

STUDENT SERVICES HANDBOOK

The Granville School District provides a comprehensive continuum of services to students ages 3 to 21 identified as disabled under the Individuals with Disabilities Education Act. Services are provided as required by Ohio's Model Policies and Procedures for the Education of Children with Disabilities.

MUTIPLE TIER SYSTEM OF SUPPORT

MTSS- A framework that integrates data and instruction within a multi-tiered prevention system to support student achievement and social, emotional, and behavioral needs from a strength-based perspective.

If you have concerns about your child's educational progress, you may start by meeting with his or her teacher to discuss your concerns. You may also contact the building administrator(s) or the district Student Services Department.

CHILD FIND

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Child Find is a search for all children with disabilities. Child Find is the process of identifying, locating and evaluating children with disabilities who may be in need of Special Education and related services. Both state and local education agencies are given the responsibility by federal and state laws to conduct Child Find activities so that children who need Special Education services have the opportunity to receive those services. Early intervention is very beneficial. Parents should contact the Director of Student Services regarding any questions related to Section 504 and/or Title II of the Americans with Disabilities Act (ADA).

WHAT IS THE PURPOSE OF CHILD FIND?:

- To ensure all children with disabilities residing within the district, including children with disabilities who are homeless children or are wards of the state, and children with disabilities attending nonpublic schools, regardless of the severity of their disability, and who are in need of special education and related services are identified, located, and evaluated as required by the Individuals with Disabilities Education Act, as amended by the Individuals with Disabilities Education Improvement Act of 2004, December 2004 (IDEA) and federal regulations at 34 C.F.R. Part 300 (October 13, 2006) pertaining to child find, including the regulations at 34 C.F.R. 300.111 and 300.646.
- To promote public awareness of disabilities
- To alert parents, professionals and the public to children who may have special needs.
- To assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention.

- To enable children and families to receive the special education and related services that are needed.

Special education services are available for students with communication, learning, physical, developmental, behavioral, and multiple disabilities. If you have concerns about your child's educational progress, you may start by meeting with his or her teacher to discuss your concerns. You may also contact the building administrator(s) or the district Student Services Department.

Students needing specialized instruction and support are given an Individualized Education Plan (IEP). They are supported, whenever possible, in general education classrooms. Students may also be provided with tutoring or be placed in skill-appropriate classes. Services are provided, to the maximum extent possible, in the least restrictive environment. The district's Student Services Department provides services based on student needs and specific support services, testing and assessment, and alternative programming. Students with more intensive needs, or very specialized needs, may be placed in programs out of the district. The district will make available its policy of nondiscrimination against persons with disabilities and inform parents of their rights under Section 504 (including the right to examine records relevant to their child and the right to an impartial hearing with representation by counsel) anytime the district takes action with regard to identification, evaluation, educational program or educational placement of a student with a disability. Parents should contact the Director of Student Services regarding any questions related to Section 504 and/or Title II of the Americans with Disabilities Act (ADA).

WHAT IS A DISABILITY?

For age Birth to 3 years: An established condition known to result in delay or a documented developmental delay.

For ages 3 to 5 years– A documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social emotional/behavioral functioning, self-help skills and/or cognitive skills.

For ages 5 to 21 years– Identification under one of the following categories: autism, deafness-blindness, hearing impairment including deafness, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairment - minor, other health impairment – major, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury and/or visual impairment including blindness.

WHO CAN HELP?

Parents, relatives, public and private agency employees and any concerned citizens can report to local school districts any child, age birth to 21, who may have a disability and who may need Special Education and related services. If you are aware of a child who may have special needs, please notify his/her school district. Schools can do their job better with your help. Granville Exempted Village Schools receives Federal Part B-IDEA (Flow Thru) funds to be used in the area of special education. These funds are generated by the "Child Count" of students with disabilities within a school district two years prior to the current school year. Part B-IDEA funds must be used specifically to serve children with disabilities, although non-disabled students may also benefit when these services are provided in the regular classroom setting. There are stringent guidelines limiting the use of this funding, and the proposed budget must be approved by the Ohio Department of Education and Workforce. Budget amendments are made as needed during the course of the school year.

Granville residents are invited to participate in the development of the annual Part B-IDEA budget by sending suggestions to the Director of Student Services, Granville Schools, 130 North Granger Street, Granville, Ohio 43023. All responses will be considered carefully and, if they fall within the guidelines for usage, will be prioritized on the basis of their appropriateness and overall benefit to children in special education programs.

ENGLISH LEARNERS:

All parents or guardians of students who plan to attend the Granville Exempted Village School District (GEVSD) for the first time are asked to complete a Student Enrollment Form. This enrollment form includes a Language Usage Survey (also called the Home Language Survey) that assists in the identification of students who's primary or home language is other than English. A copy of all Language Usage Surveys will be forwarded to the Director of Student Services for review.

In the enrollment process, if a parent or guardian answers on the Language Usage Survey "other than English" on any of the first four questions, the Director of Student Services or designee will notify the appropriate EL Specialist (who is responsible for administering the district's initial screening) of the student's need for an initial assessment/screening. A copy of the Language Usage Survey will be given to the EL Specialist at the appropriate school. Copies of the Language Usage Survey will also be given to the Student Services Department for placement in the EL file. The original Language Usage Survey remains in the student's cumulative file.

THE PROCESS FOR INITIAL ASSESSMENT OR SCREENING OF STUDENTS

All new students entering the district (K-12) whose Language Usage Survey indicates they have a primary or home language other than English (PHLOTE) will be assessed using the Ohio English Language Proficiency Screener (OELPS). The OELPS is the official screener to be used to

identify English learners in Ohio. Commercial screeners may be used for functions other than English learner identification.

When the Language Usage Survey indicates that a student's home language is not English then the EL Specialist will contact the parent/guardian to explain that ODEW requires school districts to assess students whose home language is not English. The EL Specialist will also explain when the student will be tested as well as the district's uses of the assessment(s), prior to the administration of those assessments. The results, consisting of the test documents and written assessment reports, will be kept in the District Student Services office in the student's EL file. The district will provide the parent/guardian and the building EL Specialist copies of the written report and one copy will be placed in the student's cumulative file.

Granville EVSD will provide parents and guardians with this information in an understandable format, and to the extent feasible and necessary, in the parent's or guardian's native language.

INITIAL EL MEETINGS

Initial EL (English Learner) Meetings must be held within 60 days of initial assessment of a student. The guidelines specify that the following individuals may attend the Initial EL Meeting:

- ♣ Parent/Guardian
- ♣ Director of Student Services or designee
- ♣ Building EL Specialist
- ♣ At least one of the student's general education teachers

The purpose of the Initial EL Meeting:

- ♣ To review the results of the assessment, including whether or not the student qualifies for EL services.
 - ♣ If the student qualifies for services, team members will discuss the proposed English Learner Plan (EL Plan) developed by the EL Specialist.
 - ♣ If the student qualifies for services, written parental permission to begin services must be obtained.

A copy of the Initial EL Plan will be provided to the parent/guardian, kept in the student's cumulative folder, given to the student's general education teachers, and kept with the EL Specialist. A copy may be given to other school personnel who are involved with the student (e.g., special education teachers and service providers) and need to be aware of the information. The EL Plan will be sent to the Student Services Department to be placed in the EL file.

Once eligibility is established, the EL Plan developed, and permission for services obtained from the parent/guardian, the student's ongoing EL team will consist of:

- ♣ The building EL Specialist who will be working with the student
- ♣ A current general education teacher of the student
- ♣ The Director of Student Services or designee
- ♣ The parent/guardian
- ♣ The student when appropriate.

RANGE OF EL SERVICES PROVIDED IN GRANVILLE EVSD

The results of the initial assessment and/or most recent Ohio English Language Proficiency Assessment (OELPA) scores will provide the basis for determining the level of support a student requires to facilitate their transition to English proficiency for success in their general education classrooms. Our goal is for each student to make progress on the OELPA each year. We understand each student is unique in his/her learning; some students may progress faster than others. The professional judgment of the district EL team members, along with that of parents/guardians will also provide insight into the student's needs that may not be apparent in the testing results.

It is possible for a student to exhibit needs in multiple areas that require different types of interventions and services. A student may be dually identified as a gifted student and an English Learner or as a student with a physical, cognitive, or emotional disability and an English Learner. If a student is dually identified, they will receive supports in the areas of English language acquisition and the other identified area.

As mentioned previously, there are no state mandated approaches to providing types of EL programming; Granville offers a wide variety of programming options to meet the needs of its EL population.

EXITING THE EL PROGRAM

The GEVSD follows the student exit criteria developed by the Ohio Department of Education and Workforce

SCHOOL PSYCHOLOGIST

School psychologists are educators trained in learning, behavior, mental health, and school systems who provide direct and indirect academic, behavioral, and mental health support; evaluation, assessment, and data analysis; consultation with teachers and families; culturally responsive services; and crisis prevention and response. School psychologists support struggling and diverse learners; student achievement and well-being; safe and supportive learning environments; school-family-community partnerships; and school-wide data-based decision making.

HEALTH SERVICES

HEALTH EXAMINATIONS/SCREENING PROGRAM

Each year, according to Ohio Department of Health requirements, several screenings are administered to students to identify problems that could interfere with learning or that could cause problems later in life if they are not identified and treated in their early stages. Students will receive the following screenings at some time during the year.

Vision – grades K, 1, 3, 5 and all students new to the district

Hearing – grades K, 1, 3, 5 and all students new to the district

Any child will be exempted from a hearing screening if he or she has been examined by a regularly licensed physician and from a visual test if he or she has been examined by a regularly licensed physician or optometrist upon presentation to the school authorities of a certificate to the effect that he or she has been examined during the twelve months immediately preceding the date of such screening. Parents will not receive notification of the results of annual screenings unless results are not within normal expectations and a concern is identified. In the case of an identified needs, parents will receive a letter through the mail notifying them of the actions necessary for further testing and diagnosis. In addition to the annual screening, if you notice your children experiencing difficulties with vision or hearing, please notify the school nurse who will administer the screenings to those children as soon as possible. If you have any concerns about the screening or its results, please contact the school nurse.

IMMUNIZATIONS

Granville Elementary and Intermediate Schools follow all requirements outlined by the Ohio Department of Health. Students may be excluded from school if the requirements listed below are not met within 14 days of the beginning of the school year, unless the noncompliance is based on medical or religious grounds. If that is the case, families must submit a letter to the school listing the immunization objections and the reason for them. This letter must be submitted annually. Immunization requirements are:

- Four (4) or more of DTaP or DT, or any combination.
- Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.
- Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses.
- 2 MMR (the first dose must have been given on or after the first birthday)
- 3 Hepatitis B (a fourth dose is required if the third was given before 6 months of age)

- 2 Varicella (chickenpox) Since Tdap is required for entrance to seventh grade, students should get that immunization before the end of sixth grade

EMERGENCY MEDICAL AUTHORIZATION

According to state law, each student is required to have an emergency medical authorization form on file within the school; a new form is required at the beginning of each school year and is updated by parents in Powerschool. This form can authorize treatment in the event the parent or guardian cannot be reached.

The form also provides space to indicate any conditions the school should be aware of such as severe allergies, diabetes, epilepsy, or any medications that could affect a student's performance. The information should be updated by parents each year.

In addition to the emergency authorization, the form provides phone numbers where parents or other responsible persons can be reached in the event of emergency or illness. If individuals listed on the form are to be away from the phone and unable to be reached, another person should be designated to be called temporarily in the event of illness or accident.

ILLNESS/INJURY AT SCHOOL

Any student who becomes ill during the school day should report to the school nurse. A determination will be made as to the appropriate action. It is important students not come to school with a fever or if they are vomiting. It is advisable to stay home until fever-free and/or no longer vomiting for twenty-four hours.

If it is determined that the student would benefit from a short rest in the nurses' clinic, and the nurse is not in, the student must sign in with the office secretary before going to the clinic area. The student may stay in the clinic for a period of time equaling one class period and then must sign out with the secretary either to return to class or to call a parent/guardian for permission to leave school.

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LICE

Children will be checked either at their request or the request of a teacher and/or parent. If an infestation is found with live louse, the school nurse/ clinic nurse aide (in discussion with District nurse) will make the decision as to whether the child can stay or be sent home prior to the end of the day. This decision will vary based on the degree of infestation and how many live adult louse are found. Whether or not the child stays, the parent is notified either at the end of the day or when the child is sent home that the child must be treated before returning to school and be checked by the school nurse upon readmittance. The child will not be readmitted with live adult louse. Parents of other children are notified as with any other communicable disease and are to check their child's head nightly for a minimum of two weeks. The school nurse will determine if checking all students in a classroom is necessary based on the information available. The nurse will notify the school custodian of the affected classroom and that classroom(s) will be cleaned.

Any child found with nits or hatchlings will not be excluded and will be allowed to be readmitted. The school nurse/ clinic aide will follow-up with the child and parent to be sure that appropriate steps are being taken to remove the nits. The child will be checked by the school nurse/clinic aide daily until they are sure there is not an active infestation.1. Sometimes, children are treated and the nits are not all completely combed out but what is left are not viable and do not pose a threat to anyone. 2. Hatchlings are baby lice that are considered as harmless as a nit because they are not mature enough to reproduce or travel to another head. This child should remain but should be treated and rechecked before returning.

STUDENTS WITH CHRONIC CONDITIONS

Students are evaluated on an individual basis and care is customized to the student's individual needs. Parents may contact the District School Nurse, building administrators or the Director of Student Services.

ADMINISTERING MEDICINES TO STUDENTS

Families are required to submit a form for their children to take medication at school. If for some reason families send their children to school with medicine to take by themselves, they are responsible for anything that happens as a result. If a child overdoses or if another child takes the medicine the first child brings to school and has a reaction, the adult who sent the child to school with the medicine is responsible. Families can safely provide necessary medicine for their children during school hours by following the school's policy as explained in this handbook.

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the adult(s) at home. If this is not possible, it is done in compliance with the following:

- A. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
- B. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
- C. Written permission must be received from the adult(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
- D. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
- E. The adult(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
- F. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
- G. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

PROCEDURES

ADMINISTRATION OF MEDICINES OVER-THE-COUNTER MEDICATION

No student K-8 may take any type of medication on school property, unless the proper information is on file in the building principal's office and the medication is kept in accordance with the following rules:

- A. The medication must be presented for storage to the building principal or their appointee in its original container that contains recommended dosages for children with the child's name included on the container. Students authorized in writing by both their physician and families may administer their own medication.
- B. The adult or guardian must submit written directions for administering the medication to the child that include:
 - a. the student's name and class
 - b. the name of the drug and the dosage to be administered
 - c. the times or intervals at which each dosage is to be administered
 - d. the date the administration of the drug is to begin
 - e. the date the administration of the drug is to end
 - f. the condition for which the drug is to be administered if it is to be given "as necessary" and how the school personnel will be notified if a dose was already taken that day
 - g. any adverse reactions that should be reported to a doctor
 - h. any special instructions for administering the drug such as storage requirements and
 - i. the signature of the adults or guardians

The school employee may refuse to administer any medication that exceeds the dosage recommendations on the original container.

INHALERS FOR ASTHMA

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and adult or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

EPINEPHRINE AUTO INJECTORS

Students are permitted to carry and use an epinephrine auto injector (Epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an Epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from their adult. Written approval must be on file with the principal and, if one is assigned, the school nurse. In

addition, the principal or school nurse must receive a backup dose of the medication from the adult or student

Home Instruction

Home instruction is an individualized education program provided to a student with a handicap which prevents the student from attending a regular or special education program, even with the aid of special transportation.

In establishing eligibility for home instruction, the following criteria must be met: the student must have more than 15 consecutive days of school absence or more than 20 days of intermittent absence related to the same health impairment to be eligible for this program. If it is known at the beginning of the absence that this amount of time or more will be involved, home instruction may begin as soon as eligibility is determined, a tutor is secured and a Home Instruction Plan is in place.

In all cases a statement from a physician verifying the diagnosis and the length of absence must be on file before determination of eligibility can be made. The parent/guardian must notify the child's school counselor that home instruction services are being requested.