

# Ashtabula Area City Schools

## Early Learning Center



“It all begins when you are here!”

## 2022-2023 Parent Handbook

Board Approved July 19, 2022

Revised May 12, 2022  
Revised July 13, 2022

## **MISSION STATEMENT**

It is our mission to:

- Treat all students with dignity and respect.
- Help all students reach their highest potential through the knowledge and understanding of learning styles, intelligences, and developmentally appropriate practices.
- Instill the love of learning.
- Encourage our students to grow as learners.
- Emphasize the importance of sharing quality time with each child.
- Educate, support, and encourage parents/caregivers to become involved in their child's education.
- Ensure that all students have a safe learning environment.

## **POSITION STATEMENT**

We believe in providing a high quality early childhood program that:

- Provides a safe and nurturing environment
- Promotes the physical, social, emotional, cognitive and language development of young children
- Responds to the needs of families
- Is developmentally appropriate – “promotes the development and enhances the learning of each individual child served”
- Involves child initiated and child directed play
- Develops an awareness and acceptance of individual differences

These statements are in accordance with NAEYC (National Association for the Education of Young Children) DEVELOPMENTALLY APPROPRIATE PRACTICE IN EARLY CHILDHOOD PROGRAMS SERVING CHILDREN FROM BIRTH THROUGH AGE 8.

The AACCS Early Learning Center is designed to meet the unique needs of young children between the ages of three and six. Based upon knowledge of growth and development, teachers will select learning materials, design classroom space and organize schedules in order to best meet the individual needs of the children in each session. In keeping with the philosophy and goals of this program, selection of materials, equipment and activities shall be based on their developmental appropriateness (age appropriateness and individual appropriateness). Individual class schedules are available upon request.

Assessment of each child's progress will be achieved through information shared by parents and data gathered by the teacher through observation and interaction. Assessment tools used for documentation of the child's development will be a combination of the Creative Curriculum Developmental Continuum; the state required tests, and performance notations written by the staff. All this information will be in a formally written progress report and shared with each child's parent/guardian.

## **PRESCHOOL ARRIVAL AND DISMISSAL TIME**

Michigan Primary Early Learning Center will run five days a week, Monday through Friday. Morning preschool parent drop off is at 7:30 am. The morning preschool session is 7:30 am – 10:15 am. Afternoon preschool parent drop off is at 11:30 am. The afternoon preschool session is 11:30 am – 2:15 pm.

## **PRESCHOOL SPECIAL EDUCATION PROGRAM**

This program includes children who are identified as having a disability and will be determined eligible as defined in *The Operating Standards for Ohio's Schools Serving Children with Disabilities*. These children have an Individualized Education Program (IEP). Services including transportation are provided at no cost to the parent. The preschool Special Education classes are limited to a ratio of 16 children to two adults (one teacher and one paraprofessional aide). There is a maximum of eight children with disabilities including the integration of typically developing non-disabled peers enrolled in each session.

## **ITINERANT SERVICES**

Some children with disabilities are more appropriately served on an itinerant level. Itinerant services involve a preschool teacher working with the child in the home or other day-care setting. This level of service is determined by the Individualized Education Plan (IEP) participants and provides the child with four hours of contact time per month.

## **PROGRAMS OFFERED FOR TYPICALLY DEVELOPING STUDENTS**

The AACCS Early Learning Center has two types of programs in which non-disabled children can be enrolled. Both programs have limited enrollment. Typically developing, non-disabled children are enrolled to provide good role models for children with special needs. We do not receive funding for non-disabled children; therefore, we must charge an annual fee of \$900.00. School tuition may be deductible on your personal income tax. Check the tax code for further information.

It is vitally important that our typically developing children have the characteristics of good role models. A screening will be administered to determine if your child is eligible to be placed as a typical child. Typically developing children are enrolled on a gender, age, and classroom need basis. Final placement decisions are at the discretion of the preschool supervisor.

Once enrolled, there will be a four-week trial period for each child. At the end of the four weeks, a conference may be held with the parent. Removal of the student from the program may be requested if the child does not show age appropriate skills (e.g. communication, behavior, peer interactions, self-help).

The other type of program in which non-disabled children can be enrolled is the Early Childhood Education (ECE) program. This is a grant based program that allows students to attend free of charge or with a decreased tuition fee based upon family income. Enrollment in this program is based on both age AND income. In order to be enrolled in this program, your child must be at least 3 years old, but not yet 5 years old on or before August 1<sup>st</sup> of the current school year. Information

regarding this program is included in the application packet. Please refer to the income guidelines on the following page to determine your eligibility.

### **Early Childhood Education Grant:**

Early Childhood Education grants are given to high-quality preschools to help prepare four-year old children for kindergarten. Programs in high needs areas of the state are awarded the grants and the Early Learning Center is a recipient of one of these grants.

#### **Here are the requirements that must be met for your child to qualify for the grant:**

- Four years old by August 1, 2022 and not age eligible for kindergarten
- Family income falls between 0%-200% of the 2022 Federal Poverty Guidelines (see below)
- He or she is receiving protective care as part of a family with a case plan through Children's Services Board (income verification is not needed)

The Ohio Department of Education requires that we have verification of income on file. One or more of the following is an acceptable form of income verification:

- 2021's Federal Income Tax Return (1040 Form)
- Two consecutive current weeks of pay stubs
- If your family receives publicly funded child care and the program has a notification of eligibility letter that indicates that your copayment is \$0, a copy of eligibility letter is required
- If you reside in subsidized housing, a letter from the housing director/administrator

<b><u>HOUSEHOLD SIZE</u></b>	<b><u>100%</u></b>	<b><u>125%</u></b>	<b><u>150%</u></b>	<b><u>175%</u></b>	<b><u>185%</u></b>	<b><u>200%</u></b>
1	\$13,590	\$16,988	\$20,385	\$23,783	\$25,142	\$27,180
2	\$18,310	\$22,888	\$27,465	\$32,043	\$33,874	\$36,620
3	\$23,030	\$28,788	\$34,545	\$40,303	\$42,606	\$46,620
4	\$27,750	\$34,688	\$41,625	\$48,563	\$51,338	\$55,500
5	\$32,470	\$40,588	\$48,705	\$56,823	\$60,070	\$64,940
6	\$37,190	\$46,488	\$55,758	\$65,083	\$68,802	\$74,380
7	\$41,910	\$52,388	\$62,865	\$73,343	\$77,534	\$83,820
8	\$46,630	\$58,288	\$69,945	\$81,603	\$86,266	\$93,260
<b><u>SLIDING FEE SCALE</u></b>	<b><u>\$0</u></b>	<b><u>\$25</u></b>	<b><u>\$50</u></b>	<b><u>\$75</u></b>	<b><u>\$90</u></b>	<b><u>\$100</u></b>

## **PRESCHOOL TUITION/ACTIVITY FEE**

The typically developing children act as role models for children with disabilities by displaying appropriate behaviors and readiness skills. However, our typical children are not state or federal funded in any way. Therefore, it is necessary for our school district to charge a fee for typically developing children who are enrolled.

Preschool fees are as follows:

AACS Resident Student	\$100 per month
Open Enrolled Student	\$200 per month
Employee discount	\$50 per month

- The annual fee is payable in nine equal monthly installments.
- Payments are due on the first day of each month that school is in session-September 2022 through May 2023.

You will have a five (5) day grace period to make your payment. After the grace period has expired, your child will not be permitted to return to school until that month's payment has been made.

- Fees must be paid online. The Early Learning Center cannot accept payment.
- Please follow these instructions:
  1. Go to [www.aacs.net](http://www.aacs.net).
  2. Click on "**Parents**" and then "**Important New Pay Account Information**" 3. You will need to set up an account by clicking on the link:  
<https://payschoolscentral.com/> and follow directions from that point.

## **DOCUMENTATION PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

All preschool children are required by the Ohio Department of Health and the Ohio Department of Education the Office of Early Learning and School Readiness to have a yearly physical examination on file to attend school. We also follow the recommendations of the Ohio Department of Health for immunizations for school attendance. If these records are not provided to our office your child may be excluded from school. It is the responsibility of the parent to provide the office with a **new** physical each school year or every **13 months**.

One of the preschool requirements is that all students are tested for lead and Hgb/Hct levels prior to entrance into our program or within 60 business days of entrance into the program, unless your child's physician does not allow it.

The local pediatricians have received a copy of our physical exam form. If you see a pediatrician other than one at ACMC, or UH Ashtabula then you will need to stop in the office and pick up a physical form. We **will not** fax physical exam forms to your doctor's offices/physicians. They, however, can fax completed physicals to us with your permission. Our fax number is (440) 992-1252.

The Ashtabula County and Ashtabula City Health Departments also provide immunizations and physical exams by appointment.

## **ILLNESS**

If you suspect any illness, please keep your child home. In keeping with state regulations, the following precautions shall be taken for children suspected of having a communicable disease or illness at school.

A staff member trained to recognize the common signs of communicable disease shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

Upon recommendations from the Ohio Department of Health, and for the optimal health of your child and others, you should not send your child to school if any of the following conditions or symptoms exist or were present in the last 24 hours:

- Diarrhea (more than one abnormally loose stool within a 24-hour period) – even during the previous evening or night – your child may return to school if they have not had diarrhea in the past 24 hours
- Severe coughing, causing the child to become red or blue in the face or which makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye) – thick mucus or pus draining from the eye – your child can attend school 24 hours after the start of treatment
- Temperature of 100 degrees F or more taken by an auxiliary method when in combination with other signs or illness
- Untreated infected skin patches
- Unusually dark urine and / or gray or white stool
- Stiff neck
- Unusual spots or rashes – your child may return to school after being evaluated and cleared by a physician to return to school
- Sore throat or difficulty in swallowing
- Diagnosed with a bacterial infection like strep throat – your child may return to school after taking prescribed antibiotics for 24 hours
- Vomiting – even during the previous evening or night – your child may return to school if they have not vomited in the past 24 hours
- Evidence of lice, scabies, or other parasitic infestation

A child with any of the aforementioned signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian.

A child who is isolated due to suspected communicable disease should be cared for in a room or portion of a room not being used by the preschool program. The child will be within sight or hearing of an adult at all times. No child shall ever be left alone or unsupervised.

All parents will be notified via telephone call or letter when children in attendance have been exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

A parent will be contacted when a child is mildly ill. "Mildly ill child" means a child is experiencing minor common cold symptoms (not those of a communicable disease) and is not feeling well enough to participate in school activities. If the child is uncomfortable, it will be suggested the child goes home.

## **ADMINISTRATION OF MEDICATIONS, FOOD SUPPLEMENTS, MODIFIED DIET OR FLUORIDE SUPPLEMENTS**

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

- The school nurse or a designated person appointed by the building principal will supervise and secure the proper storage and dispensation of medication.
- Written permission must be received from the parent or guardian of the student, requesting that the Ashtabula Area City School District comply with the physician's order.
- The school nurse or other designated person must receive and retain a statement which complies with State Law and is signed by the physician who prescribed the drug, or other person licensed to prescribe medication.
- The parent or guardian must agree to submit a revised statement signed by the physician or other licensed health care individual who prescribed the drug to the nurse or other designated person if any of the information originally provided by the physician or licensed health care individual changes.
- No employee, who is authorized by the Ashtabula Area City Board of Education to administer a prescribed drug, and who has a copy of the most recent statement, would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Ashtabula Area City School Board Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Ashtabula Area City School Board of Education shall not require an employee to administer a drug to a student if the employee objects to administering the drug.
- No aspirin or Tylenol (medications) can be dispensed by school personnel unless prescribed by a physician on an official Board of Education approved form.

## **EMERGENCY TREATMENT**

In case of an accident or illness during the school day, the teacher will notify the parent using the "**Emergency Medical Authorization Form**". If the parent cannot be reached, then one of the other adults listed on the form will be contacted. The Emergency Medical Authorization form states "in the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctors or by another licensed physician or dentist in the event the designated preferred practitioner is not available and (2) the transfer of my child to any hospital reasonably accessible. Your child's teacher will complete an incident report for you to read and sign. One copy of this form will be given to you, and one copy will be placed in your child's file. Teachers will always notify you when non-emergency accidents occur.



## **TOILETING**

We encourage students to be potty trained upon entering our program, with the exception of those with extenuating circumstances or developmental needs.

All potty chairs/toilet rings and diapering procedures are in accordance with Preschool Licensing Rules Sections 3301.37-6 and 3301.37-12.

- Potty chairs and/or toilet insert rings will be provided by The Early Learning Center for use by your child when needed. These will be emptied, cleaned, rinsed and disinfected after each use.

Parents are responsible for providing diapers and wipes for their child on a weekly and/or daily basis. An extra change of clothes is also required in case of soiling.

Diapering will occur in a space that contains a hand-washing facility and there will be some separation material between the child and the changing surface. The material is discarded and replaced after each change and the table is disinfected with an appropriate germicidal agent. If the table is soiled, it is cleaned with soap and water and then sanitized with a germicidal agent.

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions – name of ointment, cream, or lotion, name of child, date of birth, date, signature and written instruction that is valid for no longer than 3 months. Authorization for administration of ointment, cream or lotion may be cancelled by written request of the parent at any time.

A clean supply of diapers stored in a designated area shall be available at all times. Soiled clothing shall be sent home daily. Clothing soiled with fecal matter and sent home will not be rinsed at the program facility; but will be placed directly in a plastic bag, sealed tightly and stored away from the rest of the child's belongings. Soiled disposable diapers will be discarded daily.

## **CLOTHING**

Our days at preschool are filled with many busy hours of gluing, painting, coloring, and playing. Please send your child to school in play clothes and play shoes, preferably sneakers/tennis shoes. Slippery shoes and flip flops may cause injury since we are always in motion. Also, dress your child for the weather, both indoors and outdoors, and label all outdoor clothing with first and last name.

Each child should have a set of emergency clothing in case of spills and accidents. Your child's clothing should be in a plastic bag (Ziploc type) marked with his/her name. If a change of clothes is needed and has not been provided, it may be necessary for staff to call and ask you to either bring a change of clothes or pick up your child.

## **PARENT INVOLVEMENT**

Parents are the first and most influential teachers in their child's life. They have the right and responsibility to become involved in their child's educational experiences. Our staff fully

acknowledges and supports parental involvement in the program and provides varied opportunities to do so.

- **Written progress report** – will be given to parents two times a year. (January & May)
- **Parent-teacher conferences** – held two times a school year (Fall & Spring)
- Parents of students enrolled in the Preschool Special Education Program will be involved and equal participants in the following:
  - multi-factored evaluation (MFE) ○ the Individual Education Plan (IEP). ○ annual Periodic Review,
  - The Early Childhood Outcomes Assessment (ECO)
- **Field Trips** – when the preschool goes on a field trip, we ask for parent volunteers as chaperones. This role is to assist the teacher and students in monitoring and keeping children safe. Due to the importance of this role, siblings and other children not enrolled in our program are unable to attend with chaperones.
- **Parent Roster** - a roster with parent names (including telephone numbers) of children in the preschool program is available upon request. If you choose not to have your name included on the roster, please complete the appropriate form in your registration packet.

## **SCHOOL CLOSINGS**

Please refer to the district's school calendar (can be found on [aacs.net](http://aacs.net)) for dates of scheduled days off and breaks and parent-teacher conferences.

In the case of inclement weather please listen to your local radio station and/or watch for school cancellations on the Cleveland television stations. You will also receive a phone call from the superintendent and/or the principal. There will be no preschool classes if the Ashtabula Area City School District has cancelled school for the day.

In the event of a 2-hour delay AM and PM classes will be cancelled.

## **ATTENDANCE**

Preschool attendance is reported to the state. Just like the school aged children (K – 12), once your child is enrolled in our program at the Early Learning Center, attendance is a requirement for all students.

- If your child is going to be absent from school, please call the office at **992-1250** before classes begin each day. When you leave a message, be sure to leave your child's name, and the reason for your child's absence. Without a reason (appointment, illness, family emergency, etc.), his/her absence will be recorded as unexcused and you will receive an automated attendance phone call.
- If your child is absent due to a doctor's appointment or any other medical reason, please send in the document from the doctor's office the day your child returns to school. It will be marked as medical and will be considered an excused medical absence.

## **IMPORTANT OFFICE NOTES**

- **Withdrawing from Program:**
  - Parents must contact the AACS Early Learning Center at **992-1250** to withdraw their child from the program and complete the form by going to the following link.  
[https://docs.google.com/forms/d/e/1FAIpQLSeMHyT4m6nAMd4PEYz6Rxz0ti9W7X3SJesi1oqhZ-nFVom\\_4w/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeMHyT4m6nAMd4PEYz6Rxz0ti9W7X3SJesi1oqhZ-nFVom_4w/viewform)
- **Change of Address:**
  - If you move during the school year, it is important that you go in to FinalForms to complete a change of address under contact information. For ALL address changes, you MUST upload valid proof of residency to FinalForms. **Address changes, bus pick up/drop off changes CANNOT be made until the FinalForms AND proof of residency is provided.**
  - <https://ashtabula-oh.finalforms.com/>
- **Late Arrival/Early Dismissal:**
  - If you bring your child to school late or pick them up prior to dismissal, you **MUST** go to the office. Your child will be signed in/out & you will be given a tardy or early dismissal pass to give to the teacher.

## **TRANSPORTATION**

- **BUS TRANSPORTATION**

Transportation for children enrolled in the Preschool Special Education Program shall be provided by the district in accordance with the regulations of the Ohio Pupil Transportation and Safety Rules and Regulations of the Ohio Department of Education. Children who are enrolled in the Preschool Special Education Program, the nature and extent of transportation services provided shall be determined through the IEP process.

Bus transportation is also provided to those students who qualify under the ECE program grant.

- **PARENT TRANSPORTATION**

Transportation for typically developing non-disabled children shall be provided by the parent. Please be cautious when dropping off and picking up your child. The speed limit in the parking lot is 5 mph.

When a child arrives with a parent or other designated adult, the adult must accompany the child to the classroom and remain with the child until school begins. Children are not permitted to be dropped off at the door or left unattended in the school. Your child should be picked up promptly at dismissal time.

## **DISMISSAL**

All bus students are escorted to the appropriate bus at dismissal by the classroom para pro.

- If your child regularly rides the bus to school and you plan to pick up him/her instead of riding the bus, **you must notify your child's teacher in writing or call the school office no later than 9:00 a.m. for the morning session and 12:30 for the afternoon session.** If you call later than these times it is difficult to ensure the message will get to the teacher in a timely manner.

Car riders are dismissed by classroom teachers in the following locations:

- **Morning classes** – dismiss from classroom
- **Afternoon classes** – dismiss from classroom

Teachers document when a child is picked up. For safety and security reasons, please don't call your child from across the room, rather wait until the teacher dismisses your child to you.

Students will only be released to those people listed on the "**Authorization to Release**" form that was completed with back to school paperwork. Should you need to change or update that list, please inform your child's teacher. **All changes** to those authorized to pick up your child need to be **made in writing**. For safety reasons, we are unable to accept phone calls to make those changes.

## **MONEY**

Money or checks sent to school for classroom purposes (e.g. Field trips, book orders, etc.) **MUST** be in a sealed envelope marked with your child's name, teacher's name, what it's for and the amount.

## **SNACKS**

A snack will be served daily. If your child has dietary restrictions and/or specific times for eating, please talk to your child's classroom teacher to set up special arrangements. A monthly snack calendar will be sent home for your reference.

## **BIRTHDAYS**

Your child's birthday is a special day at preschool. You may help us celebrate by providing a special treat. Please contact your child's teacher about making arrangements to celebrate your child's birthday. Due to allergies, your child's teacher may ask you to send/not send in certain items.

## **BEHAVIOR MANAGEMENT**

Behavior management techniques are designed to enable an adult in a classroom situation to encourage a child's sense of self-control without destroying his/her self-esteem. Prevention and

redirection is always the preferred way of intervention. It is our intention to prevent classroom behavior problems by including the following strategies in our preschool:

- Reward desired behavior
- Be persistent and consistent
- Frequently and patiently remind children of the rules
- Warn children before transitions are to occur
- Keep the number of classroom rules to a minimum

All preschool staff members are trained in Nonviolent Crisis Intervention. In the rare event that a child demonstrates dangerous behaviors, passive/physical restraint may be necessary to prevent harm to the child and/or others.

When dangerous behaviors occur often, a meeting shall be held with the parent to determine a plan of action to eliminate or reduce the behavior. If the behavior has not been eliminated or reduced, these adjustments in the child's program may be considered:

- Recommendation for a multi-factored evaluation for typically developing child.
- Reduction of amount of time in the center based program.
- Change to home based program (for children identified as disabled).

In accordance with Preschool Licensing Rules, Section 3301-37-10, items C 1 – 10 Behavior Management/Discipline, there shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No discipline shall be delegated to any other child. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as passive restraint (a protective hug), so the child may regain control.

No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.

The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **INSPECTION REPORTS**

The Ashtabula Area City School District's preschool program is licensed through the Ohio Department of Education in accordance with Rules 3301.37-01 through 3301.37-12. Copies of inspection reports are posted and are available by contacting the AACS Early Learning Center Office.

## **QUESTIONS OR COMMENTS**

We are very proud of our developmentally appropriate preschool team. They are an exceptionally well trained and experienced group of professionals. If you ever have any questions regarding specific classroom activities, please feel free to discuss them with your teacher or with the preschool program principal by calling 992-1251. The AACS Board of Education is the governing body of the preschool. If you have concerns and would like to address the School Board, please call 992-1201 for meeting information.

The Office of Early Learning and School Readiness may be contacted at (614) 466 – 0224 to report any suspected violations of the Rules for Preschool Programs, Chapter 3301-37. \*\* Please be advised that this document is subject to change in accordance with The Ohio Department of Education, Operating Standards for Ohio Education Agencies Serving Children with Disabilities and Preschool Licensing Rules 3301-37.01 through 3301-37.12 without prior notice to the parents.

## NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

The Board designates the following individual to serve as the District's "Compliance Officer" (also known as a "Civil Rights Coordinator") (hereinafter referred to as the "CO"):

Title: Superintendent

Address: 6610 Sanborn Road, Ashtabula, OH 44004

Phone Number: 440-992-1202

Email: mark.potts@aacs.net

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such complaint shall file it with the CO within two (2) school days.

Additional information regarding the complaint procedure is set forth in Board Policy 2260, Nondiscrimination and Access to Equal Educational Opportunity, which is available on the District website.

## SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 (“Section 504”), the Americans with Disabilities Act of 1990, as amended (“ADA”), and the implementing regulations (collectively “Section 504/ADA”), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any other program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board’s policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, and/or practices in the District.

The Board designates the following individual to serve as the District’s 504 Compliance Officer/ADA Coordinator (hereinafter referred to as the “District Compliance Officer”):

Title: Superintendent

Address: 6610 Sanborn Road, Ashtabula, OH 44004

Phone Number: 440-992-1202

Email: mark.potts@aacs.net

Building principals or their designees shall serve as Building Section 504/ADA Compliance Officers (“Building Compliance Officers”).

If a student and/or parent believes that a violation, misapplication, or misinterpretation of Section 504 has occurred, the student and/or parent may file an internal complaint with the District Compliance Officer or one of the Building Compliance Officers.

Additional information regarding the complaint procedure is set forth in Board Policy 2260.01, Section 504/ADA Prohibition Against Discrimination Based on Disability, which is available on the District website.



## BOARD POLICY 5517.01 BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the

building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the AntiHarassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy **5517** - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the

building principal or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The

list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are

appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy **8462**, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **Healthchek Services for Children Younger than Age 21**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening; and
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#), en [Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:**

**Title VI, IX, 504 Grievance Form 2260 F1**

**Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2**

**Authorization for Prescribed Medication or Treatment Form 5330 F1**

**Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a**

**Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3**

**Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b**

**Parent/Student Acknowledgement of Student Handbook Form 5500 F1**

**Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**

**Notification to Parents Regarding Student Records Form 8330 F9**

**Notification to Parents on Blood-borne Pathogens Form 8453.01 F5**

**Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1**

**Application to Drive Vehicles On School Property Form 5515 F1**

**Parental Authorization and Release from Liability Form 5515 F2**

**Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13**

**Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a**

**Ashtabula Area City Schools District Technology Opt-Out Form**

## APPENDIX

### Code of Conduct/Dress and Grooming:

#### Face Masks/Coverings/Shields – Board Policy 8450.01

In the event that face masks/coverings/shields have to be used due to some type of variant, students are expected to comply with all health and safety directives with respect to wearing face masks, coverings and shields.

Where face masks/coverings/shields are required, and no exception is applicable, students may be subject to disciplinary action for failure to comply with directives, including being placed on remote learning.



## **ANTI-HARASSMENT NOTICE**

### **Anti-Harassment Complaint Coordinators**

Dr. Kelly Washington  
Assistant Superintendent  
440-661-4344  
6610 Sanborn Road  
Ashtabula, Ohio 44004  
kelly.washington@acs.net

Mrs. Lisa Newsome  
Director of State & Federal Program and Accountability  
440-661-4348  
6610 Sanborn Road, Ashtabula, Ohio, 44004  
lisa.newsome@acs.net

Ms. Julie Fulton  
Director of Special Education/Student Services  
440-992-1204  
6610 Sanborn Road  
Ashtabula, Ohio 44004  
julie.fulton@acs.net

### **Anti-Harassment Policies**

See Policy 5517 at <https://go.boarddocs.com/oh/aasco/Board.nsf/Public>

### **To File a Complaint**

Contact a Complaint Coordinator or report online at [acs.ethicspoint.com](https://acs.ethicspoint.com)

## **TITLE IX NOTICE**

### **Title IX Coordinators**

Dr. Kelly Washington  
Assistant Superintendent  
440-661-4344  
6610 Sanborn Road  
Ashtabula, Ohio 44004  
kelly.washington@acs.net

Mrs. Lisa Newsome  
Director of State & Federal Program and Accountability  
440-661-4348  
6610 Sanborn Road, Ashtabula, Ohio, 44004  
lisa.newsome@acs.net

Ms. Julie Fulton  
Director of Special Education/Student Services  
440-992-1204  
6610 Sanborn Road  
Ashtabula, Ohio 44004  
julie.fulton@aacs.net

### Title IX Policies

See Policy 2260 and Policy 2266 at <https://go.boarddocs.com/oh/aascoh/Board.nsf/Public>

### To File a Complaint

Contact a Title IX Coordinator or report online at [aacs.ethicspoint.com](https://aacs.ethicspoint.com)

# SPEAK UP

## SAVE LIVES

*Your Eyes & Ears Could Save Lives!*

**YOU** can anonymously report anything that is suspicious or endangering you, your friends or your school.

**Text or Call**

**844-SAFEROH  
(844-723-3764)**

