

**2024-2025 HCBDD-Simon Kenton School  
Parent/Student  
Handbook**

**Hardin County Board of Developmental Disabilities  
Simon Kenton School**

**705 North Ida Street**

**Kenton, Ohio 43325**

**Phone (419) 674-4158**

**Fax (419) 679-1289**

**Website: [www.hardindd.org](http://www.hardindd.org)**

**Office hours are 8:00 a.m. to 4:00 p.m.**

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Dear Parent/Guardian,

The Hardin County Board of DD operates a School Age Program at Simon Kenton School for students that reside in Hardin County and have multiple disabilities. This Program is currently composed of one classroom serving late elementary through middle school students.

The Hardin County Board of DD believes that integration is important in the delivery of School Age services. This is accomplished by providing educational social experiences between individuals with disabilities and typically developing peers to the extent that is appropriate for each student.

Language Development Services, Occupational Therapy and Physical Therapy is offered to students needing such by licensed professionals whose main office is located at Simon Kenton School.

A Registered Nurse and/or Licensed Practical Nurse is available to address immediate and on-going Health Service needs. Classroom Staff is trained to perform delegated nursing tasks such as medication administration and tube feeding. A Registered Nurse trains and monitors staff members as they perform these tasks.

Sincerely,

Simon Kenton School Staff

### **STAFF ROSTER**

Kara Brown	Superintendent	klbrown@hardindd.org
Amy Newland	Director of Operations	anewland@hardindd.org
Jen Kipker	Secretary/LPN	jkipker@hardindd.org
Dawn Shepherd	Health Services Director	dshepherd@hardindd.org
Anna LaWarre	Transportation Coordinator	alawarre@hardindd.org
Sandra Ray	Occupational Therapist	sray@hardindd.org
Julie Stammen	PT Assistant	jstammen@hardindd.org
Amy McGuffey	School Age Supervisor	amcguffey@hardindd.org
Brandy Tilton	Primary Instructor	btilton@hardindd.org
Sarah Piper	Instructor Assistant	spiper@hardindd.org

## **DAILY SCHEDULE**

8:00 a.m.	Doors open for student arrival
8:15 a.m.	Classes begin - students arriving after this time will be considered tardy
11:15 a.m.	Students eat lunch
3:00 p.m.	Students dismissed

## **SCHOOL CLOSINGS, DELAYS, AND CANCELLATIONS**

School delays and cancellations will be announced on our website, the “One Call Now” and the following radio stations and TV stations WKTN 95FM Kenton, WLIO Lima TV Channel 35, WKXA 100.5FM Findlay, WSYX TV Channel 6 Columbus, and WBNS Columbus TV Channel 10. Information about delays and early dismissals will be communicated in the same manner.

Parents and other family members may sign up for the One Call Now school notification service. This service notifies persons by text of delays, cancellations and other important announcements as they occur.

## **I. ACADEMICS**

### **CURRICULUM AND ASSESSMENT**

Students attending Simon Kenton are placed in academic class groupings based on age, that are in accordance with the state mandates. They follow curriculum guidelines that are developed by teachers and related services staff using Ohio’s Learning Standards – Extended (OLS-E). In developing each unit plan the teacher utilizes a combination of online curriculum (TeachTown), supplemental activities for reading and math, themed units and the VB-MAPP assessment. Each student has an individualized curriculum based on their developmental, behavioral and academic needs. Currently, VB-MAPP has been used to create a large portion of the student curriculum. The VB-MAPP is a criterion-referenced assessment tool, curriculum guide, and skill tracking system that is designed for children with autism, and other individuals who demonstrate language delays. VB-MAPP will continue to be a large portion of Simon Kenton’s supplemental curriculum. The classroom at Simon Kenton focuses on functional academic skills, and communication skills as well as vocational and daily living skills. Students complete Kindergarten readiness assessment and alternate assessment testing to meet proficiency testing guidelines.

### **EDUCATION RIGHTS AND PRIVACY ACT**

A permanent record is started for each student when they enroll in Simon Kenton School. This record follows the student through school and is kept on file electronically. The records contain data such as IEP’s, medical information, various types of test scores, attendance records, and/or other documents related to the student’s educational experience.

Parents have the right to request and review their child’s permanent record by giving notice to the Superintendent so an appointment can be set up to go over the record.

## **STUDENT RECORDS POLICY**

In compliance with Federal regulations, Simon Kenton School has established the following guidelines concerning student records:

- A. The School Secretary is the Records Control Officer and is responsible for the processing and maintenance of all student records. The office is located at 705 N. Ida Street Kenton, Ohio 43326 and the telephone number is (419) 674 - 4158.
- B. Each student's records are kept electronically located at the Hardin County Board of Developmental Disabilities. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (eighteen (18) years or older), and those designated by Federal law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with the Superintendent or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with Simon Kenton School's compliance with the Federal Education Rights and Privacy Act.
- D. Simon Kenton School has established the following information about each student as "Roster information" and will make it available upon legitimate request unless a parent, guardian, or adult student marks the declination on the Roster Release form. Otherwise the following information will be available: Parent's name, address, and telephone number, and any other information Simon Kenton School considers would not be harmful or an invasion of privacy if disclosed.
- E. A copy of the handbook and the accompanying forms are available at Simon Kenton School. There will be a person available to answer any questions concerning the policy or guidelines.

## **II. ATTENDANCE POLICY AND PROCEDURES**

### **ATTENDANCE POLICY**

The educational program offered by the Hardin County Board of Developmental Disabilities is predicated upon the presence of the students and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned. A letter from a physician is required if a student has a medical condition that will cause an excessive amount of absences. If a student is hospitalized, has surgery, or misses more than 5 consecutive days, a letter from a physician is required in order for the student to return. If a student misses more than 10 consecutive days, he/she may be eligible for home based instruction.

### **FAMILY VACATIONS**

It is strongly suggested that family vacations be taken at times when school is not in session. If a family must vacation during the time school is in session then the following procedures must be used:

1. The parent(s) or guardian(s) shall notify the school in writing, at least one (1) week prior to the family vacation.
2. The Superintendent shall determine whether or not to excuse the student for the family vacation.
3. The student will assume the responsibility for the assignments prior to their departure. The student is expected to have all work completed upon their return to school.

## **ABSENCE NOTIFICATION PROCEDURES**

State law requires prompt and regular attendance of school age children. If a student will be out for an extended period of time related to medical needs, the parents are asked to communicate with Simon Kenton School the expected duration and reason for the absence. The following information includes various policies and procedures, plus notification of absence, excused/unexcused, late arrival/early departure/tardy, family vacations, habitual/chronic truancy and prolonged absence.

Parent(s) or guardian(s) must notify the school as early as possible on the day a student is absent unless previous notification has been given.

- Call the Transportation Office (419) 679 - 8417 before 8:00 A.M..
- If it is after 8:00 A.M. call the school office at (419) 674 - 4158 before 9:00.
- When calling or sending a note with someone, give the following information:
  1. Student's Name and Teacher
  2. Parent/guardian's name and relationship to the student
  3. Reason why student will be absent

## **EXCUSED ABSENCES:**

The following list is considered to be excused absences:

- Illness
- Doctor Visits
- Therapy Appointments
- Serious Illness in the Family
- Death of a Relative
- Quarantine of the Home (ex. lice, scabies, communicable diseases)
- Observance of a Religious Holiday

## **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

A. Habitual truant is defined as:

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

B. Excessive absence is defined as:

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

## **ATTENDANCE REGULATIONS VIOLATION:**

- A. Once a student meets the definition of "habitual truant" or "excessive absences" Simon Kenton School will notify the parent/guardian that their student has met these definitions.
- B. SKS will work with the student and parent/guardian to use a continuum of strategies to reduce student absences. SKS will meet with the parent/guardian to develop and implement an absence intervention plan which may include supportive services for students and families. The goal will be to improve student attendance.
- C. Excessive absences, even with doctor's notes, may result in the filing of truancy/educational neglect charges.

### **LATE ARRIVAL/EARLY DEPARTURE/TARDY**

Students arriving after **8:15 a.m.** and before **10:00 a.m.** are considered **tardy**.

Students arriving after 10:00 a.m. or leaving before 2:00 p.m. will be counted one half day absent.

Students arriving late should check in at the office before going to their classroom. Parents must check students out at the office before students may leave.

Students having doctor or dental appointments causing them to be late or leave early will be excused but will be subject to the tardy or half day absent criteria.

### **EARLY DISMISSAL PROCEDURE**

To be dismissed early, a note from parent/guardian stating the student's name, date, time of early release, and the reason for release must be received by the office prior to the dismissal. Parent(s)/guardians(s) must pick up their child by coming to the office.

## **III. STUDENT CODE OF CONDUCT**

### **STUDENT DRESS CODE:**

All students shall dress and groom in a manner that displays neatness, cleanliness, decency, modesty, and respect for others.

- A. All students need to come to school clean. This includes clean skin, teeth, nails and hair, as well as clean clothes. Hair should be combed.
- B. Students should wear shoes at all times. Students should not wear flip flops to school. Sandals must not be worn if a motorized wheelchair is in use in the classroom. Shoes with closed heel and toes are best.
- C. Student clothing, or lack of clothing, should not distract from the educational process. The following items are considered inappropriate for school wear:
  - a. Any shirt or top that does not fully cover a student's midriff or underarm. This includes see-through shirts and sleeveless shirts. All shirts must have sleeves.
  - b. Undergarments must be worn. Clothing must be worn in a manner that completely covers undergarments. Any shorts, skirts, skorts or dresses must be at least an inch above the knee in length, no shorter.
  - c. Clothing that depicts offensive slogans, alcohol or tobacco advertisements, sexually-oriented illustrations or profanity shall not be worn.
  - d. Hats, scarves, bandanas, ect., should not be worn in the building.
- D. In questionable situations, the Superintendent will make the final determination regarding the appropriateness of student dress.

## **IV. GENERAL INFORMATION**

### **TRANSPORTATION**

Transportation policies can be found in the transportation handbook that is given to each student yearly.

## LUNCH

The Hardin County Board of Developmental Disabilities will ensure lunch is available for all students. Lunch and milk prices will be the same as Kenton City Schools. At the start of the school year, a lunch menu calendar will be sent home. Students may buy their lunch or bring a packed lunch. Packers may buy milk. Parents are welcome to eat lunch with their children anytime.

## LOST & FOUND

The lost & found can be found by the front doors of the school. Lost & found articles should be placed in the lost & found location. Any items that remain at the end of the semester and year will be given to a charity or will be destroyed. Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, etc. to help ensure safe keeping.

## HEALTH AND SAFETY

- A. All procedures for emergency situations including fire drills, tornado drills, and rapid dismissals must be posted in the classroom. Written accounts of practice drills must be maintained and kept in the file.
- B. Medical and dental emergency procedures must be posted in each classroom and by each telephone.
- C. All emergency numbers must be posted in each classroom or area to the nearest phone.
- D. Adequate supervision of grounds, play areas, and other facilities must be provided at all times.
- E. Appropriate first aid materials and facilities must be available at all times.
- F. Each child shall have an updated immunization record on file at all times.
  - a. New students are required to submit immunization records within 15 days of enrollment.
  - b. New students are required to submit physicals within 30 days of enrollment.
  - c. Returning students must have a current physical every 3 years.
  - d. Due to state requirements, school age children in grades kindergarten, first, third, fifth, seventh, ninth, and eleventh are encouraged to have a yearly professional eye exam.
- G. Each child shall have a signed emergency medical form on file at all times, and updated yearly.
- H. Prior to administration of medication, food supplement, or modified diet, parental consent as well as written instructions from a licensed physician or licensed health care professional, as appropriate, must be on file and updated yearly. A written record or log including dosage, date, and time, shall be maintained and kept on file for at least one year.**
- I. Simon Kenton School permits delegated nursing. Medications are administered by the nurse or an authorized and certified delegated staff member.
- J. There must be at least one staff member who has completed a course in First Aid, communicable disease, CPR, and child abuse recognition and prevention, available at all times.
- K. All staff members must wash their hands after assisting a child with toileting, after diapering a child, before feeding any child, preparing or eating food, or when in contact with nasal or mucus secretions.

## COMMUNICABLE DISEASE

- A. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (d) of Rule 3301-37-07 of the Administrative Code.
- B. The following precautions shall be taken for children suspected of having a communicable disease:



- a. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- b. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.
  - i. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
  - ii. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
  - iii. Difficult or rapid breathing;
  - iv. Yellowish skin or eyes;
  - v. Conjunctivitis;
  - vi. Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with other signs of illness;
  - vii. Untreated infected skin patch(es);
  - viii. Unusually dark urine and/or gray or white stool;
  - ix. Stiff neck; or
  - x. Evidence of lice, nits, scabies, or other parasitic infestation.
- c. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the nurse and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(b) of this Rule as well as the following:
  - i. Unusual spots or rashes;
  - ii. Sore throat or difficulty in swallowing;
  - iii. Elevated temperature;
  - iv. Vomiting.
- d. Programs shall follow the Department of Health "Communicable Disease Chart" for appropriate management of suspected illness.
- e. A child isolated due to suspected communicable diseases shall be:
  - i. Cared for in a room or portion of a room not in use;
  - ii. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
  - iii. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before use by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
  - iv. Observed carefully for worsening condition; and
  - v. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

## CHILD ILLNESS POLICY

- A. We ask that you keep your child(ren) home for any of the following:
- a. Any symptoms associated with COVID 19.
  - b. Diagnosis of a communicable disease such as strep throat, pneumonia, or mononucleosis.
  - c. Fever greater than 100 degrees within the last 24 hours and without medication.
  - d. A cold with persistent coughing and/or unmanageable nasal discharge. Especially if the symptoms are keeping them up at night.
  - e. Vomiting and diarrhea within the last 24 hours.
- B. We ask that you please send a note about your child's illness when he/she has been absent for one - two days. An absence of 3 or more days may require a doctor's release before returning to school. Contact the nursing office if your child(ren) has/had:
- a. A serious injury, illness, condition requiring emergency treatment, hospitalization, or surgery.
  - b. A head injury or concussion.
  - c. An injury requiring sutures, casting, splints, or mobility assistance of crutches or wheelchair.
  - d. A new medication or allergy.
  - e. A contagious condition.

No child will ever be left unattended. In an emergency situation, one teacher will be left with the child while the other teacher follows our "Emergency Medical" procedure. There are times when someone must go to the hospital. Uncontrollable seizures, sudden severe and life-threatening illness, and accidents are examples of times when we take the student to the emergency room of the hospital. Additionally, should someone require medical attention and the parent/guardian cannot get to the program within 15 minutes, we will transport the person to insure appropriate treatment.

Every effort is made to contact the parents so that they can take the person themselves, or meet the staff at the Emergency Room. Except in the most life-threatening situations, hospitals will not treat children without the presence or permission of the parent. Every parent **is required** to submit a signed medical treatment authorization and emergency telephone numbers. This information is kept in the office and taken to the hospital with the child.

However, it must be emphasized that IT IS A RARE CASE WHEN THE CHILD CAN RECEIVE TREATMENT WITHOUT THE PARENTS BEING THERE WITH THEM.

Some individuals are subject to seizures. Our staff is trained in the care of individuals with seizures. The person will be closely observed and protected from danger to self. Medication for that purpose will be given if provided in advance by the parent with the proper prescription authorization form.

## TELEPHONE NUMBER CHANGE

It is extremely important that you notify the office immediately if you have a change in telephone number. This helps us to be able to contact you in case your child would have an emergency.

## TOYS

Toys, stuffed animals, dolls, and cards are not allowed at school unless they are for show and tell or special school occasions.

## VISITORS

For the protection of our children and to maintain a log of non-employed persons entering the school such as parents/ visitors/ volunteers/ college students, it is required that each person sign in at the office and get a name tag before moving throughout the halls or going to a classroom. All persons entering the building are expected to demonstrate respect for school personnel, students and property. Those not conducting themselves appropriately will be asked to leave. Such individuals will not be permitted to return to the building until approval is given by an administrator.

## CELL PHONES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the **Hardin County Board of DD (Simon Kenton School)** has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen **Hardin County Board of DD (Simon Kenton School's)** focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

### **I. Research**

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

### **II. Applicability**

This policy applies to the use of cell phones by students while on school property during school hours.

### **III. Use of cell phones**

Students are prohibited from using cell phones at all times unless they are part of a classroom activity..

### **IV. Exception**

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor, use as a speech device or address a health concern .

## **V. Cell phone storage**

Students shall keep their cell phones in a secure place, such as the student's cubicle, a closed backpack at all times when cell phone use is prohibited.

## **VI. Discipline**

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1. Give the student a verbal warning and require the student to store the student's cell phone in accordance with this policy.
2. Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
3. Place the student's cell phone in the school's central office for the remainder of the school day.
4. Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.
5. Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

## **Students with Medical Needs**

Students may have medical needs that require the use of a cell phone during the school day.

Schools and districts can work with students and families to determine if a student's medical needs require the use of a cell phone during the school day.

If a student needs to use a cell phone during the school day for medical reasons, an individual health care plan should be developed with the student, family, and school health team (such as the school nurse, medical monitor, or an administrator) and shared with the student's teachers. The plan may include: Communicate the individual health plan that includes cell phone use with all staff members who may interact with a student using their cell phone for these purposes.

**PARENT/STUDENT**  
**HANDBOOK SIGNATURE PAGE**

I have read the attached Parent and Students handbook. I understand the policies. I am committed to helping my child be successful in school and will make sure my child:

- is dressed according to the dress code
- attends school on time each day
- follows the school code of conduct

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

Parent Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_