

### Use of Pesticide Pre-Notification Request

Vern Riffe School and Scioto County Developmental Disabilities is committed to providing students with a safe learning environment free of pests, pesticides and other harmful chemicals.

Parents, students, and staff at VRS may request to receive prior notification of scheduled service visits by pesticide businesses in which pesticides may be applied, or of scheduled pesticide applications by licensed employees. It is VRS procedure that those who have requested pre-notification of pesticide applications receive an e-mail or automated telephone notification at least 48 hours before the action, unless emergency action is needed.

Each request is valid until June 30 of the school year and must be renewed annually.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Building Inspections

Due to the historic nature of the school building and in compliance with the US Environmental Protection Agency, (EPA), Asbestos Hazard Emergency Response Act (AHERA), we must perform school building inspections for asbestos-containing building materials and have developed an AHERA Asbestos Management Plan. This facility's findings and asbestos management plan are on file in the principal's office for public review.

The EPA requires VRS to perform surveillances of the asbestos materials every six months and to conduct re-inspections every three years. No significant changes in the asbestos materials condition were noted during the 2016 surveillance of this school/facility. All asbestos materials are in satisfactory condition and we shall continue to manage them in place, as recommended by the accredited management planner.



## Student/Parent Handbook

# 2019-2020

2619 Gallia St.

Portsmouth, OH 45662

Phone: (740) 353-1876

FAX: (740) 354-2311

Transportation Phone: (740) 353-0667

sciotocountydd.org

# STAFF

## **Superintendent**

Matt Purcell

## **Director**

Tammy Guthrie

## **School Secretary**

Missy Cassidy

## **Cafeteria**

Sharon Malone, Aide

## **Occupational Therapy**

Leslie Weddington, OT

Nancy Sand, OTA

## **Physical Therapy**

Ashley Castle, PT

Trisha Schmidt, PTA

## **Maintenance**

Jason Chaffin

## **Adaptive Physical Education**

Cindy Coriell, APE

## **Speech Therapy**

Jenny Pyles

Cindy Kayser

## **Nurse**

Loretta Cooper, RN, BSN

## **Classrooms**

Kim Messer, Teacher

Shawn Blower, Aide

Tom Koch, Teacher

Tracy Smith, Aide

Lana Hill, Teacher

Beth Arthurs, Aide

Missi Wolfenbarker, Teacher

Rodney Cummings, Aide

Sherry Burney, Teacher

Nakia Peters, Aide

Melissa Oiler, Teacher

Samantha Vetter, Aide

Amanda Adams, Teacher

Kim Miller, Aide

Dana Jones, Teacher

Lori Morton, Aide

Melissa Gampp, Teacher

Lori Snyder, Aide

Brenda MacDonald, Teacher

Teresa Adams, Aide

Andrea McClellan,

Positive Behavior

Support Facilitator

## **Policy on the Use of Positive Behavior Interventions and Supports, Restraint, and Seclusion**

Scioto County Developmental Disabilities and Vern Riffe School have adopted a policy regarding the use of emergency safety interventions (physical restraint and seclusion) that conforms to the standards, definitions, and requirements of Ohio Administrative Code 3301-35-15(H). Practices that do not adhere to the standards and requirements set forth in this policy are prohibited, and physical restraint and seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others. The school shall utilize physical restraint and seclusion only in a manner that protects the safety of all children and adults at school. In addition, the school has developed pre-established emergency procedures, specific procedures and training related to the use of physical restraint and seclusion and a process for the collection of data regarding the use of restraint or seclusion. The school has implemented a Positive Behavior Interventions and Supports (PBIS) program to promote positive behaviors and teach expectations to students.

## **Professional Qualification Notice**

Vern Riffe School and Scioto County Developmental Disabilities are obligated by law to inform all parents of the school that they have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows you to ask for certain information about your child's classroom teachers and requires the school district to give you the information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

## **FERPA**

Notification of Rights Under FERPA: The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.
- Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
- 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, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her professional responsibility. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Vern Riffe School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

# HEALTH POLICY

The staff at Vern Riffe School feel that when a child is kept in the best possible health, he/she will be able to benefit most from the programs at the school.

The school nurse is available to work with parents, teachers, doctors, other health care workers, and other agencies to meet the student’s individual needs.

The nurse also provides emergency first aid and will give treatments and medications as directed by a doctor when they are needed during school hours.

Students who have been ill are not to return to school until they have been symptom-free for 24 hours or medically cleared by a doctor. This includes, but is not limited to: fever, vomiting, diarrhea, pain, or coughing that will not stop. Please call and speak to the nurse if you have specific questions about your child.

The nurse makes the decision for a student to leave school due to illness. Do not pick up your child unless requested to do so by the nurse or school secretary. This determination is not handled in the classroom.

The nurse must follow the rules and regulations of the State of Ohio, the Ohio Nurses Association, the Ohio Department of Education, the Ohio Department of Health, the Scioto County Board of Health, the Centers for Disease Control and Prevention, and Scioto County Developmental Disabilities.

Any treatment for illness or injuries must be directed by a doctor. The school nurse is trained to recognize problems and must follow through to protect all students equally.

If you have any questions, please call the school nurse at (740) 353-1876.

# HEALTH POLICY (contd.)

## Lice

The Scioto County Health Department follows a “no nit, no lice” policy in the schools. **If nits or lice are found on a student, he or she must be picked up immediately.**

The treatment involves using lice shampoo as directed and the removal of **all nits and lice**. If treatment is followed, the student may return to school the next day for the nurse to check the student’s head. The student cannot return to school or ride the bus until the school nurse or county health nurse gives permission.

## Medications and Treatments

All prescription and nonprescription medications and treatments requested to be given at school must be ordered (written) by a doctor and signed by the parent/guardian. The forms are available from the school nurse.

**All medications must be brought to school by the parent or delivered from the pharmacy in original pharmacy or over-the-counter packaging and must be accompanied by a completed form.** Otherwise, no medication can be given. If a medicine authorization form is not on file or the medication is not brought to school in its original over-the-counter or prescription bottle, the parent/guardian is encouraged to come to school and give the medicine or treatment.

**Medication cannot be transported to school by way of bus personnel.** Emergency medication may be available to students on the bus with a doctor’s order and must transport in the student’s possession in a backpack or similar item. These requirements are in accordance with the Ohio law (ORC 3313.713).

## Emergency Medical Treatment Authorization

The Emergency Medical Treatment Authorization form **must** be completely filled out and on file for each student in accordance with Ohio Revised Code, Section 3313.72. New forms are sent home at the beginning of each school year. **If the address, phone number, or any of the information changes during the school year, please let the school secretary know as soon as possible.**

# DROPPING OFF

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# PICKING UP STUDENTS

If you are bringing your child to school, it is your responsibility to accompany your child to the Visitors Entrance area at the Main Entrance. A member of the school staff will assist your child to their classroom. If the child is arriving late or leaving early you must sign the student in or out and list the time and reason on the form located with the staff member at the Visitors Entrance. If you need to speak with office staff or the teacher, a staff member will make contact and check their availability.

Students will only be permitted to leave the school with adults listed on the Emergency Medical Authorization form. If this information changes throughout the year please contact the school office to make changes.

Students need to arrive by 9:15 a.m. in order to get credit for the full day. Any students not using bus transportation must be picked up by 3 p.m.

Your cooperation with these rules helps Vern Riffe School better ensure the safety and well-being of our students.

## Emergency Reunification Locations

In the event a prolonged evacuation of the building necessitates dismissal the school will dismiss from one of two areas: Big Lots or the Educational Service Center in New Boston. Emergency information is communicated from the Superintendent’s Office by the one-call system. Please ensure your contact information is up-to-date at all times.



## DROP OFF



## PICK UP

# CALENDAR

## AUGUST

20: VRS open house  
22: VRS students' first day of school  
31: Portsmouth River Days Parade

## SEPTEMBER

2: Labor Day/SCDD CLOSED  
13: SCDD all-staff training/SCDD CLOSED  
20: Special Olympics Walk-A-Thon  
25: Family Advisory Council Facebook Live Watch Party at VRS

## OCTOBER

14: Columbus Day/SCDD CLOSED  
24: Fall-o-Ween  
25: VRS early dismissal (noon) for staff training; end of the first grading period

## NOVEMBER

11: Veterans Day/SCDD CLOSED  
25-26: VRS Parent-Teacher conferences (3:15-6:45 p.m.)  
27: VRS/No School  
28-29: Thanksgiving/SCDD CLOSED

## DECEMBER

17: VRS holiday program  
23: VRS holiday break begins  
25: Christmas Day/SCDD CLOSED

## JANUARY

1: New Year's Day/SCDD CLOSED  
2-3: VRS FT staff training  
6: VRS students return from break  
17: VRS early dismissal for staff training; end of the second grading period  
20: Martin Luther King Jr. Day/SCDD CLOSED

## FEBRUARY

17: Presidents Day/SCDD CLOSED

## MARCH

19: Annual Rivals Game vs. Open Door at Ironton High School  
20: VRS early dismissal (noon) for staff training; end of the third grading period  
24-26: VRS parent-teacher conferences (3:15-6:45 p.m.)  
27: VRS/NO SCHOOL

## APRIL

4: Hardwood Heroes Celebrity Basketball Game at SSU benefitting Scioto County Special Olympics  
10: Good Friday/SCDD CLOSED

## MAY

8: VRS prom at SOMC Friends Center  
15: VRS graduation  
21: VRS last day for students; end of fourth grading period  
22: VRS last day for FT staff  
25: Memorial Day/SCDD CLOSED

## Allergies

If your child has food allergies that require a special diet, the school must receive written notification from your physician. Please obtain a form from the office for your doctor to complete for our records. If your child needs medication for asthma, allergic reactions, a seizure disorder or other medical emergency situation the parent must provide those medications to the school with the appropriate orders from the physician.

In addition, please share specific emergency information related to the care of your child every year with the school nurse and your child's teacher.

## Immunizations

The following immunizations are REQUIRED by Ohio law (Ohio Revised Code Sections 3701.67 and 5104.01) for all children entering school:

4 or more doses of DTP, DT or Td  
2 or more doses of TOPV (Polio)  
2 MMR Vaccines  
3 Hepatitis B doses - Ages 6-9  
1-2 doses of Varicella  
2 doses of MCV4 - 1 dose at age 12, 1 dose at age 17

## Body Fluids

Our policies concerning the care of body fluids (blood, stool, vomit, drainage from the eyes/nose/mouth, drainage from sores, etc.) are directed by the Centers for Disease Control and Prevention and the Ohio Department of Health.

These fluids, especially abnormal and uncontrolled, may not only indicate disease but can transmit diseases to others easily. When these problems occur, a student must be sent home. In some instances, a doctor's excuse may be requested before the child may return to school.

Students who have been ill are not to return to school until they have been symptom-free for 24 hours or are medically cleared by a doctor.

# VRS ATTENDANCE POLICY

House Bill 410 passed in December 2016 requires schools to adopt policies that outline interventions and plans for students who miss too much school. Vern Riffe School works with the South Central Ohio Educational Service Center (SCOESC) Attendance Office when needed to ensure all children are in school to receive a quality education.

**If a child does not board the bus for three (3) consecutive days the parent/guardian needs to contact Transportation Office at (740)353-0667 to arrange for pickup when the student is able to return.**

A continuum of strategies to reduce student absence must be implemented including but not limited to:

- Notification of student absence to parent or guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy, if applicable.

Attendance tracking and reporting must now be calculated in hours, not days. The time a student is signed in/out must be tracked and recorded to the nearest full hour. Students must arrive at school on time and stay throughout the day to earn six hours and account for a full day.

## **Habitual Truant Changes from Days to Hours**

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

## **Excessive Absences**

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

The school has the discretion of determining which absences are excused. Absences will be excused for illness, death in the family, or extreme family emergencies. There are also other individual instances when absences may be excused. The school administration reserves the right to determine whether absences are to be excused in all situations. Parents are also urged to try to schedule doctor and dental appointments outside school hours whenever possible.

In order for students to have excused absences, the school must have verification the absence was for a valid reason. This verification can be a note or telephone call from parents or a note from a doctor. These notes should be brought to the teacher immediately upon the student's return to school. A note from parents does not automatically excuse a student's absence. Parents/guardians must notify the school and bus driver on the day a student is absent unless earlier notification has been given.