

Allen County Board of  
Developmental Disabilities

# Marimor School Handbook

2016-17 School Year



*The Allen County Board of Developmental Disabilities does not discriminate in the provision of services or employment because of race, color, religion, sex, age, disability, national origin, ancestry or veteran status*

**Allen County Board of Developmental Disabilities Mission** –*The mission of the Allen County Board of Developmental Disabilities is to:*

- *Reduce Barriers*
- *Ensure Supports*
- *Expand meaningful community involvement*

**Allen County Board of Developmental Disabilities Vision:**

*People with developmental disabilities are valued, respected and supported as they live, learn, work and play in our community.*



# Our Students Really Learn!

We strive for academic achievement, independence and participation in the community with P.R.I.D.E.

Positive Attitudes \* Respect \* Individual Achievements \* Diversity \* Empowerment



Marimor School  
2550 Ada Road  
Lima, Ohio 45801  
419-221-1262  
<http://www.acbdd.org>

Mrs. Theresa Schnipke	Superintendent	Ext. 1321
Mrs. Peggy Cockerell	Director of Education	Ext. 2031
Mrs. Annette Miller	Administrative Assistant	Ext. 2039
Ms. Erin Koenig	Behavior Support Specialist	Ext. 2030
Ms. Sue Savinsky	Educational Consultant	Ext. 2359
Mrs. Kim Osborn	Secretary	Ext. 2092
Mrs. Julia Vorst	Nurse	Ext. 2074

## ATTENDANCE

It is MANDATORY that your child comes to school. If your child has a medical condition that will cause them to miss a lot of school, please get an annual letter from your physician that documents this.

If your child is absent you must:

1. Call the school (419-221-1262) and tell the secretary why the student will be absent;
2. Send a written excuse when your child returns to school.

If your child is hospitalized or has surgery you must give Mrs. Vorst a release to return to school and any restrictions must be listed on this release!

**It's Cool to Come to School**

### What will happen if my child misses more than 10 days of school?

1. You will be called to find out why your child is missing too much school.
2. You will be asked to bring in a note from your physician verifying the illness.
3. A conference may be held to talk about why your child is missing so much school.
4. Allen County Children's Services may be notified to report educational neglect.



## EXCUSED ABSENCES

- Illness
- Quarantine of the home
- Serious illness in the family
- Death of a relative
- Observance of a religious holiday
- Other absences arranged by the parents with the approval of the Director of Education

## COMMUNICABLE DISEASES

When children attend class or families attend activities such as Family Fun Nights it is possible that children and/or parents may be exposed to a communicable disease. If staff become aware that you or your child have been exposed to a communicable disease (e.g. chicken pox, measles, mumps, pandemic flu, lice), the parent or guardian will be notified as indicated by the protocol established by the Allen County Health Department.



## BEHAVIOR SUPPORT

The staff uses positive support strategies as outlined in Board Policy 8.3. A copy of this policy is posted on the Allen County Board of Developmental Disabilities website (acbdd.org).

Positive strategies might include:

- Individual rewards
- Group rewards
- Schedule cards
- Sensory items

Staff members report inappropriate behaviors by completing a behavior incident report. Ms. Koenig and Mrs. Cockerell read these reports. If the behaviors are repeated Ms. Koenig may call you to schedule a meeting to talk about the behaviors. At the meeting the team (Parent, Teacher, Ms. Koenig) will decide if we need to write a **Success Positive Intervention Plan**.

If your child is hurting others and staff members use a restrictive intervention (time-out, **seclusion** or restraint) it will be reported to the MUI Investigator and you may be called.



### What happens if my child breaks a rule?

1. Staff will follow the support strategies listed above.
2. Staff may ask for help from Ms. Koenig or Mrs. Cockerell or the building response team.
3. An emergency removal or suspension would only happen if the child is a significant threat to others or if restrictive interventions are not effective. Mrs. Schnipke approves all suspensions or emergency removals.

## SCHOOL RULES

1. We will be kind and respect each other.
2. We will keep our hands and feet to ourselves.
3. We will stay in our area.
4. We will look and listen when others are talking.
5. We will follow directions.
6. Weapons, firearms, knives or potentially dangerous items of any kind are not permitted at school.
7. No alcoholic beverages or illegal drugs are allowed at school.
8. Students are not permitted to carry medication on their person, in book bags or purses.
9. Students are not permitted to give other students any medications.
10. Students are not permitted to transport other students in wheelchairs unless the student gets wheelchair training.



## PERSONAL ITEMS

We discourage students from bringing expensive items to school (e.g. Cell Phones, iPads, etc.) The Allen County Board of DD will not assume responsibility to replace the items if these items are damaged or lost.

## **PROHIBITION OF HARASSMENT, INTIMIDATION OR BULLYING**

The Allen County Board of DD prohibits any form of harassment, intimidation or bullying towards a student that will cause mental or physical harm or that creates a negative atmosphere for the student. If you believe your child has been harassed, intimidated or bullied, please call Mrs. Cockerell. The complaint resolution procedure shall be followed.

## **DRESS CODE**

1. All students need to come to school clean! - Clean skin, clean teeth, clean nails and clean hair that is combed!
2. Students should wear shoes at all times. Students should not wear flip flops or sandals to school.
3. Clothing should reflect "good taste" – no offensive slogans, no T- Shirts advertising alcohol or tobacco, no short shorts, halter tops or crop tops.
4. Students will not be allowed to wear hats or sunglasses to school unless there is a special event for the day or for medical reasons.



## **DAILY TIME SCHEDULE**

8:00	Buses arrive
8:30	Breakfast
11:30	Lunch Periods
2:30	Buses Depart

Each class is assigned a 30 minute lunch period. You can call your child's teacher to find out what time your child eats lunch.

## **Important Things to Know about the Cafeteria**

1. Parents can pay in advance by the week or the month.
2. Meals can not be charged.
3. Call Mrs. Osborn if you have questions about your balance.
4. Students who pack can buy milk.
5. If your child has special dietary needs or food allergies, your Physician must complete the Special Dietary Needs form. Mrs. Vorst can assist you with this.



## **Meal Prices**

	Full	Reduced	Milk
Breakfast	\$1.75	\$.30	\$.70
Lunch			
Elementary	\$2.50	\$.40	\$.70
High School	\$2.75	\$.40	\$.70



## School Supplies

Each parent will receive a list of school supplies that are needed in the summer mailing. Please bring these on the first day of school.



## School Delays & Closings

We sometimes have to delay or cancel school when it is foggy, icy or snowy. Please stay alert to weather conditions. Announcements are made on local radio & TV stations and on local media websites. You may check the Allen County Board of DD website at [acbdd.org](http://acbdd.org). *You may also sign up to receive a text message regarding closings and delays.*

*If Marimor School remains open and your school district of residence is delayed or closed for the day, you may transport your child to school.*



## What should I do if my child is ill?

If your child has any of these symptoms, they should stay home:

- Temperature of 99.5 or higher
- Harsh, frequent cough
- Vomiting
- Diarrhea
- Open, draining wounds

If your child is ill for several days and sees a Physician, please send in a medical release to return to school form. If your child is hospitalized or has surgery, we will need an order from your Physician listing any special needs or restrictions.



## How can I help with my child's special medical needs?

- Call and tell Mrs. Vorst if your child has a communicable disease (chicken pox, head lice, ringworm)
- Please send in any health records that are requested (immunization records, dietary needs form).
- Please tell Mrs. Vorst if your child's medical needs or medications change.
- If your child needs to take medications at school Mrs. Vorst must have a Physician's order. All medications must be in the original container with the current prescription label on the container. Do not put medications in your child's book bag. Bring the medication to school or make arrangements with your bus staff to give it to school staff upon arrival.

## **Individualized Education Program (IEP)**

The IEP is the roadmap that guides the staff to make sure your child makes progress. The IEP includes all services your child will receive and describes any specially designed instruction that may be needed for your child to learn.

### **How Can I Help Write the IEP?**

1. Your child's teacher will send home a survey or call you to ask what you would like your child to learn and to help create a future vision for your child. Please complete the survey or talk with them.
2. Your child gets a new IEP each year. A week before the conference a "draft" of the IEP will be sent home. Read the draft. If you want changes, call the teacher or bring a list of the changes you want so you can talk about these points at the IEP conference.
3. Bring a friend or relative to the conference with you for support.
4. When your child is 14 or older you need to bring them to the IEP conference. They need to start to help make decisions for their adult life.
5. Please call Mrs. Cockerell if you have any questions about the IEP or your child's educational services.



### **TRANSITION SERVICES**

When your child turns 14 a transition plan will be included as part of the IEP. The plan will describe what skills, strategies and opportunities need to happen in the remaining years of school so that your son/daughter can be successfully employed when they graduate. The plan also explores post-school living and recreational activities to ensure a good life.



**Believe. Achieve. Succeed!**



### **FIELD TRIPS**

Teachers plan field trips to provide hands-on learning experiences. School vans will be used for most field trips. A permission slip will be sent home. If you do not return the form, your child will have to stay back at school with another class. *Appropriate safety devices will be used as stated on the child's IEP.*

### **TRANSPORTATION BY PARENTS**

If you are providing transportation to school, please follow these guidelines:

- Do not bring your child until 8:00 a.m. If you arrive earlier, you must wait with your child in the lobby of the school. Your child must be picked up each day by 2:30 p.m.
- You must enter the building through the front door. **Ring the bell to gain entrance.**
- The sign-in sheet is located at the Receptionist window. Please sign your name and arrival/departure time.
- If you are parked in the visitor spots in front of the school, you must wait until all buses have

unloaded before you back out of your spot. You may park along the outer circle in front of the school. However, please supervise your child carefully as there is a lot of traffic.

- Do not pass the buses that are in front during loading or unloading times.



### **SAFETY**

Health & safety comes first at Marimor School. We have an Ohio Department of Education approved Emergency Operations Plan. This contains emergency procedures and protocols for a variety of events that could occur. In the event of a crisis situation parents will be informed using the text messaging system, by individual phone calls and/or by the local media. The Allen County Board of DD has an active Safety Committee. Parents would be welcome members of this committee. Please call Peggy Cockerell if you would like to serve on this committee or if you ever have any safety concerns.







## WELLNESS

The following policies have been adopted to promote wellness:

- All snacks and beverages must be healthy and selected from the following sections of the food guide pyramid: grains, vegetables, fruits, milk or meat/beans.
- Students will not drink pop at school unless it is part of a **Positive Support Plan**.
- Students will not use the vending machines.
- Students will be provided with water and encouraged to drink it throughout the day.
- Students will participate in a minimum of thirty minutes of physical activity each day, unless prohibited by a physician.
- If parents are going to bring a birthday treat for the class, they need to check with the teacher on special dietary needs for the class so all students can participate.

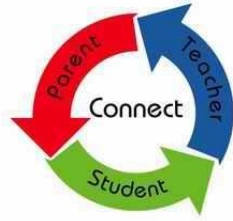
We would love to have parents on the Wellness Committee. Call Mrs. Cockerell if you can help with this group.

## CURRICULUM & TECHNOLOGY

The Board has adopted the *Unique Curriculum* as the formal curriculum at the school. The activities are aligned with the Ohio Department of Education Academic Content Standards - Extended. The units:

- Include activities which help your child to learn and increase skills in reading, writing, math, science and social studies.
- Include modifications to the learning activities so your child is learning functional skills.
- Focus on the development of communication, social and functional skills.
- Are supplemented with other curriculum resources including News-2-You and Reading Milestones.
- Include a variety of activities using the computer and other technology. Student internet usage will be under the direct supervision of a staff member.





## COMMUNICATION BETWEEN HOME AND SCHOOL

A big key to student success is communication between home and school. We will communicate with you using several methods including:

- Annual IEP Review Conference
- Parent/Teacher Conferences in January and March
- Written Progress Reports in October, January, March and May
- Phone calls
- Home Visits
- Daily or weekly notebooks or checklists
- E-mail
- Monthly Newsletter
- Website ([acbdd.org](http://acbdd.org))
- Facebook

If you have questions about your child's progress or any educational topic you can:

- Call and talk with your child's teacher
- Call and talk with Mrs. Cockerell
- E-mail any staff member at the Allen County Board of DD.  
Enter the staff member's first initial and last name @acbdd.org.  
Example: [pcockerell@acbdd.org](mailto:pcockerell@acbdd.org).

If you feel your child is not making progress, please call Mrs. Cockerell and request a meeting with the Success Team. Members of the Success Team meet and develop strategies to assist students.

## PARENT INVOLVEMENT & SUPPORT

We have an Open Door Policy. We want parents to be involved! You can be involved in several ways:

- Visit your child's classroom to see what they are learning. All you have to do is come to the front office and sign the visitor's log. You do not need an appointment. You have unlimited access to your child's classroom.
- Be a school volunteer. We need parents to help in classrooms, to make classroom items and laminate them or to go on field trips. Call Mrs. Cockerell if you can volunteer and we will put you to work!
- Attend the Family, Food & Facts events to learn new information and network with other families.
- Attend parent conferences and all school events.



### What should I do if I have a complaint?

1. If you have a complaint, please call Mrs. Cockerell and talk to her about your problem.
2. If the problem is not resolved you can call and talk with Mrs. Schnipke or you can file a formal complaint (as outlined in the Complaint Resolution Brochure you receive with this handbook).
3. Parents have many rights regarding placement and educational services. These are outlined in the “Whose Idea Is It” booklet that you received at your IEP meeting. This booklet is also posted on our website at [acbdd.org](http://acbdd.org).
4. Mrs. Cockerell or Mrs. Schnipke would be happy to help you understand your rights if you have questions.

**You are your child's best advocate!**

### CONFIDENTIALITY

Marimor School follows the HIPAA regulations and the Family Educational Rights & Privacy Act. All staff members abide by all policies to safeguard each student's rights to confidentiality.

Parents have the right to inspect and review all information that is on file. You will get copies within 10 days or sooner if they are needed for an IEP meeting, a hearing or a placement conference. If you believe a record is not correct, you have the right to request that the record be changed.

Call Mrs. Cockerell if you would like to:

1. Request copies or corrections of records; or

2. Have more detailed information about confidentiality or student records.



### ANNUAL PAPERWORK

1. Please complete all annual forms and send them back to school.
2. If there are changes throughout the year (e.g. phone number, address, babysitters), call the office and talk with Mrs. Osborn.
3. When your child is due for a medical exam, Mrs. Osborn will send home a letter with the form.



## MAJOR UNUSUAL INCIDENTS (MUI)

A Major Unusual Incident (MUI) is the alleged, suspected, or actual occurrence of an incident when there is reason to believe the health or safety of a student may be adversely affected or a student may be placed at a reasonable risk of harm. Some examples of MUIs include: neglect, abuse, medical emergencies or unplanned hospitalizations and rights code violations. We are mandated reporters of MUIs.

If a MUI is reported the following steps are taken:

1. Staff report the MUI to Mrs. Cockerell;
2. A report is filed with the MUI Investigative Agent;
3. For some MUIs (**suspected** abuse or neglect), Children's Services is notified.
4. The parent/guardian is called by either Mrs. Cockerell, the MUI Investigative Agent or a designated staff member.

You can help us by sending in a note or calling us if your child is injured or hospitalized. If your child has a bruise, tell us how it happened. Please remember that MUIs help to protect your child and to ensure the health and safety of your child. For more detailed information about the MUI process, please call Mrs. Cockerell.

## YOUR RIGHTS IF YOU BECOME HOMELESS

If you become homeless, rest assured we will work with you to ensure that your child can continue to attend Marimor School. Please call the school and talk with Mrs. Cockerell. She will make a referral for you to have a Service and Support Associate to link you with available services in the community to help you through these rough times. In addition, Mrs. Cockerell will take any needed steps to ensure your child's steady attendance at school.

# Every Student Has a Story-Every Story Matters

