Grades K-12 Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. If any combination of IPV and OPV was received, four doses of either vaccine are required. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should not be counted.
Varicella (Chickenpox)	Grades K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap Tetanus, Diphtheria, Pertussis	Grades 7-12 One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.
Meningococcal Meningococcal ACWY	Grades 7-11 One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. Grade 12 Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

-Vaccine should be administered according to the most recent version of the Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger or the Catch-up immunization schedule for persons aged four months-18 years who start late or who are more than one month behind, as published by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices.

-Vaccine doses administered less than or equal to four days before the minimum interval or age are valid (grace period). Doses administered greater than or equal to five days earlier than the minimum interval or age are not valid doses and should be repeated when age appropriate.

-If MMR and varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.

-For additional information, please refer to the Ohio Revised Code 3313.67 and 3313.671 and the Ohio Department of Health (ODH) Director's Journal Entry regarding school immunization requirements, recommended vaccines, and exemptions to immunizations.

-Please contact the Ohio Department of Health Immunization Program at 800-282-0546 or 614-466-4643 with question

**Any questions concerning immunizations should be directed to the Dale-Roy School Nurse.**

## ATTENDANCE

House Bill 410 describes required tracking and handling of student attendance. The premise of this law is to encourage students to be in school as much as possible and to make sure that parents, students, and the school have a shared responsibility in attendance. Attendance of Dale-Roy students is reported each year to the student's home district.

	Consecutive hours	Hours per school month	Hours per school year
Habitual Truancy	30 hours unexcused (6 days)	42 hours unexcused	72 hours unexcused
Excessive Absences	--	38 hours excused or unexcused	65 hours excused or unexcused
Chronic Absenteeism	--	--	10% of hours excused or unexcused

- Student tardiness, early dismissals, and absences will count toward hours absent.

### **TARDINESS:**

Students who report to school after 8:25 AM are considered tardy, whether they are excused or unexcused.

Those students who are continually tardy to school may be dealt with in the following manner:

- After Six (6) or more unexcused tardies: the Director of Education will contact the parent/guardian. The student's district of service may be notified.

### **ATTENDANCE PROBLEMS DEFINED:**

- **Unexcused Absence:** Parent/guardian-initiated absence of a student for a reason not acceptable to the school or as defined by state law.
- **Truancy:** Student-initiated unexcused absence from school for a part or all of the school day without parent/guardian knowledge or consent.

### **CONSEQUENCES FOR VIOLATION OF ATTENDANCE RULES:**

#### **1. Truancy**

- a. First Offense: Appropriate consequence as identified by the school IEP team and parent/student contact with the Director of Education.
- b. Additional Offenses: Appropriate consequences as identified by the school IEP team. Student's home district may be notified.

If a student becomes Habitually Truant, Excessively Absent, or a Chronic Absentee; student/parent or guardian must be assigned to an attendance intervention team. The attendance intervention team will take into consideration contributing factors towards absences and provide any support/resources possible to assist in remediating the issue.

### **EXCUSED ABSENCES:**

The only acceptable reasons for absences are:

- Personal illness or injury
- Illness in the family
- Quarantine for contagious disease
- Death of a relative
- Observance of a religious holiday
- Emergency or set of circumstances which, in the judgement of the Director of Education, constitute a good and sufficient cause for absence from school
- Medical or therapy appointment
- Pre-approved vacations, trips, or activities: A pre-approved trip or activity must be with a parent or guardian, or other adult family member approved by the parent/guardian. The parent or guardian must request permission in writing **prior** to the absence. Trips taken with persons other than a parent or guardian will not be excused unless unique circumstances exist. **Trips that are not pre-approved will not be excused, regardless of the circumstance.**

## REPORTING ABSENCES

When a student will be tardy, need early dismissal, or leave early, it is the responsibility of the parent/guardian to call the school to report the reason and estimated length of time of the absence. Absences may be reported 24 hours a day to the transportation line 419-273-9536.

The parent/guardian shall notify the program prior by 10:00 a.m. if a student will be absent. When notification has not been received, the parent/guardian shall be contacted. If a parent/guardian cannot be reached, the Director of Education may request a wellness check by law enforcement to ensure the health and safety of the student.

## FIELD TRIPS

No student is permitted to leave school grounds without written permission from the parent/guardian. Teachers will send a field trip permission form home each time an outing is scheduled or one inclusive permission form that covers a series of outings. An inclusive form for community-based instruction field trips will be included in start of year paperwork, and parents will be notified of community-based instruction field trips. Students who are 18 years old and their own guardian can sign their own permission slips, but parents will be notified of the field trip. It should be noted that field trips are a privilege and may be revoked at any time.

## DRESS GUIDELINES FOR STUDENTS

Students should wear appropriate footwear for school that are secure and in good shape. Flip-flops and Crocs are not considered secure footwear. Tennis shoes are required for physical education. For students who tend to have toileting accidents during the day, we ask that changes of clothing be available at all times. Incontinent wear needs to be provided by the family. Please dress students appropriately for weather.

Dress and personal appearance should be neat and clean. Good judgement should be used in determining age-appropriate apparel that does not constitute a threat to health, safety, disrupts the educational process or presents an immoral or immodest public display.

The following attire is not permitted in the school setting:

- Over-sized, saggy pants: pants that are baggy in style must be worn at the waist with a belt
- Tank tops must have straps at least two inches in width
- No bare midriffs, bare backs or low-cut tops
- No clothing promoting sex, drugs, liquor, tobacco or vulgarity.
- No gang related materials
- No body piercing and/or jewelry that are disruptive or interfere with the educational process
- No clothing that exposes undergarments.
- Shorts need to be mid-thigh
- Footwear should be flat, comfortable and appropriate to the day's class activities.
- No open-toed shoes should be worn on gym or field trip days.

The Director of Education shall have the right to modify specific items in these regulations as school situations and activities merit and shall be the final arbiter of student dress and grooming.

## VISITS TO SCHOOL

Any parent or guardian of a student enrolled in the program shall have reasonable access to the program during its hours of operation. The parent/guardian shall report to the program office and sign in upon entering the building. All visitors will be escorted to locations outside of the school office. We appreciate any volunteer time families can donate to our program. Please call the office or send a note informing us of your interest in this area.

## COMMUNICATION

It is our goal to have on-going and open communication with the families of our students. Please call any time between 8:00 a.m. and 4:00 p.m. Call the transportation line at any time to leave a message regarding student absences.



Dale-Roy School: 419-289-0470

Transportation Line: 419-273-9536

Mailing address: 1256 South Center Street, Ashland, Ohio 44805

Please check your student's backpack daily for notes and important messages and feel free to send any written communication or notes back to us in the backpack.

Dale-Roy School uses the REMIND text alert system to communicate with families regarding emergencies, weather related delays/closures, and important information about school events. All texting with parents and guardians will be through the REMIND texting system.

Dale-Roy School has scheduled Parent/Teacher Conferences 1-2 times per year and send student progress reports home quarterly. The student's school team is happy to meet with parents/guardians anytime there is a question or concern throughout the school year.

#### EMERGENCY OPERATIONS PLAN

An emergency operations plan is in place and reviewed annually to address emergency situations which may arise. All drills are announced as drills over the PA system.

A fire alert or drill will be signaled by intermittent ringing of the fire bell. Upon hearing this signal, all students and personnel are to evacuate in accordance with the Emergency Operations Plan. A tornado alert or drill will be announced over the P.A. System. Upon hearing the announcement, all students and personnel are to evacuate to the areas designated. Full lockdowns are announced with the "Intruder Alert" announcement over the PA system.

#### BUILDING SECURITY

The safety of our students and building security is of the utmost importance at Dale-Roy School. Therefore, several security measures such as intruder drills, crisis plans, security cameras, locking outside doors to the building, and others have been put into place. It is imperative that our students understand that tampering with security cameras, propping open the doors, or any action that jeopardizes the security of our building or the safety of our students will not be tolerated. All visitors must be signed into the school office and escorted through the building.

#### DUE PROCESS PROCEDURE

Due Process is an orderly procedure that allows a person to be heard and protects their individual freedoms. The Ashland County Board of Developmental Disabilities ensures that an individual or the parent/guardian of a minor has the opportunity to resolve a disagreement with the Superintendent's decision regarding identification, enrollment, transfer from within, evaluation, eligibility and denial of an individual's initial or continued enrollment.

If an individual, parent or legal guardian is not in agreement with decisions pertaining to these mentioned actions, they have the right to request an appeal to the Superintendent's decision. For students placed by local educational agencies into Dale-Roy School, the procedures for due process as described by Rule: 3301-51-02 of the Administrative Code shall be followed.

The Superintendent is designated to assist individuals with this complaint process. The administrative office of the Board is located at: 1256 S. Center Street, Ashland, Ohio, 44805; phone number: 419-289-0470; fax number: 419-281-2820

Ohio Legal Rights Services: 1-800-282-9181

Ohio Department of DD: 1-800-231-5872

#### COMPLAINT PROCEDURE:

In the event a difference or problem cannot be resolved informally, the following complaint procedures are outlined by which a parent may seek resolution of a grievance:

STEP 1: Call or write to the classroom teacher and communicate the nature of the concerns. If a satisfactory solution has not been reached within 10 calendar days, the Director of Education should be contacted in writing.

STEP 2: Complete the Complaint/Recommendation Form (Attachment A) and give it to the Director of Education. On the form, please include facts and what steps are needed in order to solve the concerns. If the parent is not satisfied with the decision of the Director of Education, contact should be made with the Superintendent within 10 calendar days.

STEP 3: The Superintendent will schedule a meeting with the family to discuss their concerns. The Superintendent will respond back to the parent within one week. If the parent/guardian feels his/her concerns have not been resolved at Step 3, concerns may be addressed to the Board.

STEP 4: A written appeal to the Board must be submitted to the Superintendent 10 working days prior to a Board meeting to be considered on the agenda of the Board. A written decision by the Board Chairperson will be rendered and sent to the parent/guardian within 5 working days after the Board meeting.

A request for state level review of the Board's decision must be filed within 15 days after the county Board's decision has been rendered. A representative of the Board will be available to assist any individual who requests help in following the Administrative Resolution Process.

#### REPORTING PROCEDURES FOR SUSPECTED ABUSE/NEGLECT AND UNUSUAL INCIDENTS

School staff are mandated reporters and are required to report any incidents of suspected abuse or neglect to Ashland County Children's Services or law enforcement.

School staff are required to report and document any unusual incident or major unusual incident that occur during the school day or information reported/observed by staff at any time, even if incidents are not indicative of abuse or neglect.

- Major Unusual Incident alleged, suspected or actual occurrence of an incident when there is reason to believe the health or welfare of an individual may be adversely affected or an individual may be placed at a likely risk of harm, if such individual is receiving services through the developmental disabilities service delivery system or will be receiving such services as a result of the incident.
- Unusual Incident is an event or occurrence involving an individual that is not consistent with routine operations, policies and procedures or the individual's care or Individual Service Plan but is not a Major Unusual Incident.

The parent/guardian will be notified of any reported unusual incident. Parent/guardians may request copies of incident reports. MUI's are investigated by the ACBDD Investigative Agent.

#### BOARD MEETINGS

Board meetings are held the third Monday of each month at 6:30 p.m. at Dale-Roy School. Members of the public are welcome to participate in Board Meetings during the designated public participation in accordance with Board policies and procedures.

#### BEHAVIOR SUPPORT AND DISCIPLINE

Students should develop a feeling of individual worth and self-reliance. A cornerstone of self-discipline is a respect for the dignity and rights of every individual. Sometimes the behavior of a student warrants his or her removal from school. A student is only removed if there is no way to keep the student or others safe or due to a significant violation of student conduct. The rights of the student will be protected in this process, but so will the rights of the other students.

An emergency removal, suspension, or expulsion decision is determined by the ACBDD Superintendent in collaboration with the home school district. As a service provider, the ACBDD has the right to determine that a student is not an appropriate fit at Dale-Roy School and the student's home district is responsible for determining an appropriate placement.

Student discipline is viewed as a positive growth experience whereby the individual improves his/her decision-making skills and learns to associate consequences with actions. All discipline is administered in a dignified manner, with respect for the individual's right.

Discipline techniques will be positive and emphasize the development of self-discipline. Redirection, verbal prompts, modeling and, when needed, physical prompts will be used for teaching skills as well as discipline programs. Dale-Roy School follows the Ohio Department of Education Restraint and Seclusion Policy and Procedures.

Dale-Roy School has implemented a Positive Behavior Intervention and Supports plan with 3 tiers of supports for students. We are focusing on three core values which we call our DRAGON RULES:

1. Be SAFE.
2. Be RESPECTFUL.
3. Be RESPONSIBLE.

We have established guidelines for all areas of the school (including transportation and community outings) to outline expectations for being safe, respectful and responsible. We systematically teach and reinforce the guidelines with all students. Students will be reinforced for individual successes with dragon punch cards. The accumulation of completed dragon punch cards will result in a school wide reward.

For students who need additional supports, Tier 2 supports may be implemented in the classroom such as use of visual supports (timers, schedules, token boards, etc....), verbal prompts, and other supports that may be used by several students in the classroom.

If a student requires more intensive supports and behavior is impeding their ability to learn, Tier 3 supports are put in place. We obtain parent/guardian permission to conduct a functional behavior assessment (FBA). All behavior serves a purpose, and an FBA is a method to look at what happens before, during, and after a behavior to determine the function of the behavior. If determined appropriate, we may develop informal behavior guidelines or a formal Behavior Intervention Plan (BIP). A Behavior Intervention Plan will include strategies to prevent the target behavior, new skills that will be taught, as well as plans for what to do if the target behaviors occur. The IEP team will review the BIP together. Parent/guardian agreement is required if a plan includes restraint or seclusion.

Restraint and seclusion will be used only as a LAST resort if the student's behavior is demonstrating an immediate risk of danger or harm to him/herself or others. All staff are trained in HWC (Handle With Care) techniques for de-escalation and physical interventions. Staff will utilize HWC techniques should a restraint become necessary. An incident report will be completed any time restraint or seclusion is utilized. Parents will be notified any time restraint or seclusion is used.

#### STUDENT CODE OF CONDUCT

We believe students have the responsibility to demonstrate appropriate conduct while at school. While we understand that students may violate the code of conduct due to their disability, we will strive to help our students learn appropriate conduct in order to help them be successful citizen in their communities.

- **Disruption or Interference with School Activities:** A student shall not by use of violence, force, coercion, threat, or any other means cause disruption or obstruction of any school activities.
- **Damage or Destruction of School Property:** A student shall not cause nor attempt to cause damage to or destroy school property.
- **Damage or Destruction of Private Property:** A student shall not damage or destroy or cause damage or destruction of private property on school premises or during a school activity, function or event off school grounds including the student's travel to and from school.
- **Unauthorized Contact:** While on school grounds, in the custody and control of the school, or in the course of a school-related activity, a student shall not (a) engage in unauthorized touching, hitting, or fighting; (b) act in such a way as could cause physical or emotional harm to another person by intimidation ("bullying"); or (c) threaten to cause physical harm to another individual.
- **Possession of Dangerous Weapons or Objects:** A student shall not possess, use, transmit, or conceal any object, instrument, or weapon for which the purpose is to inflict harm or injury to others. Neither shall a student possess any object perceived to be a weapon
- **Tobacco, Narcotics, Alcoholic Beverages and Drugs and Related Tools:** A student shall not possess, sell, use, intend to sell or use, transmit, conceal, or show signs of consumption of tobacco, narcotics, alcoholic beverages, drugs, or other mood-altering substances other than prescribed medicine.

- **Disregard of Reasonable Directions or Commands by School Employees:** A student shall not fail to obey and respond as directed to reasonable directions and commands of school employees.
- **Offensive Conduct or Behavior:** A student shall not engage in any conduct, speech, dress, or behavior that interferes with the educational process or is generally accepted to be crude, profane, vulgar, threatening, or obscene by the residents of the school district.
- **Sexual Harassment:** A student shall not engage in any behavior that results in unwanted attention of a sexual nature from someone in the school environment that creates discomfort and/or interferes with the student's performance.
- **Unauthorized Use of Fire:** A student shall not engage in any behavior using fire on or around school property at any time without proper authorization.
- **Unauthorized Possession or Theft of Personal or School Property:** A student shall not possess, conceal, transmit, or participate in the theft of property belonging to the school, a school employee, or another person on or around the school premises while in the custody and control of school authorities.

#### ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems.

The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

#### BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the ACBDD, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function.

#### NON-DISCRIMINATION

The ACBDD is responsible for compliance with federal and state laws and regulations regarding nondiscrimination. The ACBDD is committed to equal opportunity for all individuals in education. Any member of the ACBDD community who feels that discrimination has occurred should immediately contact the Director of Education or Director of Human Resources.

#### SEXUAL HARASSMENT

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program.

Any member of the ACBDD community who feels that discrimination has occurred should immediately contact the Director of Education or Director of Human Resources. If the concern is not resolved through informal means, or the student grievance procedure, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator. The ACBDD Title IX policy is available to review on the Ashland County Board of DD website.

## TITLE IX

No person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. The Title IX Coordinator(s) should be contacted regarding complaints related to Title IX.

## FILING A COMPLAINT

Any member of the ACBDD community who believes that they have been discriminated upon or harassed may file either an informal (oral) or formal (written) complaint. Both forms of complaint will be investigated thoroughly and timely manner. To initiate a formal complaint, the complainant should submit a written complaint detailing the facts of the incident including the date of occurrence, place of occurrence, detailed description of the occurrence, and the names of any witnesses to the Title IX Coordinator. Staff will assist in filing complaints for students who are unable to do so. Complaints will be kept confidential. This policy does not limit the rights of the complainant to file a complaint with any other governmental agency.

The ACBDD prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

The ACBDD Title IX Coordinators are the Director of Education and the Director of Business Operations/HR.

## SMOKING/POSSESSION OF TOBACCO

Students are not permitted to smoke or possess tobacco or look-alike tobacco products in any form (cigarettes, chewing tobacco, snuff, dip, or vaping).

1. On the school grounds or school vehicles during, before, or after school hours.
2. At any school activity, function or event, on or off school grounds.

## NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not possess, use, offer to sell, transmit or show signs of consumption of any narcotic drugs, hallucinating drugs, amphetamines, barbiturates, marijuana, alcoholic beverages or other “mood modifying” substances. All look-alike or non-alcoholic beverages (e.g. Sharp’s, O’Doul’s), diet supplement pills, and pills to enhance alertness/performance are prohibited:

3. On the school grounds or school vehicles during, before, or after school hours.
4. At any school activity, function or event, on or off school grounds.

Authorized use of a drug by a medical prescription from a registered physician shall not be considered a violation of this rule. Students are not to distribute over the counter drugs to other students.

## DANGEROUS WEAPONS IN SCHOOL

Possession and/or use of any dangerous or deadly weapon on school grounds, in any school vehicle or at any school-sponsored activity is prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knife or razor; this includes fireworks or any look-alike. The possession or use of any such weapon may result in disciplinary action including suspension and/or expulsion.

In the enforcement of these regulations, principals

- may authorize unannounced inspections of students’ desks and lockers/cubbies;
- may authorize the search of pockets, purses, and/or other personal possessions if there is reasonable suspicion that the student is in possession of prohibited, stolen or illegal items; and
- may report incidents to proper law enforcement authorities.

All state and federal rules, regulations, and laws will be followed which apply to students with a disability.

## FEDERAL PROJECTS

Dale-Roy receives federal funds through the Ohio Department of IDEA-B. We ask for your input, questions and suggestions for these services. Please call the Director of Education, 419-289-0470, to discuss these programs.

## POLICIES

Dale-Roy policies may be requested by parents/guardians and/or viewed on the ACBDD website. Policies including Title IX, Anti Bullying and Harassment, and the Wellness policy are posted on the ACBDD website.

## FERPA AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age ("eligible students") 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 after ACBDD receives a request for access. The student's District of Residence maintains official records of IEP, ETR, EMIS data, and diplomas.
  - Parents or eligible students should submit to ACBDD administration a written request that identifies the record(s) they wish to inspect. The ACBDD administrator will make arrangements for access and notify the 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - Parents or eligible students may ask the ACBDD and/or the student's District of Residence to amend a record that they believe is inaccurate, misleading, or in violation of the privacy rights of the student. The parent(s) or eligible student shall write the ACBDD or District of Residence Administration, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the privacy rights of the student. The administrator shall decide whether s/he will amend the record within a reasonable time of the request, not to exceed forty-five (45) days after the request is made. If the administrator decides to grant the request, s/he shall amend the record accordingly. If the administrator decides not to amend the record as requested by the parent or eligible student, s/he shall notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when they are notified of the right to a hearing. If, as a result of any hearing held, it is determined that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record shall be amended accordingly, and the parent or eligible student shall be notified of the amendment in writing. If, as a result of any hearing held, it is determined that the information in the education record is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, the parent or eligible student shall be so informed and shall be advised of the right to place a statement in the record commenting on the contested information and/or stating why he or she disagrees with the decision of ACBDD and/or District of Residence. If ACBDD or the District of Residence places such a statement in the student's education records, they shall maintain the statement with the contested part of the record as long as the record is maintained and shall disclose the statement whenever it discloses the portion of the record to which the statement relates.
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 that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. Persons and/or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. Contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board or its assigns with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided he/she meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the ACBDD, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

ACBDD also discloses student education records without consent of the parents or eligible student under the following circumstances:

- a. Upon request, to officials of another school, school district or system, or post-secondary education institution in which a student has enrolled or seeks or intends to enroll. In addition, the school may disclose a student's education record to another educational agency or institution if the student receives services from the other educational agency or institution;
- b. To authorized federal officials or state or local educational authorities;
- c. The disclosure involves necessary information in connection with financial aid for which the student has applied or which the student has received;
- d. The disclosure is to state and local officials or authorities and is allowed to be reported or disclosed pursuant to a state statute adopted before November 19, 1974, if the allowed reporting and disclosure concerns the juvenile justice system and the system's ability to effectively serve the student prior to adjudication; and, where disclosure of information is permitted by a state statute adopted after November 19, 1974, the state official and authorities to whom the records are disclosed certify in writing to the school that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the student's parent;
- e. To organizations conducting studies for or on behalf of, educational agencies or institutions in order to develop, validate or administer predictive tests, administer student aid programs, or improve instruction;
- f. To accrediting organizations to carry out their accrediting functions;
- g. The disclosure is to parents of a dependent student, as defined in the Internal Revenue Code;
- h. To comply with a judicial order or subpoena;
- i. In a health or safety emergency, where necessary to protect the health and safety of the student or other individuals; or
- j. The disclosure is to the parent of a student who is not an eligible student or to the student.

"Directory information" is personally identifiable information that is contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Subject to this definition, the District has designated the following personally identifiable information in a student's education record as "directory information" and will disclose that information without prior written parental or eligible student consent, except when the request is for a profit-making plan or activity: a student's name, major field of study, dates of attendance, current grade level, participation in officially-recognized extra-curricular activities and sports, height and weight if a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student.

**Parent(s), guardian(s) or eligible students shall provide notice to advise the Director of Education by September 30 of the current school year, in writing, of any or all of the above items that should not be released without the parent's or eligible student's prior consent.**

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

Family Policy Compliance Office  
US Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202-4605

#### DYSLEXIA SCREENING

Dale-Roy School and/or the student's District of Residence are required to complete a dyslexia screening with students during their Kindergarten year. Parents/guardians may request a dyslexia screening for any student grades 1-6.





