

Carroll Hills School

2167 Kensington Rd NE
Carrollton, OH 44615
Phone: (330) 627-7651

Dear Parents:

Welcome to another year at Carroll Hills School. As the principal of Carroll Hills, I am excited to have you and your child involved with the school program. The school staff have been preparing all summer on plans for this school year. Please read through this handbook and let us know if you have any questions.

Sincerely,

Ryan Buck
Director of Educational Services
Carroll Hills School
Carroll County Board of DD
2167 Kensington Rd. NE
Carrollton, OH 44615
Phone: 330-627-7651
Fax: 330-627-6606

Carroll County Board of Developmental Disabilities

540 High Street N.W., Carrollton, OH 44615

Board Offices
P.O. Box 429
Carrollton, Ohio 44615
Phone: 330-627-6555
Fax: 330-627-6115



Mathual J. Campbell,
Superintendent
carrollcbdd.org

Carroll Hills School
2167 Kensington Road N.E.
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

Parents/ Guardians:

Welcome Back! We are excited to get this school year at Carroll Hills started.

If your child is being dropped off at the school, in the past you parked and brought your child to the school. This has changed. We will not be permitting parents in the building. I know this may seem harsh, especially for those first-year preschool students. This will be hard, but trust us, it will be best for separation issues.

When entering our parking lot, you will be directed to drive towards the main entrance and form a line. Our staff are permitted to open the car door for your child, but we are not permitted to help with belts and buckles. If you need to step out of the car to help your child, that is fine but besides that, please stay in your vehicle.

When picking up your student, same thing- we will have a car line. Staff will be present to assist you. When picking up your student, please bring identification (ID). I know this seems like a lot, but your child's safety is our main concern. We will have a list of the people you indicated on their enrollment forms that can and cannot pick up your child. It is crucial that if someone different is picking up your child that you call and notify the office ASAP.

Please be patient with these processes. If there is a new staff member requesting to see ID after several weeks of school, please comply and know that we are doing this for the safety of your child.

Times:

We will not unload students before 8:20am in the morning. For AM preschool pickup, we will dismiss students starting at 11:15am. For PM preschool drop off, we will unload at 12:10pm. For the end of day pickup, we will dismiss students at 3:00pm.

If you have any questions at all, please call the office at 330-627-7651.

Thanks,

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School Supplies

Dear Parents,

There will be no school supplies list for this school year. All needed supplies will be provided. A clear backpack will also be provided.

You are asked to send in a change of clothes for your student as well as any individual things that your student may need. Talk to your child's teacher for specifics.

If your child's teacher has a wish list, you are welcome to support the class wish list, but school supplies will be supplied for the upcoming year.

Thanks,

Ryan Buck
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COMMON ABBREVIATIONS

ADA	Americans with Disabilities Act
ADHD	Attention Deficit Hyperactivity Disorder
APE	Adapted Physical Education
CCBDD	Carroll County Board of Developmental Disabilities
COTA	Certified Occupational Therapy Assistant
DJFS	Department of Jobs and Family Services
ETR	Evaluation Team Report
FAPE	Free Appropriate Public Education
FSS	Family Selected Services
IEP	Individual Education Plan
ITP	Individual Transition Plan
LEA	Local Educational Plan
LRE	Least Restrictive Environment
MD	Multi-disabled
ODE	Ohio Department of Education
OTC	Over-the-Counter-Medication
OT/PT	Occupational Therapist/Physical Therapist
SSI	Supplemental Security Income

Are there any forms I need to fill out?

Enrollment

All students must have completed their application to attend Carroll Hills School on file. In order to attend our program, children must be evaluated, determined to be eligible for placement in a class for students with multi-disabilities and referred by the school district of residence. There is no tuition charged to attend our school-age program.

In addition, copies of the following must be submitted along with application:

- Birth Certificate
- Immunization Records
- Previous educational records
- Divorce/custody/adoption papers

Annual Packet

Once a child is scheduled to enter Carroll Hills School, several forms and medical evaluations/screenings must take place. These forms and pertinent information are a part of the annual packet that is sent out each August.

The annual packet includes the following items:

1. Emergency Medical Form
2. Medical and General Information Form
3. Request for Authorized Personnel to Administer/Pass Medication Form-completed by a physician anytime a child needs to take prescription or over-the-counter medications during school hours
4. Medical Evaluation(by a physician)-must be on file within 30 days after school starts and is required by the Ohio Revised code to be updated every 3 years. *The school nurse will send you the form if this applies to your child.*
5. Permission Form-School displays/Videotaping and Photographs
6. Medical Insurance Form
7. Community Field Trips Permission Form
8. Release Authorization Form

Immunizations

Pupils enrolled in preschool through grade 12 are required to have written proof on file at their school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella and Hepatitis B and Varicella as set forth in Section 3313.671 of the Ohio Revised Code. Prior to entering the 7th grade, all students will need a Tdap immunization and a Meningococcal Immunization. Prior to entering the 12th grade, a second Meningococcal Immunization may be required. If a student has received a Meningococcal Immunization on or after the age of 16, another dose isn't required. Pupils who are not in compliance are to be excluded from attendance no later than the 15th day after admission.

If a child is in need of immunizations and they are not covered by private insurance, are on the medical card or their physician does not have immunizations in his office, parents may call the Carroll County Health Department at 330-627-4866 to make an appointment to have the needed immunizations given. The Health Department is located at 301 Moody Ave. Carrollton, and is open Monday through Friday. Be sure to take a copy of the current shot record to the appointment. Students must be well at the time of the immunizations and be with a parent or guardian.

Immunizations are mandatory except for students who cite religious or philosophical reasons. In this situation, the law requires a signed statement from the parents or guardians on file and is available upon request. See immunization summary.

Health Screenings

All students will receive vision and hearing screenings annually conducted by school personnel. Families will be notified after screenings as to the results.

The mobile dentist will be here on September 30th, 2026, and March 30th, 2027. More information will be available as the date draws closer.

Information Updates

Information on all students must be kept current. Anytime a child moves, or has changes in telephone numbers, emergency information, custody changes, medication changes, etc., the school must be notified immediately. This is for your child's safety and well-being.

Emergencies

Each student must have an emergency medical form on file. This form stipulates at least **two (2)** people to contact in case of illness or accident in addition to your hospital of preference and your preferred dentist and doctor. It is necessary to complete the form in its entirety should we be unable to reach you in the event of an accident or emergency.

Administration of Medication Policy

The administration of medication (prescription or non-prescription) shall occur only when the following are in order:

1. For acetaminophen (Tylenol-type medication), a written request, signed by the Physician of a child, must be provided to the nurse that indicates the medication can be administered. **OTHER NON-PRESCRIPTION MEDICATIONS (I.E. COUGH SYRUP, COLD TABLETS, ETC.) MUST ALSO HAVE SIGNED PERMISSION FROM A PHYSICIAN. A Request for Authorized Personnel to Administer/Pass Medication form must be completed for all non-prescription and prescription medications anytime they are initiated or changed.** This is according to the Ohio Revised Code.
2. For prescription medications, including prescriptions for colds, sinuses, etc., a signed request from the parent/guardian and the physician prescribing the medication must be presented. This includes the completion of **Request for Authorized Personnel to Administer/Pass Medication** form which is included in the enrollment packet with additional available from the school office when needed.

3. A supply of medication needs to be brought to the school by a parent/guardian or sent in with the bus aide. ALWAYS GIVE ANY MEDICATION DIRECTLY TO SCHOOL OR BUS
4. needed.
5. Medication must be in a container with a label indicating the child's name, name of medication, dosage and the time to be taken. The container must be one that was dispensed by the physician or a licensed pharmacist or other medical personnel having prescriptive authority. Each medication must be in a separate labeled container.
6. The school nurse is responsible for monitoring the medications taken by the student and providing education, including specific instruction pertinent to the medications to all staff working with the student.
7. The school nurse, along with the Director of Educational Services, shall be responsible for supervising the storing and dispensing of any medications. In the absence of the school nurse, medications will be distributed by a trained and certified Delegated Staff.

Dress Code

- As students mature, please make sure all appropriate undergarments are worn to school and to all school related events.
- Please dress for the weather. Ohio weather is very unpredictable, and children need to be dressed appropriately.
- No clothing will be permitted with vulgar language or promoting drugs and alcohol.
- Tennis shoes need to be worn during physical education classes and are also needed for outside play.
- Sandals with backs may be worn during the warmer months. No flip-flops will be allowed for safety reasons.

What time is class & what if my child is sick?

Program Schedule

Instruction will begin promptly at 8:30am and end at 3:00pm. All students must either ride a bus to and from school or the parent must make certain that the student arrives and leaves at the designated times. If you provide transportation please take the responsibility to have your child arrive by 8:25am and be picked up promptly by 3:05pm. The staff will indicate when the school is accepting/releasing children, parents will remain in their vehicles and staff will release students from their vehicle.

Anytime you have a question or concern about anything relating to your child's education or other school matters, please contact us at 330-627-7651. The staff will gladly answer your questions or try to assist with your concerns. Classroom instructors can be reached from 8:15-8:30am and 3:00-3:15pm. We are committed to providing the best educational program possible and are dedicated to the total development of your child.

Safety and Security

To ensure the safety of your child, the Carroll Co. Board of DD has developed a plan to monitor all visitors to the school. The school building will be locked at all times. If a parent needs to enter the building, you will ring the buzzer and state your name and the reason for the visit. After the office staff allows you to enter, you will follow our safety protocol for entry, you will be required to give your driver's license or another picture ID in order to receive your visitor's lanyard. Given safety protocol all doors need to be tightly controlled, therefore we ask that you don't hold open the door for any individual as they will need checked in per our procedure. We take your child's safety very seriously! We have put these procedures in place to ensure that your children are as safe as possible.

Attendance

Attendance is a basic and integral part of education. All students are expected to be in school. The following reasons are recognized by Ohio Law as being valid for absence from school:

1. Illness of the child. A written statement of a physician/mental health professional may be required if it is deemed appropriate.
2. Illness in the family.
3. Quarantined of the home
4. Death of a relative
5. Medical or dental appointment
6. Observance of religious holidays
7. College visitation
8. Emergency or other set of circumstances which constitutes good and sufficient cause

The parent or guardian must provide an explanation for the absence. In the event your child is going to be absent, please notify the school by 6:30am if the child rides a bus normally or by 8:30am if child is transported by parent or guardian. Any illness more than 2 days may require an excuse from the student's doctor saying the student is free of disease, not contagious and capable of attending school. Call the school nurse to verify if a return to school slip by a doctor is needed. All communicable diseases that a student contracts must be made known to the school immediately. You must call the school of your child's absence. If you don't notify the school, the school will place a call to verify your child's absence. When your child is ready to return to school, you must call the transportation department at the school again by 6:30am. On the date of return to school, you must send a note stating why your student was absent.

Illnesses in School

If parents suspect that a child may be ill in the morning, it is advised to keep the child home and notify the school. If a child becomes ill at school or the child's temperature goes above 100 degrees F, the nurse will contact the family to transport their child home. Please make sure that the emergency numbers you give to the school are kept current and include someone available to transport their child home. Please make sure that the emergency numbers you give to the school are kept current and include someone available to transport and care for your child should illness occur at any point during the school day.

When a child becomes ill at school, he/she is isolated from the other children and made as comfortable as possible until a parent or other adult arrives. To return to school after illness, a child should have been fever-free for 24 hours. ****See appendix B** ****See also F.A.Q.**

Early Dismissals

If you have a need to pick up your child during the school day other than at regular pick-up time, you must contact the school. No child will be released to anyone but the guardian without prior authorization. Please follow this procedure upon arriving at the school to pick up your child:

- 1. The secretary will contact classroom staff to bring your child to the office with belongings.
- 2. Wait in the designated reception area outside the office until your child is ready and sign student out.

Vacation Policy

Students are permitted to vacation with parents during the school year. Recognizing the importance of continuity in the child’s educational program, it is hoped that these will be kept to a minimum. A parent or guardian must notify the school before removing the student from school for an extended period of time and clarify any specific circumstances that may exist. The transportation department must also be notified at 330-627-7651.

Calamity Days

We have an automated phone call system (One Call Now) for calamity days, open houses or other news and we need your information. We have enclosed a form that will need filled out and returned to the school as soon as possible. This information is for school purposes only.

On days that the weather is hazardous (snow, ice, fog and flood) tune in to these stations for notification of school closing or delay:

WTOV-9 Steubenville	WHBC AM 1480 Canton	WJW FOX 8 Cleveland
WHBC FM 94.1 Canton	Repository	

It is also advisable to listen to or watch one of these stations as a regular practice in the morning, regardless of the weather, since any emergency due to unexpected factors such as water, heat, or other problems could necessitate the closing of school.

Withdrawals

In the event the child should move out of Carroll County, a withdrawal form and a release of information form should be signed in order to transfer records to the new school and keep the educational transition as uninterrupted as possible.

What will my child learn and be doing?

Classes for students with multi-disabilities

At Carroll Hills School, we focus on “functional academics.” Just like for all children in all schools, we teach the basic subjects of reading, writing, mathematics, science and social studies. However, within our curriculum, these subjects are taught based not only on the child’s abilities but also based on how best the child can take what he/she is taught and apply it to everyday life. We work with many different ideas that allow a student to adapt a task to meet their skills. For example, teaching a child to use a calculator within a grocery store to keep track of their costs so they don’t go over the amount of money they have is something we might do. We may also teach a child to use a grocery list made with pictures instead of words if the student is unable to read.

For students who have more intense physical and mental disabilities, we try to find ways to improve communication and everyday functioning. We want each child to have a full and complete life and to reach his/her potential.

Our ultimate goal is to enable the students, no matter the overall ability level, to become as independent as possible. Our hope is also to provide employability skills and advocate for community employment.

Individual Education Plan (I.E.P.)

Every student receives services via a special individual education plan(i.e.p.) designed for the student’s own particular needs. It is your right to participate in developing the best possible program for your child. You will be asked to help make this plan and reinforce these items at home. The end results benefit everyone: parents, staff and most of all, the student. Your child’s teacher will contact you prior to your child’s IEP meeting to discuss goals.

Progress Reports

Progress reports that address all IEP goals will be issued by classroom teachers and therapists each 9 weeks for all students.

Transition Plan

A Transition Plan is required for all students ages 14 to 22. It sets the goals that the student and family hope to achieve after graduation including work, home living arrangements and community participation. This is a mandated requirement helping schools and families to plan. The student, parents and staff will participate in a team meeting and design the plan that will be attached to the I.E.P.

Evaluation Team Report (E.T.R.)

School district personnel, as well as the Carroll Hills Staff, will be completing an Evaluation Team Report(ETR) for your child as a state requirement every 3 years. The results of this evaluation will determine the special education services your child needs. Your home school district is responsible for conducting the tri-annual evaluations, placing students in appropriate special education settings and monitoring all students enrolled at Carroll Hills School. You have the right to request a re-evaluation more frequently and the right to question the child’s placement.

Speech Therapy

Responding to needs indicated on a child's IEP, speech and language development is nurtured and enhanced using strategies which include large group, small group and individual instruction. In addition, the use of oral, visual, and manual modes of communication (i.e. ASL or SEE sign language, total communication, voice output communication aids, adapted computer input, single switch access and auditory trainer) may also be used. These various modes of communication, when appropriate for one student, are available to all students fostering interaction between students with differing levels of communication skills. In-service and guidance in the use of various communication strategies is provided by a communication specialist to all staff and families.

Physical/Occupational Therapy

The therapists provide one-on-one therapy for children with delays in gross and fine motor skills. Delays must be educationally significant and meet the criteria set forth by both state and federal guidelines through the Dept of Education.

Community Education Field Trips

Your child will be involved in field trips throughout the school year. The trips deemed pertinent to your child's individual education plan will happen on a regular basis as a part of community education and job training experiences. These trips are covered by the field trip permission form in the enclosed envelope. You will be notified prior to any of these trips.

Special outings, or field trips, may also be deemed beneficial and integral part of each student's program. For these events, notices will be sent home prior to the activity with suggestions about clothing meals and fees when they apply, along with a permission slip. Exclusion from a specific activity must be accompanied by a parent note.

School Discipline

The Student Code of Conduct sets forth specific guidelines for student behavior to preserve the health, safety and well-being of all students, staff and visitors, and guarantee an orderly educational process to happen. We believe in reinforcing positive behavior and each teacher has adopted reward systems in their classrooms that meet the individual needs of their students. Individual teachers will advise parents of their unique classroom rules, consequences, and reward system. If misbehavior reaches Level 2 or 3, the principal will determine the needed consequences.

The staff will be creating a favorable climate for learning. Discipline is a part of this climate and is the ongoing process of helping students develop inner controls so they may manage their behaviors in a socially approved manner.

Misconduct which results in danger to the student or others may require emergency suspension until parents and staff meet to resolve the problem. Damage to school property may result in repair or replacement costs.

We, in turn, are your best resource and will communicate with you as needs arise. We have a large amount of resources that can be borrowed for tips on discipline, teaching responsibility at home, following

directions, sibling rivalry, establishing routines, etc. Please feel free to contact us as we work together to benefit your child.

Student Code of Conduct

The Student Code of Conduct sets forth specific guidelines for student behavior to preserve the health, safety and well-being of all students, staff and visitors, and guarantee an orderly educational process to happen. We believe in reinforcing positive behavior and each teacher has adopted reward systems in their classrooms that meet the individual needs of their students. Individual teachers will advise parents of their unique classroom rules, consequences, and reward system. If misbehavior reaches level 2 or 3, the principal will determine the needed consequences.

LEVEL 1 MISCONDUCT

Minor misconduct that interferes with the orderly educational process and is generally handled within the format of the discipline plan of the teacher or supervisor.

1. Classroom disturbances
2. Simple disobedience
3. Dishonesty, cheating, lying, stealing
4. Dress code violations
5. Throwing objects
6. Missed assignments
7. Inappropriate language
8. Disregard for established rules and procedures
9. Minor vandalism or damage to school materials
10. Rules specific to the discipline plan of the staff member
11. Other minor misbehavior that interferes with the educational program

LEVEL 2 MISCONDUCT

Serious misconduct that warrants referral to the principal. Action taken may range from verbal reprimand, counseling, parent conferences, loss of privileges (including the right to participate in field trips and/or extra-curricular events such as Special Olympics), after school detention, emergency removal, in school suspension, depending on the individual situation and age of the child.

1. Unresolved level 1 conduct
2. Truancy or skipping class
3. Forging notes, excuses, or progress reports
4. Threatening or intimidating any student or school employee
5. Verbal abuse or disrespect toward a school employee
6. Unauthorized use of an electronic device (cell phone, recording device, MP3 player, etc)
7. Hazing or other acts of harassment toward another student
8. Leaving school grounds without permission
9. Possession of tobacco or tobacco products
10. Destruction of school property

11. Entering the building after school hours without permission
12. Repeated and malicious disrespect towards authority
13. Gambling
14. Repeated bus misconduct
15. Profane, vulgar or improper language or actions
16. Theft
17. Inappropriate shows of affection
18. Other major misbehavior that interferes with the educational program

LEVEL 3 MISCONDUCT

Very serious misconduct that in most cases warrants immediate out of school suspension, and could result in expulsion. At level 3, the student will not be permitted to participate in any school functions, including extra-curricular events. The local law enforcement agencies may be notified as necessary.

1. Unresolved level 2 misconduct
2. Fighting
3. Causing or attempting to cause deliberate physical injury to another student/school employee/visitor
4. Extortion
5. Use or distribution of smoking or chewing tobacco products
6. Malicious destruction of school property
7. Arson, attempted arson or conspiracy to commit arson
8. Deliberate sounding of a false alarm
9. Possession of a weapon or object that could reasonably be considered a weapon
10. Possession of inappropriate materials that could be reasonably considered libelous, or slanderous toward any student, employee, ethnic group religion or race
11. Possession of inappropriate materials that could reasonably be considered offensive to prevailing community standards of decency
12. Possession, sale, use, purchasing or distribution of narcotics, alcoholic beverages, stimulants, drugs and/or counterfeit* controlled substance
13. Initiating a bomb threat or conspiracy to call a bomb threat
14. Assault of another student, school employee or visitor

*Counterfeit controlled substance can be defined as drug or non-drug product. That is misrepresented as a controlled substance because of its shape, size, and color or other marking.

Change of Clothing

If your student has regular or occasional toilet training problems, please send a change of clothes, training pants, diapers, etc., to school. Your student will be more comfortable if a change of clothing is available. Please clearly label all items. We cannot be responsible for lost items although every effort will be made to keep your student's clothing supply in order. Keeping the temperature in all classrooms consistent is a difficult process in a large building. From time to time, the air conditioning can make some areas quite cool. Sending a sweater or sweatshirt that the student can keep in his/her locker is advisable.

School Supplies

Please do not buy supplies until you hear from your child's teachers. They will inform you of needed items once school is in session. Also, throughout the year, you may be asked to provide food items for class cooking projects, spending money for community outings, or grooming materials for self-help skills. Every effort will be made to keep this minimum, but should you need financial assistance, please contact the Director of Educational Services.

What else does Carroll Hills School offer?

Service Support Administration

Service Support Administration(SSA) services are available to our school-age students who qualify. An SSA acts as advocate for the child by monitoring the delivery of services, assisting in the accessing of other services or agencies you may need, and assisting in investigations of abuse or neglect. This service is available on a 24-hour basis. SSA personnel may be reached at 330-627-6555 from 8:00am to 4:00pm Monday through Friday. After 4:00pm, he/she may be reached by calling 1-800-240-6733. Between the ages of 6-15, an instrument known as the COEDI is administered to determine if a child qualifies for this service. This is a rather simple interview process with parents, caregivers, teachers and students. Once a child turns 16 years of age, an OEDI is administered to determine if the child continues to qualify for services. This is the same basic process as the COEDI but is geared for older individuals. If you wish to request SSA services please call (330)627-6555.

Family Selected Services (F.S.S.)

This program is funded by Ohio Legislation to recognize and provide assistance to families who care for someone with a developmental disability who is living at home. A child again must meet eligibility requirements through the LOC process as described in Service Support Administration. Some of the Family Support Services available to families are:

- Respite Care
- Mileage Reimbursement to Dr. Appointments
- Family education, counseling, training
- Special or adaptive equipment
- Modifications to the home(such as a wheelchair ramp)
- Assistance with special diets
- Medications and Medical supplies
- Family Trips
- Recreational outings, memberships, and passes for individual served
- Special Clothing

For additional information, contact Tonya Hawk, FSS Coordinator, at 330-627-7651, during regular school hours.

Transportation

Issues related to transportation are addressed in the **Transportation Handbook** which you will receive separate. Beyond that, questions may be directed to the transportation department at 330-627-7651.

Hot Food Program

Students paying for meals will pay for the first day of the week for all meals during that week. A hot breakfast and lunch will be provided daily. Free/reduced meal applications will be sent home the first week of school. Please complete this form to determine your child's eligibility. Payment for lunches can be made on a daily or weekly basis and checks should be made out to Carroll Hills School.

Menus are sent home monthly. A Nutritionist acts as a consultant on the menu to help provide balanced meals for the students as good nutrition contributes to optimal learning. Should your child prefer a packed lunch; please consider the nutritional value of the items you select. Students are permitted to bring microwavable lunches as a microwave is available for their use in the lunchroom. White and chocolate milk are available for those with packed lunches. Prices will be sent home in the packet with required forms to be filled out.

Adult Status

The Board of DD recognizes 18 years of age as the majority unless it has been determined that a legal guardian, custodial guardian, or surrogate parent has been appointed. As per federal law, students will be notified one year prior to turning 18 that they will reach legal adult status upon turning 18 and will have all the rights and responsibilities that go with becoming an adult.

Special Olympics

Carroll Hills has an ongoing Special Olympics program. Athletes participate in bowling, basketball, track and field, and cheerleading. Any student age 8 and older is eligible to participate. An athletic release form must be completed and signed by the parent/guardian and a physician to be eligible and are valid for 3 years. Special Olympics are a rewarding undertaking for all involved. We are always looking for volunteer assistants to help the Special Olympics coaches. Contact the Special Olympics Local Coordinator, at 330-627-6555, to volunteer. Your help is welcomed and appreciated. *If your child is absent from school on the day of a Special Olympics event, your child will be ineligible to participate in a Special Olympics event on the day/evening.

Yearbook

Once a year Carroll Hills School publishes a yearbook. This annual presents a photographic summary of the year. Additional information on cost will be sent home to you in the spring.

What can I do?

Visitation

Parents are encouraged to come for conferences or observation at any time, but it is always helpful to plan for such visits in advance to minimize any undue classroom distractions. Advance notification to the teacher is suggested and registration in the school office is REQUIRED. It is recommended that you wait until school has been in session for two or three weeks before visiting to allow everyone time to adjust to the schedule and establish a routine.

Parents will be invited to special activities during the year. However, sometimes it is in the best interest of the child not to have their parents present in order to help them achieve a greater sense of independence. Parents are encouraged to attend parent conferences, Carroll Hills Council meetings, and parent education activities.

Parent Conferences

Conferences are formally scheduled with your child's teacher. Questions or concerns, however, may be addressed through a personal conference, telephone conference, or home visit at any time. Simply notify the teacher, the Director of Educational Services, or the local school district with your request.

The Carroll Hills Council

The Carroll Hills Council meets on the second Tuesday of the month. Please contact the school for the location of the monthly meeting. All parents, family members, friends, and staff are urged to join and attend the meetings regularly. This parent/ professional organization is a vital part of our total organization and needs your support. Membership is \$5.00 per individual and \$6.00 per family. **The Council acts as a booster club-type organization and provides monetary and volunteer support for various activities throughout the year that benefit the children and adults who are enrolled in a Carroll Hills Program.**

Local School Districts

Local school districts often offer a wide variety of services to parents including newsletters, parent organizations etc. We will inform you of specific activities as we receive notifications. Consult your school district of residence for further details.

School District	Number
Brown Local	330-863-0333
Carrollton Exempted	330-627-8067
Conotton Valley	740-269-2000
Minerva Local	330-868-6533
Sandy Valley	330-866-3339

General Information

Confidentiality

Sometimes school personnel find themselves in an awkward position because of questions or concerns that are presented about other students. It is our responsibility to safeguard every child enrolled in our program. A parent or legal guardian has the right to discuss information related to the services directly provided to their own child, however, this information is not subject to discussion with other individuals such as extended family members, other students or their families, etc .

Written parental consent shall be obtained before disclosing any personally identifiable information to anyone other than authorized officials except as provided in state or federal law. Upon receipt of a written request, the program shall comply within ten(10) days. A student of legal age (18) with no court-appointed legal guardian has the right to act in his/her own behalf in all matters related to confidentiality and programming.

Community Services Directory

Department of Jobs & Family Services:	330-627-2571
Health Department & BCMH:	330-627-4866
Community Professional Services- Mental Health Counseling:	330-627-4313

Toll-Free Hotline Numbers

Home Energy Assistance:	1-800-282-0880
Department of Jobs & Family Services:	1-800-282-1190
Medicare Information Services:	1-800-633-4227
Poison Control Center:	1-800-222-1222
Ohio Dept of DD:	1-866-313-6733

Asbestos Notification

The Asbestos in Schools Act is a federal law mandating that every school district, including special purpose schools like Carroll Hills, have a survey for asbestos completed by an accredited surveyor and submit a management plan. This has been done for Carroll Hills. The following notification of our management plan is also required.

An asbestos-containing materials management plan has been developed for Carroll Hills School by a State of Ohio accredited asbestos management planner, and this plan is available for public inspection and review at the offices of the Carroll County Board of DD, and at the school building during normal business hours. This plan is to be made available for inspection, without cost or restriction, within five(5) working days after receiving a written request for inspection. Copies of the Management Plan are available at a reasonable cost from the Carroll County Board of DD offices upon (5) days written request.

Should you have any questions concerning the management plan, or its availability, please contact the County Board of DD's Asbestos Program Coordinator, Matt Campbell, at 330-627-6555.

Pesticide Notification

Pre-notification of pesticide application will be made upon request by the Carroll Hills website or by other means if internet access is not available by the requestor.

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROCEDURES REGARDING SENDING STUDENTS/CONSUMERS HOME WHEN ILL

It is the intent of the CCBDD to provide a healthy environment for all consumers, students, employees, and the general public in fulfilling the mission of the Board. The Board is committed to prevention and reduction in the number of illnesses that could be transmitted to others in the school/work environment.

The Board recognizes that all employees must be knowledgeable in signs and symptoms of possible illnesses to accomplish this goal.

GENERAL INSTRUCTIONS:

- 1) If a student/consumer exhibits any symptoms listed below while at home, they should not come to school/work.
- 2) If a student/consumer exhibits any symptoms listed below while at school/work, they shall be sent home.
- 3) All ill students/consumers shall be reported to, and if possible, seen by the Board nurse or delegated personnel prior to be sent home.
- 4) Following is a list of symptoms to be used as a guideline:
 - a) TEMPERATURE – 100 degrees or higher (oral) in conjunction with other symptoms of illness. Person should remain home until temperature returns to normal for 24 hours without the aid of medications such as Tylenol, Ibuprofen, etc.
 - b) DIARRHEA – more than one abnormally loose stool within a 24 hour period or blood in the stool. Person should remain home until diarrhea has stopped for 24 hours. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain on antibiotic for at least 24 hours before returning to school/work.
 - c) BREATHING – Difficult or rapid breathing – should seek medical care immediately
 - d) VOMITING – Shall be sent home and remain home until vomiting has stopped for 24 hours
 - e) DISCHARGE FROM NOSE – Shall be sent home and remain home if continuous or frequent discharge from nose, accompanied by extreme irritability, or if interferes with daily classroom/work tasks as determined by Board nurse or delegated personnel
 - f) COUGH – Productive cough that brings up green, yellow, or blood tinged mucous, frequent dry cough that interferes with daily classroom/work tasks as determined by Board nurse or delegated personnel or severe coughing that causes the student/consumer to become red or blue in the face or to make a whooping sound. To remain home until cough is no longer present. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
 - g) EYES – Redness of eyes accompanied by thick or greenish-yellow drainage and/or matted eyelashes and/or sensitivity to light; yellowed whites of the eye or skin around the eyes. May return to school/work after having been seen by a doctor and must provide a doctor's release. If antibiotic is

prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work

- h) EARS – Shall be sent home if there is abnormal discharge or foul odor from ears or complains of severe pain. May return to school/work after having been seen by a doctor and must provide doctor's release. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
- i) THROAT – Sore throat with red, inflamed areas or white patches, difficulty swallowing. May be required to see a doctor. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
- j) RASH – Board nurse will be consulted for rash to be evaluated on an individual basis. Doctor's release may be required to return to school/work, at Board nurse's discretion.
- k) SEIZURES – Board nurse will be consulted for seizure activity to be evaluated on an individual basis. Some students/consumers experience daily seizures with no interference in education or programming. As each person who has seizures experience them in different ways, the Board nurse will decide if transportation home on the bus may be done safely. Written doctor's orders will be followed, if prescribed for seizure activity. When a seizure occurs, documentation will be sent home to the family/caregiver. If there is no history of seizures, the local emergency squad will be summoned for transportation to the hospital as listed on the student's/consumer's emergency medical form.
- l) OPEN AREAS – Areas not bleeding nor showing signs of infection (white/green or red tinged drainage, redness of skin around open area, foul smell, etc.) and not interfering with daily classroom/work tasks may attend *if area is able to be covered and remain covered the entire time*. Otherwise, the student/consumer shall remain home until area is healed.
- m) LICE/NITS – Shall be sent home and remain home if Board nurse or delegated personnel detects head lice or nits. May return to school/work after the student/consumer has been treated with a lice product and all lice and nits have been removed. Parent/caregiver must transport student/consumer to school for Board nurse or delegated personnel to check to make sure no nits or lice remain. Parent/caregiver may also have the student's/consumer's head checked at the county health department. A release will be required from the health department before student/consumer may return to school/work. Board transportation vehicles will not transport student/consumer to school/work without the all clear being received from the Board nurse, delegated personnel, or the county health department.
- n) SUNBURN – Shall be sent home and remain home if sunburn involves face, eyes, ears, or is over large area of the body, if sunburn results in blisters and/or interferes with activities as determined by the Board nurse or delegated personnel
- o) PAIN – Shall be sent home and remain home if student/consumer has unusual complaints or displays pain or discomfort, including a stiff neck
- p) URINATION PROBLEMS – Difficulty urinating, absence of normal urine pattern, burning during urination, pink/red urine, unusually dark urine, or foul smelling urine. May return to school/work after having been seen by a doctor and must provide doctor's release
- q) ANY OTHER SYMPTOMS OF ILLNESS OR DISEASE not covered in a-q must be investigated by the Board nurse who may require the student/consumer be seen by a doctor and provide a doctor's release to return to school/work.

- 5) The Board nurse or delegated personnel will communicate with the residence their concerns before sending a student/consumer home in the form of a phone call plus a written report, a copy of which will be sent home with the student/consumer.
- 6) Emergency medical treatment will be handled in accordance with each individual's Emergency Medical Release Form, the Board's guidelines, and agreement with the parents/caregivers.
- 7) In the event of illness or injury, the parent/caregiver will be responsible for transportation home or to a medical facility if ambulance service is not warranted.
- 8) The Board nurse's or delegated personnel's decision based on the guidelines is final with regard to immediate steps for protection of the individual's health and safety, significant changes in health, mental and/or behavior status. The Board's policy on due process may be followed if further discussion is warranted.
- 9) Transportation Department or designee will notify the Board bus staff if a student/consumer is on a 24-hour waiver as to when transportation can resume.

STAFF ORIENTATION AND TRAINING

Directors of each Board component will ensure that:

- 1) An initial orientation is scheduled for employees including PERRP regulations, epidemiology, modes of transportation, and prevention of infectious diseases.
- 2) Yearly training is provided on Communicable Diseases and Universal Precautions to reinforce recognizing signs of illness and knowledge of disease prevention.
- 3) Staff will be responsible to train students/consumers in appropriate universal precautions and to monitor appropriate utilization of the precautions.
- 4) All Board sites will develop and send home a yearly reminder to parents/caregivers concerning when to keep students home from school when sick.

Approved by: Mathual J Campbell, Superintendent

Reviewed and revised: 5/13/10

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.

Carroll County Board of Developmental Disabilities

540 High Street N.W., Carrollton, OH 44615

Board Offices
P.O. Box 429
Carrollton, Ohio 44615
Phone: 330-627-6555
Fax: 330-627-6115



Mathual J. Campbell,
Superintendent
carrollcbdd.org

Carroll Hills School
2167 Kensington Road N.E.
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

Dear Carroll Hills School Staff and Parents,

Our school is committed to the health and well-being of our student community. We are implementing a Return to Learn / Concussion Team Model to help students who have sustained concussions to safely return to school. Team members include: school nurse, principal, and 2 teachers to be determined. Ad hoc members to include teachers and other support staff.

If you learn of a student who has a concussion, please contact Kim Yeager, RN, the Concussion Team Leader, immediately. The team can then develop a plan of academic adjustments that can help the student when he/she returns to school.

Any questions about these procedures can be directed to Kim Yeager, RN at: 330-627-7651.

Thank you for your support of our students.

Carroll County Board of Developmental Disabilities

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Carrollton, Ohio 44615
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August 6, 2022

Dear Parents and Family Members:

The Asbestos in Schools Act is a federal law mandating that every school district, including special purpose schools like Carroll Hills, have a survey for asbestos completed by an accredited surveyor and submits a management plan.

This has been done for Carroll Hills School. The attached notification is also required.

Sincerely,

Dave Henry
Maintenance Director

Notice of Availability Asbestos Containing Material Management Plan

An asbestos-containing material management plan has been developed for Carroll Hills School by a State of Ohio accredited Asbestos Management Planner, and this plan is available for public inspection and review at the offices of the Carroll County Board of DD, and at the school building during normal business hours. This plan is made available for inspection, without cost or restriction, within five (5) working days after receiving a request for inspection. Copies of the Management Plan are available, at a reasonable cost, from the Carroll County Board of DD office upon five (5) days written request.

Should you have any questions concerning the Management Plan, please contact the Carroll County Board of DD Asbestos Program Coordinator, Dave Henry at 330-627-7651.