Welcome to Beacon School
Student Handbook
2014-2015
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Dear Parents and Guardians,

This handbook has been prepared to help you understand the procedures used in the school-age program at Beacon School. We want to work closely with you and your local school district to ensure that appropriate educational programs and services are provided to your child. We also want to provide a safe and effective school and transportation experience for every child, each day.

These procedures are designed to ensure a safe and orderly school program. We ask that you carefully read the contents, ask any questions you may have and do whatever you can to support the staff and administrators in their work on behalf of your child each day.

You are a very important member of our school team. Therapists and specialists work daily with your child, in order to meet your child’s needs. It is helpful for each of them to communicate with you about plans and activities you desire for your child. In addition to this handbook, we will also communicate through phone calls, home visits, parent conferences, email, and Individualized Education Program (IEP) meetings.

The most important message is our need to be able to contact you in the event of an emergency. Please inform us of any changes in your phone number or address. Make sure that we always have an accurate, current phone number for you. We do not anticipate having an emergency, but if we do, time can be very critical in getting assistance for your child.

We thank you for your continued support. Please do not hesitate to contact us if you have any questions about our program or this handbook.

I look forward to working with you!

Respectfully,

Dr. Maryalice Turner
Director of Education
Athens County Board of Developmental Disabilities
Beacon School
801 W. Union St.
Athens, Ohio 45701
740-594-3539, extension 229
OUR MISSION

THE MISSION OF ATHENS COUNTY BOARD OF DD

The Mission of the Athens County Board of Developmental Disabilities is to enhance the quality of life for individuals with developmental disabilities through an array of individualized services and supports.

OUR VISION

To provide experienced leadership so all individuals with developmental disabilities may achieve their dreams.

OUR CORE VALUES

- We believe in the potential of all individuals served.
- We believe our organization must be responsible and flexible.
- We believe in being fiscally responsible.
- We believe in Person Centered Planning and Self-Determination.
- We believe in providing safe and secure environments for individuals to be served.
- We believe in valuing employees and partners.
- We believe in visionary leaders and innovation.
BEACON SCHOOL
801 WEST UNION STREET
ATHENS, OH 45701
740-594-3539

Front Office Staff

Superintendent
Executive Secretary for Superintendent
Director of Education
School Secretary
School Nurse
Business Manager
Payroll/Business Clerk
Business Clerk
Facilities/Transportation Director
Service & Supports Supervisor
Adult Program Nurse Supervisor

Eric Young
Sally Biancone
Dr. Maryalice Turner
Ruth Robertson
Megan Stack
Steve Kramer
Carol Janes-Tinkham
Sandra Sanchez
Butch Withem
Dennis Lehman
Joanne Heinzman

Teaching Staff

Preschool
Primary I
Primary II
Intermediate I
Intermediate II
Young Adult
Adapted Physical Education

Beth Maccombs
Jennifer Trotta
Karen Blaine
Cindy Johnston
Tara Ollom
Sam Dunlap
Gloria Whipple

Board Members

John Day, President
Pam Bond, Vice President
Barbara Lindsay
Robin Barnes, Secretary
Jennifer Deforest
Annie Pepper
Terry Conry
COMMUNICATION WITH THE SCHOOL

In order to meet the needs of our students as fully as possible, it is essential that the home and the school make every effort to communicate openly and frequently. At school, we shall endeavor to meet this need through parent-teacher communication, IEPs, and other contacts as needed. It is of equal importance that parents keep teachers informed of any developments that might influence the student’s performance at school. Each child will carry a folder back and forth to help the parents and teachers communicate daily. All of our Instructors have voicemail on their classroom phones. If, as parents, you are uncertain of anything, please do not hesitate to contact us.

IMPORTANT TELEPHONE NUMBERS

Beacon School: (740) 594-3539
Bus Garage: (740) 594-7489
Service & Supports: (740) 592-6006

FAX: (740) 593-3189
(740) 594-5048
(740) 592-1098

Karen Blaine (740) 594-3539 ext.253
Sam Dunlap (740) 594-3539 ext.255
Cindy Johnston (740) 594-3539 ext.258
Beth Macombs (740) 594-3539 ext.238
Tara Ollom (740) 594-3539 ext.256
Jennifer Trotta (740) 594-3539 ext.254
Gloria Whipple (740) 594-3539 ext.232

SCHOOL HOURS

School starts at 8:15 a.m. and concludes at 2:00 p.m. If you are transporting your child please arrive between 8:05-8:10 and avoid unloading between the buses. Hold you child’s hand when in the parking lot. Those picking up their child at the end of the day need to arrive between 1:50 -1:55 again taking care around the buses. Students are tardy after 8:30 a.m. Late arriving students shall report to the school office before going to class. Note: We do NOT provide supervision nor are we responsible for children who arrive at school prior to 8:15 a.m. or who remain on school premises after buses depart at 2:00 p.m. Parents/Guardians who have arranged to pick their child up early from school must arrive before 2:00 or child will be placed on bus

ATTENDANCE

Beacon School has a commitment to providing a quality education with a specialized curriculum to its students. To achieve this goal, students must consistently be in attendance at school. In order to meet requirements of the “Missing Children’s Act”, parents must contact the school office if your child is absent. If this call is not received, the school receptionist will make a follow-up call to document your child’s absence. Students should bring a note to school from parents upon their return. If a note is not provided, the absence will be documented as unexcused.
STUDENT ABSENCES

Any student missing school for 3 or more days due to illness/medical reasons may be required to bring a doctor’s or dentist’s signed statement when he/she returns. This note will be kept in the student’s health file. When a student returns following a medical or non-medical absence, he/she should have a note signed by the parent/guardian indicating the reason for the absence.

When an unexcused absence occurs 5 days in a row, the Local District Coordinator will be notified by the Director of Education at Beacon School. Accumulation of frequent tardiness and absences can result in more serious consequences, including referral, by your Local School District Attendance Official, for follow-up with the Athens County Juvenile Court

WHEN A PARENT NOTE IS REQUIRED

1. Returning to school after any absence.
2. Leaving school other than the usual way.
3. Requesting to leave school early.

The note must include: Name of student, date of absence, reason, and parent/guardian signature.

DROPPING STUDENT OFF/PICKING STUDENTS UP

Parents/guardians must speak to the receptionist when dropping off or picking up a student. The parent/guardian must sign in or out the student, who is being transported. The information on the sign-in sheets is reported to the bus drivers at the end of each day. It is extremely important that we give the bus drivers the correct information.

If a person other than the parent/guardian will be picking up your student at school or taking supervision at the bus stop the office must have a signed release by the parent/guardian. If we do not have a signed release from the parent/guardian, the child will use his/her normal mode of transportation to get home.

PARENT/VISITORS

Parents/guardians or visitor need to sign-in with the receptionist when visiting the building and sign-out when leaving. The receptionist will issue a visitor pass and let the appropriate staff know you are here to visit.

CONTACT INFORMATION

If your address and/or telephone numbers change, please notify the school. It is extremely important that every family maintain an up-to-date address and telephone number in the school office for their children in case of an emergency. Please notify the school immediately at 594-3539 if you have an address or telephone number change during the school year.
CALAMITY DAYS

If school is closed due to snow, ice, high water, or other calamity, an announcement will be posted on the Athens County Board of DD Web Site and Facebook Page or you may listen to the following radio stations:

  WATH 970 AM       WXTQ 105.5 FM       WAIS 770 AM       WSEO 107.7 FM

Please do not phone the school, as our lines are needed to make other contacts. Please listen to the radio or go to our web page.

EMERGENCY PROCEDURES

Each room has an “Emergency Disaster Plan” by the door. Instructors are required to familiarize students with evacuation procedures in case of a fire or tornado drill.

Fire drills will be conducted throughout the school year. Students are required to follow the instructions of the instructor concerning which exit to use and which checkout point to move to after exiting. Students will walk carefully to their destination. Students will remain in the designated area until they are motioned into the building by administrative staff.

For a tornado drill, students will immediately move to the designated protected area. Everyone will assume a duck and cover position (knees to head – against a wall with hands over head). A staff member will let students know when it is clear to go back to programming. The school will initiate active incident training and drills for staff and students at least two times per year in conjunction with the Athens Police Department.

Each student will have on file an Emergency Medical Authorization Form. This form contains valuable information that must be kept current. If you or your emergency contact have a change of address or phone number please contact the school.

HEALTH SERVICES

Nursing services are available to the students during school hours. Please direct all medical information to the Nursing Department. Other related services that are available at the school on a limited basis are physical therapy, speech therapy, and occupational therapy.
IMMUNIZATIONS

State regulations mandate that children entering school for the first time should have the following immunizations:

- DPT (diphtheria, pertussis, tetanus) 
- Polio Vaccine 
- MMR (measles, mumps, rubella) 
- Hepatitis B 

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Required Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPT</td>
<td>Four or more</td>
</tr>
<tr>
<td>Polio Vaccine</td>
<td>Three or more</td>
</tr>
<tr>
<td>MMR</td>
<td>One dose</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Three doses</td>
</tr>
</tbody>
</table>

This record must be provided to the school. The Athens City-County Health Department provides limited services to all schools in Athens County. They have free immunization clinics bi-weekly. If you are interested you can contact them at 592-4431 for more information. The clinic at Parks Hall also has a free immunization clinic twice a week. They can be reached at 1-800-844-2654.

COMMUNICABLE DISEASE

We need to protect the health of all the children in our care. Because of this any individual identified as being affected with a communicable illness will be isolated and parent/guardian/provider will be notified to pick up the student. **Student should be picked up within 1 hour of being notified.** When the parent/guardian/provider arrives, the nurse will educate him/her and provide written information as needed. **The student may be required to provide a note from their physician when returning to the program.** Some examples might include: impetigo, lice, and pink eye.

Any individual/student should not attend school if they have the following health conditions:

- A fever over 100 degrees (student must be fever free for 24 hours before returning to school)
- A severe cold
- Runny noses with drainage that is difficult to control
- Severe coughs
- A condition which makes the student unable to participate in his/her program, due to feeling badly
- Diarrhea (loose, liquid stool that occurs frequently and the individual/student can’t control student must be free of diarrhea for 24 hours before returning to school)
- Vomiting within the past 24 hours unless vomiting is determined to be due to another condition (student must not have vomited for 24 hours before returning to school)

Individuals/students who become ill at school/work or are sent to school or work ill will be sent home immediately.

**Please remember, our goal is to keep everyone as healthy as possible**
MEDICATION POLICY

The following procedure is in effect for any enrollee taking medication during program hours.

Please read the following information and if you don’t understand any part of it, contact the School Nurse at (740) 594-3539 ext. 235 or Director of Nursing at (740) 592-6659.

In order for medication to be given, the completed “Medication Administration Consent Form” must be signed by the physician and the parents/guardian/provider.

All medication shall be secured in a locked cabinet at the nurse’s station and removed only by designated nursing staff.

The nurse must receive the original prescription bottle with the original label from the pharmacy in place stating the following information:

A. Enrollee’s name
B. Drug name
C. Correct dosage
D. Time due
E. Date of prescription issuance (prescription must be current)
   (All the above information is stated on the prescription label)

Parent/guardian/provider agrees to contact the nurse directly if there are any changes in the enrollee’s medications. For example:

A. new medications
B. discontinued medications
C. increase/decrease in dosage
D. temporary medications (antibiotics)

Parent/guardian/provider agrees to only give medications to the drivers or hand deliver to staff. Do NOT send medications with the enrollee. Do NOT place medications in lunch boxes or backpacks.

Empty medication bottles will be sent home when additional medication supply is needed. Outdated medication will be disposed of properly.
DRESS CODE AND STUDENT APPEARANCE

Student appearance is primarily the responsibility of the student and his/her parent. Attire and cleanliness should help ensure the health, safety, sanitation, and welfare of children and promote a positive image of the student and the school. Thus, students are expected to bathe regularly and wear clean clothing to school. Students dress and grooming should not distract from the teaching/learning process, cause undue attention to an individual student, be in poor taste, or constitute a health or safety threat to himself/herself or other students. In cold weather students should be reminded to wear their coats, hats, and gloves.

PERSONAL BELONGINGS

To prevent the possibility of damage to property, theft, and disruption of instructional time, we do not permit student to have valuable items at school. All personal belongings that your child brings to school must be labeled. The school is not responsible for the loss of money or valuables left in desks, lockers, locker rooms, and on the bus/shuttle, etc.

ELECTRONICS

Electronic devices are prohibited unless approved by the teacher as an educational component.

SUPERVISION OF STUDENT INFORMATION

The doctrine of “in loco parentis” and duty of care apply to school supervision and means that school personnel are obligated to provide for the safety and well-being of children in their care.

The parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child’s custody.

A divorce or change in custody does not change the rights of a natural parent to their child’s records. A non-custodial parent may request and receive a copy of the child’s report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no rights to records, reports, or conferences unless these rights are conferred by the custodial parent/guardian.
PROGRESS REPORTS

Progress reports will be issued quarterly. Please see the school calendar for the schedule.

BEHAVIOR SUPPORTS

Students are expected to conduct themselves appropriately during all school functions. Good conduct helps to ensure safety and effective programming. The instructor and/or instructor assistant’s directions shall be followed at all times. If the instructor observes unsafe or rude conduct, she/he will advise the Director of Education.

BREAKFAST AND LUNCH

Breakfast is served each morning and is ready when students arrive at school. Students who qualify for free or reduce lunch will get breakfast for free. Lunch is served from 11:00 to 12:00 PM. Students may bring their lunches or buy lunch in the cafeteria. Free and reduced lunches are available to those families who meet the state guidelines. Applications are sent home at the beginning of each year or may be obtained anytime from the main office. No free milk will be provided if a meal is not purchased. The cost for breakfast is $1.50. The cost for lunch is $2.65. All meals need to be Pre-Paid. Monthly Statements will be sent with your son/daughter, so you know your balance.

FIELD TRIPS

All students, who attend Beacon School, will be given the opportunity to participate in community educational fieldtrips to increase their socialization skills. Fieldtrips can be taken by the individual class or by the entire school. Teachers of students with significant behavioral issues, who would be more likely to have a significant incident on a fieldtrip, may request, via the IEP team, extra support, accommodations or modifications to provide for the student’s health and safety during a fieldtrip. The IEP team will be notified at the time the field trip is being planned/approved to allow the time needed to arrange the agreed upon supports.

Community-based education will be utilized for students. Parents/guardians will be informed of trips in advance. Parents/guardians must complete parent permission forms and Emergency Medical Forms. Students will be excluded if parent/guardian permission is not obtained prior to the trip. Please take care of this matter promptly so that your child is not disappointed when he/she is unable to participate in the field trip with classmates because parent/guardian consent was not forthcoming. Bus rules and regulations and student conduct are applicable during such trip.