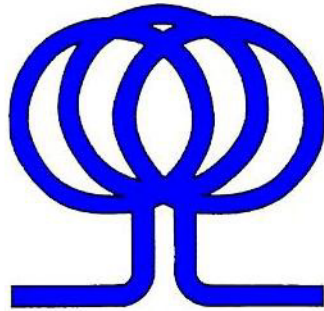




Ida Sue School

Parent Manual



**WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**



Dear Parents, Guardians, and Primary Caregivers,

I would like to welcome everyone old and new to the Ida Sue School. The mission of the program is to work in partnership with the enrollees, families, staff, and community to provide choices and options based on individual and family preferences enabling a quality of life satisfying to the individual in learning, living, working and participating in the community to the best of their ability. The Ida Sue School has a long tradition of providing the specialized services necessary to allow each individual to grow and develop to their full potential. The staff at the Ida Sue School will ensure that each child receives quality, individualized education to meet the needs of the family and child.

Each year we strive for growth, productivity, progress and new experiences for our students in the program. Our entire staff is dedicated to doing whatever it takes for each child to achieve success. This continued success is a result of the support of our families and the entire Wayne County community.

If at any time you have a question or concern about your child or the services we provide, please feel free to contact Jennifer Chong, Director of Educational Services, at 330-345-7251 ext. 272 or me at 330-345-6016.

Sincerely,

A handwritten signature in dark ink, appearing to read "David B. Ashley".

David B. Ashley, Superintendent
Wayne County Board of DD

Wayne County Board of DD Contact Numbers

Administration Office

330-345-6016
330-345-7270 (fax)

Ida Sue School

330-345-7251
330-345-7270 (fax)

Early Intervention

Patti Baumgartner

330-988-1300 ext.212
330-345-0917 (fax)

Home Visiting

Krista Fitzsimmons

330-988-1300 ext.216
330-988-1307 (fax)

Service & Support

Administration

Sarah Carter

330-264-4086
330-264-9805 (fax)

Transportation

Bobby Dailey

330-264-6902
330-264-0123 (fax)

Ida Sue School Staff

Superintendent – *David Ashley*

Director of Educational Services – *Jennifer Chong, ext.272*

Secretary – *Patti Schattschneider, ext.208*

Leslie Carraway
Heather Wickens
Ashley Hewit
Denise Roth
Andrea Spencer

Christy Koberstein
Dani Hatton
Rhonda Gowin
Kathleen Eby
Stephanie Spangler

Melissa Klingerman
Shelly Salazar
Shana Kopchak
Corie Selby
Judy Thompson

Beverly McClure
Rebecca Wirth
Jossie Desiato
Shelly Graham Norris
Carla Zollinger

THE WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (BD OF DD)

Seven members are appointed to the Board for three terms of four years. Five members are appointed by the County Commissioners; two members are appointed by the County Probate Court Judge. Three members of the Board are required to be parents or relatives of students and clients at Ida Sue School. Board meetings are open to the public. The Board meets on the fourth Tuesday of each month at 7:00 P.M. in the Conference Room of Ida Sue School.

SERVICES

Early Intervention provides services to children from birth to three. The staff consists of an Early Intervention Service Coordinators, Early Intervention Specialist, Physical Therapist, Occupational Therapist and Speech Therapists. The early intervention services provide family-centered and individually designed with the strengths and needs of each family in mind.

Services are provided in the child's natural environment utilizing a coaching model as determined by the needs of the child and family through team assessments.

Home Visiting supports families with evidence-based programming that encourages early prenatal and well-baby care. The goal of the program is to provide education to qualified families to promote comprehensive health and development of children. Home visiting seeks to improve maternal and child health, prevention of child abuse and neglect, encourage positive parenting, and promotes child development and school readiness.

To make a referral to either Early Childhood program , call 1-800-755-476 <https://ochids.odh.ohio.gov/public/refer>

School-age classrooms are self-contained rooms staffed by instructors and aides who offer specialized instruction in academics, communication, self-care skills, environmental and community skills, fine arts, physical development, and vocational skills. Specialists work together with the classrooms to provide appropriate activities for the students in the areas of PT, OT, Speech, and Physical Education. The school has primary, intermediate, and secondary classrooms focusing on students with severe to profound developmental disabilities, severe autism, and students with high medical needs, and runs from 8:15 a.m. to 2:15 p.m. daily.

Service Coordination (Service & Support Administration) provides a variety of services and support for families, adult clients and students.

The **Parent to Parent Organization** provides services such as respite care, parent training, and education, purchase/lease of special equipment, assistance with the purchase of materials for special diets, and modification to the home for eligible families. These services are administered by the Wayne County Board of DD through a contract with the Parent-to-Parent Organization.

Tri-County ESC Parent Mentor

Parent mentor services are provided free of charge to families of school-aged children in Wayne, Holmes & Ashland counties. They can assist with law & policies, transition, IEPs, ETRs, 504s, meetings, and local resources. <https://www.youresc.k12.oh.us/parent-mentor-services/>

The **Physical Therapist** regularly evaluates children in gross and fine motor areas and plans specific activities to be implemented on an individual basis or in small groups within the classroom. Assessments are made and combined with recommendations from hospitals and clinics, for each child's physician to provide the basis for individual physical therapy prescriptions.

There must be a doctor's prescription for physical therapy before services can be provided.

Speech Therapy programs are also provided in the school. Consultation with Instructors and Specialists provide guidance for developing total communication skills and language development programs for students whose difficulties impair their ability to communicate.

A Registered Nurse is responsible for the coordination and implementation of health programs and services for all school-age students; including dispensing of medications, organization, and administration of health procedures. An LPN is on the school staff to assist with implementation of health programs and to carry out physician ordered treatments and medications to students.

Occupational Therapy services are provided with specialized therapy for children in the school. Assessment, and diagnostic information and consultation are an important part of their services. This therapy may be provided within the classrooms or in other settings.

PROGRAM CLOSING OR DELAYS

As soon as a decision is made to delay or close our program due to weather conditions, an announcement will be made over **Text Alert System, WKVX-AM (960) and WQKT-FM (104.5) and Cleveland TV channels 3, 5, and 8**. If a delay is announced, please keep listening to the radio. A delay may be changed to a closing if continuing weather conditions warrant. **The Early Intervention morning home sessions will not be in session if a delay is announced. If bad weather conditions occur during the program day, it may be necessary to close prior to 2:30 p.m. Please make** arrangements now for the possibility. If we do close early, an announcement will be made over **WKVX-AM (960) and WQKT-FM (104.5)** radio. At other times during the year, although our program may be in session, some roads may be judged as unsafe for travel on a particular day due to snow, ice or other conditions. The Superintendent is responsible for all program closings or delays.

The school Remind app will also be used for school-wide communication for delays, closings and special announcements. App is not required to receive the text messages.

Late buses will also be announced on the radio or by telephone contact.

TRANSPORTATION NEEDS

The transportation needs of each student shall be considered when the initial Individual Education Plan (IEP) is developed, and during periodic reviews of the IEP document.

COMMUNICATIONS

All buses are equipped with two-way FM radios that allow us to communicate directly with the bus drivers anywhere in the county.

ACCIDENTS/INCIDENTS

Emergency cards are on file listing a phone number that may need to be used if an emergency occurs and you are unable to be reached.

If there is a change in your phone number, address, or emergency number - it is important that the school office be notified at once. This information is kept in every student's folder. We ask your cooperation in updating this information, for it needs to be complete, accurate, and current for emergency reasons.

If an accident occurs, a complete report is kept for each student on an **Unusual Incident Report** (UIR) form. First aid is given for all minor injuries, noted on the UIR form, and the parents/guardians are notified by a written notice or phone call. These UIR's are kept in each student's permanent file, and are available for parent review.

Unusual Incident Report forms will be filed in the school. Notification of unusual or significant accidents or incidents will be reported to the immediate supervisor, Director of Educational Services, and the Superintendent immediately.

In an emergency situation requiring a doctor's attention, attempts are made to contact both the family and doctor. If the family doctor cannot be reached, the Rescue Squad will transport the student to the Emergency Room at Wooster Community Hospital.

Oxygen is on hand in the school. Each parent/guardian is asked to fill out an emergency form giving the program permission to follow emergency procedures in the event that either the parent/guardians or the emergency number furnished by the parent/guardian cannot be reach.

Whenever an incident concerning an individual with a developmental disability comes to our attention, whether it occurs at school or at home, we are required to fill out a UIR. We will send a copy of the UIR home with your child, and you are always able to view these reports contained in your child's permanent file.

Some incidents are serious enough to be classified as Major Unusual Incidents. These may include any unplanned hospital admissions, any medical emergencies such as resuscitation, IV's or surgery, any law enforcement involvement, or any incidences of abuse, neglect or rights violations. We are then required to file these MUI's with the Ohio Department of Developmental Disabilities. As mandated reporters, if abuse or neglect is suspected, call Wayne County Children Services.

When these are filed, our Investigative Agents, Darlene Pido or Matt Petroc, will contact all persons involved, including the family, to get more information. They will then file a report. These investigative and reporting procedures are intended to protect all children. We appreciate your cooperation during these required processes.

PROGRAM ACCESS

Any parent or guardian of a child 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 register upon entering the building.

PARENT CONFERENCES

Two parent conferences are held each year. The first conference with all parents is scheduled in November. We strive for 100% attendance. The second conference with all parents is the IEP Conference. These are scheduled throughout the year. Staff and parents work closely together to develop successful learning environments for the students. Parents are encouraged to jot down ideas, things that are working, and things they would like to see happen and bring these to the Parent Conference to share with the staff. The conference is also a time to give input as to how IDEA-B funds can best be utilized for technology and to let us know how effective our program has been.

SCHOOL GRADING AND PROGRESS REPORTS

Progress reports are sent home to parents, guardians, and residential home operators four times during the school year. Reports will go out 1 week after the 9-week grading period ends. The reports reflect progress being made by your child. The progress reports are distributed to students in the School-age Programs.

LUNCHES

Lunch and breakfast are by Wooster City Schools. More information will be sent home with your child the first week of school about pricing, including the Free & Reduced Lunch form to complete and return to Wooster City Schools. If your child does not eat off the lunch menu, please send a packed lunch (and/or breakfast) to school. You may also send in snacks for during the day.

WELLNESS POLICY

Ida Sue School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, our school uses a policy that will engage students, staff, and parents. We will have guidelines for staff on the nutritional limitations that can be offered to the children during school hours. We will have school lunches that meet the National School Lunch Program requirements. Nutrition education will be provided to the students and through their classroom activities. Physical activity will be encouraged and implemented throughout the student's daily schedule in addition to meeting Ohio Department of Education requirements.

ATTENDANCE AND ABSENCE

The Ida Sue School Attendance Policy has been updated on Ohio House Bill 96 to reflect chronic absenteeism. Chronic Absence is missing at least 10% of instructional time for *any reason* in the school year. Student absences, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning. All absences count towards chronic absenteeism.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness of the child, which may require a written physician's statement
2. Illness in the family necessitating the presence of the child
3. Appointment with a healthcare provider
4. Quarantine in the home
5. Death of a relative
6. Medical, behavioral, or dental appointment. Coming to school before and/or after the appointment is recommended
7. Observance of religious holidays, when outside "Religious Expression" below
8. Absences due to a child's placement in foster care or change in foster care placement or any court proceedings related to the child's foster care status
9. Absences due to a student experiencing homelessness, defined as a student who lacks a fixed, regular, and adequate nighttime residence
10. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian
11. The Director of Educational Services may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student's parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.
12. Emergency or other set of circumstances in which the judgment of the Superintendent or Director of Educational Services of school constitutes a good and sufficient cause for absence from school

The **parent, legal guardian, or custodian must provide an explanation for the absence**, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.

The parent, custodial parent, guardian, legal guardian, or other responsible person shall **notify the program prior to 9:15 a.m. Please inform the school of the reason for the absence (e.g. illness, Dr. appointment, family function, etc.).** When notification has not been received, the School office will call by 10:15 to verify absence.

Chronic vs Habitual Absences

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Habitual Truancy: Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student's district or school determines the student and student's family are making satisfactory progress in improving the student's attendance at school. However, if the student and the student's family cease to continue making progress in improving the student's attendance, a complaint in the juvenile court shall be filed. Attendance staff may consider individual barriers, medical diagnoses, and/or previous communications from families. Satisfactory progress may not look the same for all students.

Thresholds of unexcused absences only:

- a. 30 or more consecutive hours (approximately 5 school days)
- b. 42 or more hours per month (approximately 7 school days)
- c. 72 or more hours per year (approximately 12 school days)

*****Ida Sue School consults and collaborates with the student's district of residences to determine the course of action or intervention strategies and per their local school attendance policy.***

The Wayne County Board of DD believes that regular attendance and engagement are essential to student success. Students who attend school consistently are more likely to make progress toward their individualized goals, achieve academic growth, develop important life and social skills, benefit from therapeutic services, graduate on time, and be prepared for future opportunities, greater independence, employment, and active participation in their communities. Therefore, it is the policy of the district to support the removal of barriers to full participation in learning and to reduce chronic absenteeism.

LEAVING THE BUILDING DURING THE DAY

When picking up a student early, before dismissal time (or bringing late to school), the person responsible must sign the Sign-Out / Sign In Ledger Form that is in the office.

A written request or phone call from the parent or guardian must be made to the school if a student is leaving the building early during the day. Guardian or parent must sign student out at the front office. **If someone other than a parent is picking up the student, the school must be notified who will be picking up the student.** This person should also be listed on Emergency Medical Form and a form of identification (i.e. driver's license) will be requested. If the student is not returning to school that day, the front office will notify the bus garage. No child will be released to anyone other than parents/guardians without prior written or verbal permission from the parents/guardians.

LATE ARRIVAL TO THE PROGRAM

If for some reason your child is going to be late to the program, we ask that you inform us the day before or in the morning by 8:45 a.m. that he /she will be late. This will assist us in ordering lunches for the day and planning for any classroom events that may be occurring on that day.

When you bring your child in late to the program the person responsible **must escort** the student into the school and **must** sign him or her in so we are aware that he/she has arrived.

STUDENT DRESS CODE

Appearance and wearing apparel are to be in good taste, in accordance with the health and well-being of all students, and non-disruptive to the school's routine.

1. Footwear must be worn. Sandals/flip flops are discouraged because they do not protect the feet from possible injury, as well as not providing proper balance and stability causing a student to trip and fall.
2. Tank tops, T-shirts designed to be worn as underwear, clothing decorated with obscene language, gestures, offensive logos (skulls, monsters'), or which make reference to subjects inappropriate at school (alcohol, illegal substances, personal activities, etc.) are unacceptable.
3. Clothing with holes that do not cover appropriate areas is unacceptable.
4. Underwear, including age-appropriate items (bras, shorts) must be worn if no other functional undergarments (diapers, pull-ups) are worn.
5. Excessively tight (yoga pants) or extremely small-fitting clothing is unacceptable.
6. Excessively baggy or low riding pants may require the student to wear a belt.

NAME LABELS

To help your child claim their personal clothing, book bags, etc., please label the items clearly with an indelible marker, with both first and last names.

CHANGES OF INFORMATION

When there is a change in the information for your child, please notify your teacher and call the school office as soon as possible. This information can include residential address, employment, telephone numbers, doctor/dentist information, emergency contact information, a change in medications, and permissions to release to other adults.

DUE PROCESS PROCEDURES

Due process is an orderly procedure that allows a person to be heard and protects their individual freedoms. The Wayne County Board of Developmental Disabilities ensures that an individual or the parent of a minor, or the guardian 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 Ida Sue School the procedures for due process as described by Rule 3301-51-02 of the Administrative Code, the education of handicapped children, shall be followed.

The Superintendent is designated to assist individuals with this complaint process. The administrative office of the board is located at 266 Oldman Road, Wooster, Ohio 44691; phone number (330) 345-6016; FAX (330) 345-7210.

Ohio Legal Rights Services	1-800-282-9181
Ohio Department of DD	1-800-617-6733
Service & Support Administration	330-264-4086
Emergency Phone	330-465-6381

FEDERAL PROJECTS

Ida Sue School receives federal funds through the Ohio Department of Education from Title VI, Part B IDEA. These funds are used to provide partial support for classroom aides.

We ask for your input, questions, and suggestions for these services. Please call the Director of Educational Services at 330-345-7251 to discuss these programs.

MEDICAL EVALUATION REQUIREMENTS:

To comply with board policy, a current medical evaluation is required within 90 days of the date of enrollment and an updated evaluation is required every 3 years. The nurses will notify parents when the medical evaluation is due.

WHEELCHAIR SAFETY

Wheelchairs are required to have anti-tip bars in place and in the down position, to help ensure the safety of the individual.

IMMUNIZATIONS

A student shall not be permitted to remain in school for more than fourteen days without satisfactory evidence of *required immunizations in accordance with the current Ohio Department of Health School Immunization Guidelines*, or evidence that the student is in the process of being immunized.

A student who has had ~~natural~~ rubella, mumps or chickenpox (*varicella*) and *provides appropriate medical documentation of prior disease or immunity may be exempt from immunization for that disease*. In the event of an outbreak, exclusion and return to school decisions will be determined in accordance with guidance from the local health department.

A student may be exempt from certain immunizations if a physician provides written documentation stating that the immunization is medically contraindicated. A student may also be exempt from immunization requirements for religious, philosophical, or moral reasons, when written documentation from the parent/guardian is provided to the school.

Any student with incomplete immunizations may be excluded from the school in the event of a disease outbreak determined by the local health department.

Please refer to the attached *Ohio Immunization Summary for School Attendance* for current immunization requirements. Additional information about immunization requirements is available through the Ohio Department of Health.

INFECTION CONTROL

Infection control *within our school is taken seriously*.

If a student is determined to be ill, the parent/guardian will be contacted for pickup of the student. A student may return to school in accordance with the illness guidelines listed below or written authorization from the physician.

EMERGENCY ROOM VISITS, HOSPITALIZATIONS, AND MEDICAL PROCEDURES:

*Any child who has had a visit to the emergency room or an admission to the hospital, or any type of surgery (oral, dental, etc.) requires a release from the doctor to return to school with any restrictions included. Please get a form from the school or request to have it faxed to the hospital to be filled out. (See sample form in manual).

Notification of any unexpected or unplanned ER visits or hospitalizations will be documented in the unusual incident report form (UIR).

COMMUNICABLE DISEASE POLICY

The school utilizes guidance from the Ohio Department of Health when making communicable disease prevention, exclusion, and returning to school decisions. Additional documentation or physician's release may be required prior to student returning to school, as determined by the school nurse or administration. Current communicable disease exclusion and return to school recommendations are available through the Ohio Department of Health.

Students may exhibit different symptoms or no symptoms at all, depending on the illness. A fever is not always present when an individual is ill, and normal body temperatures may vary between individuals.

Parents/guardians should follow these guidelines to determine if a *student should* stay home if any of the following symptoms are present. These guidelines will also be used *by the school to determine whether a student should be excluded due to illness.*

- Temperature of 100.4° F (38 °C) or higher
- Unusual spots or rashes
- Severe coughing or whooping sound, causing a red or bluish color to the face
- Difficult or rapid breathing
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Conjunctivitis
- Untreated infected skin *lesions*
- Unusually dark urine or gray or white stool
- Sore throat or difficulty swallowing
- Evidence of lice, scabies or other parasitic infestation
- Stiff neck
- Excessive nasal drainage, *or other symptoms that interfere with the student's ability to participate in the school day.*

Conditions under which your child will be readmitted to the school classroom are:

- *Fever free for at least 24 hours without the use of a fever, reducing medication.*
- *Free of vomiting for at least 24 hours without the use of medication.*
- *Free of diarrhea for at least 24 hours without the use of medication.*
- *A physician's release has been provided when required by nursing or administration.*

BLOODBORNE PATHOGEN EXPOSURE

Parents/guardians will be notified if their child is involved in an incident that may result in exposure to a bloodborne pathogen. An example of potential exposure includes a human bite that breaks the skin or a needlestick injury.

Any student or staff member involved in a potential exposure incident will receive appropriate first aid and follow up recommendations in accordance with the schools' Exposure Control Plan.

When indicated, the exposed individual will be referred for a medical evaluation and follow up care. Parents/guardians are responsible for contacting their child's healthcare provider regarding recommended testing, treatment, and follow up.

MEDICATION AND MEDICAL TREATMENT PROCEDURE

Prescription medications and treatments that are required during the school day must have a completed Medication Authorization Form and/or Treatment Authorization Form on file with a physician's signature before they can be administered. These forms are available from the school nurse and must be completed by the school nurse and/or by the student's physician. All prescription medications must be provided in the original pharmacy labeled container with instructions that match the physician's order.

School supplied acetaminophen (Tylenol) may be administered occasionally with parent/guardian authorization documented on the student's Emergency Medical Form. If a student requires routine administration of acetaminophen (Tylenol) or any other over the counter medication during the school day, the parent/guardian must provide the medication in the original manufacturer's container along with a completed Medication Authorization Form.-

Parents/guardians are responsible for notifying the school nurse of any changes to their child's medications or treatments throughout the school year to ensure all medication and treatment information remains current.

WCBDD MEDICATION LOGS MEDICATION TRANSPORTATION

Medications transported between home and school must be handed directly to the bus driver or designated staff and may not be sent in the student's backpack or personal belongings. The school provides tamper-proof bags which are available at the school or on the school bus.

When sending medication to school, the parent/guardian or caregiver must place the medication in the tamper-proof bag and complete the "Sent By" section of the Medication Transportation Log provided by the bus driver before the medication is transportation.

When medication is returned home from the school, the parent/guardian or caregiver receiving the medication must complete the "Received By" section of the Medication Transportation Log to verify they have received the medication in a tamper-proof bag.

Empty medication bottles being transported between school and home will follow the same medication transportation procedures.

Ohio Immunization Summary for School Attendance, 2026-2027



Vaccine/Grade	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
DTaP Diphtheria, Tetanus, Pertussis	4 or more doses												
Hep B Hepatitis B	3 or more doses												
MMR Measles, Mumps, Rubella	2 doses												
Polio	3 or more doses												
Varicella (Chickenpox)	2 doses												
Tdap Tetanus, Diphtheria, Pertussis								1 dose					
MCV4 Meningococcal ACWY								1st dose				2nd dose	

Important Notes:

- 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 questions.**



Ohio School Immunization Requirement Details

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. <i>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.</i>
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. <i>If both tOPV and IPV were administered as part of a series, the total number of doses needed to complete the series is the same as that recommended for the U.S. IPV schedule. 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.</i>
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. <i>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.</i>
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.

VIDEOTAPING

Because of the Elementary and Secondary Education Act of 1965 (*ESEA*), and the following laws:

Individuals with Disabilities Act (IDEA), section 300.138(a) –

[Each State must demonstrate that ‘children with disabilities are included in general State and District-Wide assessment (testing) programs’]

Ohio Revised Code, section 3302.03(E) -

[...the inclusion of ‘all students taking a test with accommodation (help) or to whom an alternate (different) assessment is administered’],

We may be videotaping/photographing students for educational purposes or for promotional records. You may indicate your preference to allow these opportunities by signing the Enrollee Permissions Form that will be sent home with your child.

DISCIPLINE PROCEDURES

Discipline techniques will be positive and emphasize the development of self-discipline. Redirection, verbal prompts, modeling, and (when appropriate) physical prompts will be used for teaching skills as well as discipline programs.

It is our goal to give each child effective techniques to develop self-control. These may include:

- Focusing on positive teaching and support techniques which will emphasize offering choices and solving problems.
- Redirecting children to more appropriate behavior and activities.
- Reminding children of the rules and consequences when needed.
- Discussing with the child his/her feelings and actions and other ways he/she could have handled the situation.
- Providing an opportunity for a child to calm down and regain control of his/her emotions.
- Using supports such as gestures, picture schedules, prompts, and verbal cues to assist children in developing their positive social behavior.
- Consulting with parents, psychologists, specialists, staff persons, and/or supervisors to discuss alternatives which may involve the development of an individual behavior management program to encourage the acquisition of pro-social skills and self-discipline at home, on the bus, and at school.
- Using graduated guidance for educational activities, and sensory measures such as hugs, deep pressure and other techniques as guided by a therapist

We do not use corporal punishment as a discipline tool. Other methods **not** used for discipline procedures include:

- × Physical restraints
- × Peer or child directed punishment
- × Abuse or neglect
- × Separation or removal to an alternate space away from the other children
- × Withholding of food, rest or access to the toilet
- × Humiliation, shame, fear, threats, derogatory remarks, profane language

Behaviors that out of the norm for a student or results in injury/harm to another student or staff member or themselves, an Unusual Incident Form (UIR) will be reported to the agency’s Investigative Agent as well as to parent/guardian of student.

Suspected child abuse or neglect **MUST** be reported to the County's Children's Services Board in accordance with section 2151.42 of the Ohio Revised Code.
The behavior support policy in its entirety may be viewed upon request.

Student Behavior Support and Response Procedures

At Ida Sue School, we recognize that student behaviors are often a form of communication. As a school serving students with diverse learning, communication, sensory, and medical needs, our approach focuses on understanding the purpose of behaviors and providing appropriate supports rather than relying on traditional disciplinary consequences.

When a student demonstrates behaviors that may pose a risk to themselves or others, interfere with learning, or require additional support, staff will respond using evidence-based practices and individualized interventions. Significant incidents may be documented through an Unusual Incident Report (UIR) and communicated to parents/guardians as appropriate.

When behavioral concerns become repetitive or increase in frequency, the educational team will begin collecting and reviewing data to identify patterns, triggers, environmental factors, and possible functions of the behavior. This information is used to develop proactive strategies and interventions designed to support student success.

Additional supports may include:

- Increased behavior monitoring and data collection
- Implementation of classroom-based interventions and positive behavior supports
- Collaboration with parents/guardians to ensure consistency between home and school
- Consultation with related service providers and support staff
- Review of the student's current IEP goals, accommodations, and supports

If behaviors continue despite interventions, the IEP team may convene to review the student's needs and determine whether additional supports are necessary. The student's home district will be involved in these discussions and kept informed throughout the process.

As needed, the team may conduct a Functional Behavioral Assessment (FBA) to better understand the purpose of the behavior and develop a Behavior Intervention Plan (BIP) tailored to the student's individual needs. In some situations, the school may request assistance from the home district, including consultation or observation by a behavior specialist or other qualified personnel.

Our goal is to work collaboratively with families, home districts, and support professionals to create a safe, positive, and supportive learning environment that promotes student growth, independence, and success.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

FAMILY INVOLVEMENT

We highly encourage the involvement of families in the education of our students. This involvement directly affects the success of the students' educational efforts. With a cultural sensitivity and respect for the diversity of families, we value and encourage parent and family involvement as partners and decision-makers in our school's continuous improvement planning and educational support activities.

Communication is one important aspect of family involvement. You will receive updates on your student's progress and links to the classroom staff through daily notes, phone calls, parent conferences, and other face-to-face meetings. These all help to establish two-way communication.

Using these communication methods, your assistance may also be secured to help with getting results of tests, gaining information from health care professionals, and comparing behaviors between school and home.

Our Ida Sue School staff will help families in many areas, including education, family support services if needed, transition planning to and from other programming, and linkages to other community resources. Family input and feedback is vital. As a team, we need your help in providing educational services to your child.

Communicating back and forth about how and when to assist your child in techniques, strategies and skills will help to improve your child's academic success and support their development as future responsible adult members of society.

As a team, we will help each other to create supportive conditions at school and at home that emphasize the importance of education and learning. Parents may request copies of inspection reports at any time and file complaints by contacting the Director of Educational Services, Director of Program Operations or the Superintendent.

We strive to create welcoming and supportive school environments for parents and families that are child-centered and family-strengthening.

McKINNEY-VENTO HOMELESS ASSISTANCE ACT

In compliance with the McKinney-Vento Homeless Assistance Act, the child's school district must make school placement determinations on the basis of the best interest of the student. To the extent feasible, homeless students are kept in school of origin unless doing so is contrary to the wishes of the student's parents or guardian.

The Wayne County Board of DD assures that:

1. it reviews and revises Board policies and regulations to eliminate barriers to the enrollment, retention and success in school of homeless students.
2. the Board does not segregate homeless students into separate schools or separate programs within a school based on the student's status as homeless.
3. it appoints a Board liaison who ensures that homeless students enroll and succeed in school,
4. homeless students are provided with transportation services that are at least comparable to the service provided to non-homeless students

Ida Sue School Emergency Operations Plan

Our school has adopted a new Emergency Response Plan that outlines procedures for a variety of situations, including fire, tornado, and safety-related incidents. Because families are an important part of our team, the information below explains your responsibilities and how we will communicate with you in the event of an emergency. A copy of the plan is posted at the school for your review. We greatly appreciate your cooperation and support—both during regular school hours and in times of emergency.

[Excerpted from the Emergency Operations Plan]

Parents/Guardians

Expectations include:

- Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
- Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
- Read, understand, and observe the school emergency guidance provided before, during, and after an emergency.
- Understand their roles during a school emergency.

Communication with Parents

Before an incident occurs, Ida Sue School will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school's emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will be included in School memos to families, the Parent handbook, Facebook, *Remind* and website.
- Identified parents who are willing to volunteer in case of an incident will be included in preparation efforts and training.

In the event of an incident, Ida Sue School will:

- Disseminate information via e-mail listserv, Facebook page, website, and *Remind* to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at school.
- Describe how the school and school district are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number or website address where parents can receive updated incident information.
- Keep parents informed about when and where school will resume.

After an incident, Ida Sue School administrators will schedule and attend an open question-and-answer meeting for parents as soon as possible.

**Wayne County Board of DD
Transportation Department
266 Oldman Road
Wooster, OH 44691
330-264-6902 / 330-264-6903**

To: All Parents, Guardians, and Home Operators

From: Mary Jo Starr, Supervisor & Bobby Dailey, Program Manager

TRANSPORTATION GUIDELINES

The following information is provided to help ensure safe and efficient transportation to and from the school. The rules and regulations for pupil transportation established by the Ohio Department of Education and the Ohio Department of Highway Safety shall be followed consistently. We respectfully ask that parents, guardians, and home operators read and discuss these guidelines with the students and in their care. The cooperation of all individuals using transportation is a vital part of a successful program.

1. Parents, Guardians, and Home Operators shall share the responsibility for the safety of enrollees while going to and from pick-up points and for meeting the bus **on schedule**. Parents or caregivers must meet the bus/van in the morning and in the afternoon to provide assistance to those riders who need additional help.
2. Enrollees are permitted to bring items *that pertain to school*. All items must be able to fit in a book bag or satchel and be held on the lap.
3. Drivers will wait no more than **2 minutes** at a designated bus stop or residence *if acknowledged*. Please have your enrollee *ready at least 10 minutes before the bus/van is scheduled to arrive*. If the driver has to wait at every stop, the bus or van will arrive late at school. Traffic backups are dangerous and safety of all passengers is threatened when the driver has to hold up traffic waiting for a late individual.
4. During the winter season, it is the responsibility of the parent/caregiver to make sure all driveways, turnarounds, and pick up spots *are free of ice and snow*. Please advise us if your lane or turnaround is in bad condition, and we will try to work out alternatives for pickup or drop off. The driver will advise us of conditions. If it is determined that the driveway or turnaround is not safe or passable, the enrollee will not be picked up.
5. If an enrollee is a **no-show for 2 consecutive days**, the bus/van will not return for pick-up until the Transportation Office receives notification that the enrollee is ready to return to school.
6. **If an enrollee is not going to use transportation on any given day, or there is a change in transportation plans, please call the Transportation Office 330-264-6902.** If you are going to pick up an enrollee early, you must do so before 2:15 pm. Be sure to sign them out and notify the Transportation office.

Our Transportation System operates very safely and efficiently because of the cooperation between enrollees, parents, guardians, home operators, and our Transportation Staff. If you have any questions, please don't hesitate to call or stop by the Transportation Office.

WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES



Recognition of the Bill of Rights for Persons with Developmental Disabilities.

Section 5123.62 of the Ohio Revised Code states the rights of persons with developmental disabilities. It is required that employees of county boards of developmental disabilities are aware, understand, and acknowledge that the rights have been presented and explained. Please read the following rights and sign below to acknowledge your awareness and understanding of enrollee rights.

According to Section 5123.62 of the Ohio Revised Code the rights of persons with developmental disabilities include, but are not limited to, the following:

- A. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- B. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
- C. The right to food adequate to meet acceptable standards of nutrition;
- D. The right to practice the religion of their choice or to abstain from the practice of religion;
- E. The right of timely access to appropriate medical and dental treatment;
- F. The right of access to necessary ancillary services including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
- G. The right to receive appropriate care and treatment in the least intrusive manner;
- H. The right to privacy, including both periods of privacy and places of privacy;
- I. The right to communicate freely with persons of their choice in any reasonable manner they choose;
- J. The right to ownership and use of personal possessions so as to maintain individuality and dignity;
- K. The right to social interaction with members of either sex;
- L. The right of access to opportunities that enable individuals to develop their full human potential;
- M. The right to pursue vocational opportunities that will promote and enhance economic independence;
- N. The right to be treated equally as citizens under the law;
- O. The right to be free from emotional, psychological, and physical abuse;

- P. The right to participate in appropriate programs of education, training, social development, and habilitation and in programs of reasonable recreation;
 - Q. The right to participate in decisions that affect their lives;
 - R. The right to select a parent or advocate to act on their behalf;
 - S. The right to manage their personal financial affairs, based on individual ability to do so;
 - T. The right to confidential treatment of all information in their personal and medical records, except to the extent that disclosure or release of records is permitted under section 5123.89 and 5126.044 of the Revised Code;
 - U. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
 - V. The right to be free from unnecessary chemical or physical restraint;
 - W. The right to participate in the political process;
 - X. The right to refuse to participate in medical, psychological, or other research or experiments.
-



ENROLLEE PERMISSION INFORMATION

IDA SUE SCHOOL

266 Oldman Road Wooster OH 44691

(330) 345-7251



ENROLLEE NAME _____ DATE _____

ADDRESS _____ BIRTHDATE _____

PHONE _____ SCHOOL DISTRICT _____

SOC. SEC. # (if any) _____ MEDICAID # (if any) _____

LAST SCHOOL/PROGRAM ATTENDED _____

PARENT/LEGAL GUARDIAN

NAME _____

FATHER'S NAME

MOTHER'S NAME

ADDRESS _____ PHONE _____

Father's email _____ Mother's email _____

EMPLOYMENT (FATHER) _____ PHONE _____

EMPLOYMENT (MOTHER) _____ PHONE _____

FOSTER HOME OR GROUP HOME _____

ADDRESS _____ PHONE _____

SCHOOL DISTRICT OF RESIDENT (DOR) _____

_____ yes _____ no Permission is granted for the enrollee to be included in the classroom roster, to be given upon request to any parent of a classroom child, and can be used for other school purposes.

_____ yes _____ no Permission is granted for the enrollee to participate in all program activities, including field trips, swimming, recreational activities, etc., during the course of this school year and summer programming.

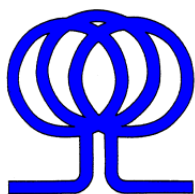
_____ yes _____ no Permission is granted for the enrollee to appear in still or motion pictures for educational, promotional (including newspaper and social media) or other appropriate purposes.

_____ yes _____ no Permission is granted for the enrollee to appear in the Ida Sue School Yearbook.

Please list any specific exclusions here: _____

Signature of Father, Mother or Guardian

Date



**WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

Ida Sue School

266 Oldman Road Wooster, Ohio 44691
(330) 345-7251 ext. 235 Fax (330) 345-0917

**Nurse Delegation
Permission Slip**

Dear Parent or Guardian,

Due to the Ohio rule on administration of medication the following permission slip needs signed and sent back to nursing as soon as possible. This is to permit the individual who participates in off-site activities and/or if a nurse is not available on-site, to be able to receive their medication or treatment by certified staff under the direction of a nurse. A physician's order is required for all treatment and medications that the individual will need to take. A form for the physician's order will be attached if we need one. When this permission slip is signed and dated, please turn the form back into nursing as soon as possible. If you have any questions or concerns, please feel free to call 330-345-7251 ext. 248.

Thank you,
Jossie Desiato, RN
Manager of Nursing Services
Wayne County Board of DD

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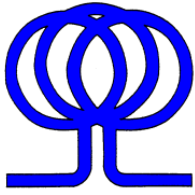
I hereby request and give permission to certified DD Personnel or a nurse to administer medication and/or treatment procedures to my individual as instructed by the physician.

ALL MEDICATIONS MUST BE BROUGHT TO THE STAFF IN ITS PROPERLY PHARMACY LABELED CONTAINER. THIS LABEL MUST MATCH THE PHYSICIAN'S ORDER. MEDICATIONS WILL BE KEPT WITH THE CERTIFIED DD PERSONNEL.

Notify nursing of any medication changes ASAP and provide a new, written, and signed physician's order.

Students Name _____

Parent/Guardian's Signature _____ Date _____



**WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

Ida Sue School

266 Oldman Road Wooster, Ohio 44691
(330) 345-7251 ext. 235 Fax (330) 345-0917

Seizure History Form

School Year _____

Student Name: _____ Date of Birth: _____

List any medication(s) your child currently takes for seizures (dosage and frequency):

Rescue medication(s) that your child is prescribed: _____

1. What type of seizures does your child have, and how often do they occur?

Type: _____ Date of last seizure: _____

Frequency of seizures: _____ Duration of seizure activity: _____

2. Does your child have an aura or warning of an oncoming seizure? If yes, what is it?

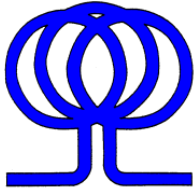
3. What triggers the seizure?

4. Describe your child's seizure activity:

5. Post-seizure activity:

Parent/Guardian signature: _____ Date: _____

Reviewed by nursing: _____ Date: _____



WAYNE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Ida Sue School

266 Oldman Road Wooster, Ohio 44691
(330) 345-7251 ext. 235 Fax (330) 345-0917

This form should be completed and signed by the individual's parent/ guardian and physician. Please be sure this is filled out completely. If information is missing, it will be returned to you for completion. This must be returned to school before the first day of attendance. All the medications listed should be the ones that are to be given during school hours. **If school nurses need to administer any medications, a doctor's signature is required.**

NOTE TO THE PHYSICIAN: All medications must be listed, including over-the-counter medications, even if they are routine. All the information below must be filled in to meet the state requirements. If you are unaware of the start/stop date, enter today's date and next year's date. Please note: this form will be completed yearly. Thank you for your cooperation!

To dispense Medications at school: Please send medications with the enrollee, securely closed and labeled with a pharmacy label containing the enrollee's name, medication name, dosage and time to be given. The medication should be given to the bus driver.

ONE MEDICATION TO A CONTAINER, PLEASE

Individual's Name: _____
Address: _____

Medication Name & Dosage: _____
Time(s) to be given: _____
Start Date _____ Stop Date _____
Special Instructions: _____
Side effects to be reported: _____

Medication Name & Dosage: _____
Time(s) to be given: _____
Start Date _____ Stop Date _____
Special Instructions: _____
Side effects to be reported: _____

Medication Name & Dosage: _____
Time(s) to be given: _____ Start Date _____
_____ Stop Date _____
Special Instructions: _____
Side effects to be reported: _____

Medication Name & Dosage: _____
Time(s) to be given: _____
Start Date _____ Stop Date _____
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Time(s) to be given: _____
Start Date _____ Stop Date _____
Special Instructions: _____
Side effects to be reported: _____

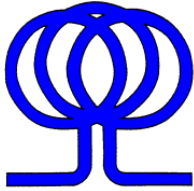
Parent/Guardians Signature _____ Date _____

Is this student capable of self-administration with assistance? Yes No

Physician's Signature _____ Date _____

Physician's Address _____ Phone _____

*****NO PHYSICIAN STAMP WILL BE ACCEPTED FOR SIGNATURE*****



**WAYNE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

Ida Sue School
266 Oldman Road Wooster, Ohio 44691

Treatment Authorization Form

Special health care procedures, (example – tube feedings, aerosols, glucose tests, weights, blood pressures, etc.)
must be prescribed by a physician.

Please have the physician complete this form with information asked for, sign, and date it, then return to the Program Nurse.

DOB: _____

Student's Name _____

Student's Address _____

Procedure Prescribed _____

Frequency procedure is to be done _____

Instructions/observations to report _____

Date of Request _____ Date of Termination _____

Physician's printed name _____

Physician's Signature _____

Physician's Address _____

Physician's Phone _____ Fax _____

I, (parent, guardian) give permission for the nursing staff at Ida Sue School to administer the above listed procedure to my child as ordered by the physician.

Parent/Guardian Signature _____ Date _____



Ida Sue School

Wayne County Board of Developmental Disabilities

266 Oldman Road Wooster, Ohio 44691
(330) 345-7251 ext. 272 Fax (330) 345-0917
Superintendent's Office (330) 345-6016

PHYSICIAN RELEASE FORM

Patient Name: _____ **Date of Birth:** _____

Date of Evaluation: _____

Reason for Absence: _____

Medical Clearance

The student is medically clear to return to school **with the following considerations:**

1. Attendance:

- ☐ Full-time return
- ☐ Home-Instruction
- ☐ Other: _____

2. Physical Activity Restrictions:

- ☐ No restrictions
- ☐ Limited physical activity (Specify: _____)
- ☐ No participation in physical education (PE) until further notice
- ☐ Other: _____

3. Therapy Services Required at School:

- ☐ Occupational Therapy - Frequency and/or limitations: _____
- ☐ Physical Therapy - Frequency and/or limitations: _____
- ☐ Speech-Language Therapy - Frequency and/or limitations: _____
- ☐ Other: _____

4. Follow-Up Care Required:

- ☐ Follow-up appointment scheduled for: _____
- ☐ Additional medical clearance required before full participation.

Physician Name: _____ Medical Facility: _____

Phone Number: _____ Fax Number: _____

Parent Signature: _____ Date: _____

Physician Signature: _____ Date: _____

Please sign and return this page to verify receipt of Ida Sue School Parent Handbook. The handbook is also available online as a reference for school questions throughout the year. If you have any questions, need to clarify information, and to share concerns, please contact the main office at 330-345-7251 or the Director of Educational Services, Jennifer Chong at 330-345-7251, ext.272.

**I have received a copy of the
Ida Sue School Parent Handbook**

Student Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Please return this signed form to Ida Sue School.