

**OHIO STATE SCHOOL  
FOR THE BLIND**

[www.ossb.oh.gov](http://www.ossb.oh.gov)



**STUDENT/PARENT  
HANDBOOK**

**2010-2011**

THE OHIO STATE SCHOOL FOR THE BLIND IS AN EQUAL OPPORTUNITY  
EMPLOYER AND SERVICE PROVIDER

OSSB MISSION STATEMENT

The Ohio State School for the Blind, a publicly funded educational facility, is dedicated to the intellectual, social, physical, and emotional growth of students with visual impairments, including those with multiple disabilities. Our mission is to work cooperatively with students, families, and the community to provide an effective, enjoyable educational experience through specialized curriculum, equipment, material, and individualized, disability-specific instruction to develop our students' unique potential.

OUR COMMITMENTS

To engage all students actively in the learning process in a safe, clean, healthful environment and a caring, supportive, respectful atmosphere.

To monitor and manage students' health care needs, encourage physical activity and provide good nutrition.

To provide guidance in collaboration with each child's family to facilitate a satisfying transition to adult life.

To promote integrity and values that foster positive relationships and cooperation as well as independence and productivity.

To nurture self-esteem and build self-discipline needed to make wise life decisions.

To involve students at all developmental levels to achieve their potential.

To promote continuity and consistency through the residential experience and extracurricular activities.

To promote life-long learning to help students meet the challenges of a culturally diverse, technologically complex society.

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Ann Womer Benjamin, Vice President, Aurora  
Deborah S. Delisle, Supt of Public Instruction

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Deborah L. Cain, Uniontown  
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Representative Brian Williams, Akron



## **Instruction**

### **Principal**

Gerard Marcom

### **Secretary**

Carol Whitis

### **Teachers**

Carol Agler  
Rita Arthur (Substitute)  
Alison Brewer  
Janell Brown  
Mary Butler  
Sue Conrad  
Robin Finley  
Tamara Fisher  
Sheryl Fraley  
Barbara Frankenfield  
Rick Geyer  
Colleen Heath  
Ronald Heath  
Christine Hubbard  
Daniel Kelley  
Karen Koehler  
Mary McCleary  
Nenita Macanan (Substitute)  
Sarah Moore  
Kerry Nixon  
Cecelia Peirano  
James Peterfish  
Kimberly Picard  
Nona Pierce  
Kathy Pietras  
Connie Schwamburger  
Jeffery Shaw  
Sharon Shaw  
Evette Simmons-Reed  
Patricia Wilson  
Elizabeth Young-Dove

### **Guidance Counselor**

Lynn Boyce

### **Teachers Aides**

Melanie Arnold  
Julie Britt  
Jennifer Gilliland  
Joel Hatem  
Tammy Hupp  
Rachelle Jackson  
Lee Mascarello  
Patti Miller  
Cynthia Nickell  
Madeleine Reid  
Patty Rice  
Sarah Salvagna  
Jennifer Starkey  
Cindi Swisher  
Melissa Tate  
Julie Thomas  
Preston Wilson

## **Parent/Family Services**

### **Parent Mentor**

Lauri Kaplan

### **Transition Coordinator**

Ann Pilewskie

### **Braille Production**

Cheryl Boley  
Denise Reed

### **CISAM**

Paula Mauro  
Kelly Houston  
Judy Seins

## **Residential Services**

### **Youth Leader Supervisor**

Mary Swartout  
Marc Tyler

### **Youth Leader**

Shelley Armstrong  
Jackie Boone  
Nicole Bricker  
Jolene Carpenter  
Erica Cooper  
Donna Decker  
Amery Fitch  
Joe Gehres  
Dana Harris  
Michael James  
Rhonda Justice  
Jim McGaughey  
Beth Newell  
Julie Pashovich  
Shirley Stowe  
Diane Sexton-Alexander  
Joanna Schilling  
Nancy Terry

## **Student Health Services**

### **Student Services Administrator**

Dawn Henslee, R.N. BSN

### **Secretary**

Julie Newland

### **Nurses**

Judith Babka, R.N.  
Mabel Richardson, R.N.  
Tammy Woodyard, R.N.

### **Physician**

Bryan Ghiloni, M.D.

## **Food Service Department**

### **Food Service Manager**

Juli Carvi

### **Food Service Personnel**

Laura Holman  
Andrew Humphrey  
Heather Jones  
Nita Penick  
Caren Robinson  
Louise Wade  
Kathy Wycuff

## **Maintenance Department**

### **Interim Building/Maintenance Superintendent**

David Wojonowski

### **Building/Maintenance Supervisor**

Howard Duarte

Charles Hood

### **Maintenance**

Danny Blackwell

Larry Ferguson

Jim Flowers

Brett Friederich

Dale Johnson

Jason Jones

Jim Lewis

Andy Maier

Jack Miller

James Prater

### **Laborer**

Donny Belcher

Henry Delecruz

## **Custodial Department**

Nyla Bailey

Bill Bright

Jo Cunningham

Saad Freeman

Tina Sifford

Rochelle Washington

### **Groundskeeper**

Jeanene Boyer

### **Security**

Robert Bailey

Doug Chavis

Ahmad Fontie

Ron Smith

Sonny Taylor

### **Vehicle Operator**

Jim Merwin

Ed Moggo

## REGULAR SCHEDULE

Homeroom	8:05 a.m. 8:15 a.m.
1 <sup>st</sup> period begins	8:15 a.m.
1 <sup>st</sup> period ends	8:55 a.m.
2 <sup>nd</sup> period begins	8:58 a.m.
2 <sup>nd</sup> period ends	9:38 a.m.
3 <sup>rd</sup> period begins	9:41 a.m.
3 <sup>rd</sup> period ends	10:21 a.m.
4 <sup>th</sup> period begins	10:24 a.m.
4 <sup>th</sup> period ends	11:04 a.m.
5 <sup>th</sup> period begins	11:07 a.m.
5 <sup>th</sup> period ends	11:47 a.m.
6 <sup>th</sup> period begins	
6 <sup>th</sup> period ends	
Lunch begins	11:47 a.m.
Lunch ends	12:26 p.m.
6 <sup>th</sup> period begins	12:26 p.m.
6 <sup>th</sup> period ends	1:06 p.m.
7 <sup>th</sup> period begins	1:09 p.m.
7 <sup>th</sup> period ends	1:49 p.m.
8 <sup>th</sup> period begins	1:52 p.m.
8 <sup>th</sup> period ends	2:32 p.m.
9 <sup>th</sup> period begins	2:35 p.m.
9 <sup>th</sup> period ends	3:15 p.m.

## HOME GOING SCHEDULE

8:05 a.m.
8:15 a.m.
8:15 a.m.
8:50 a.m.
8:53 a.m.
9:28 a.m.
9:31 a.m.
10:06 a.m.
10:09 a.m.
10:44 a.m.
10:47 a.m.
11:22 a.m.
11:25 a.m.
12:00 a.m.
12:02 p.m.
12:37 p.m.
12:39 p.m.
1:14 p.m.
1:17 p.m.
1:52 p.m.
1:55 p.m.
2:30 p.m.

## **OHIO STATE SCHOOL FOR THE BLIND HISTORY, PHILOSOPHY, AND OBJECTIVES**

As early as 1812 the legislation of Ohio was interested in the education of children and youth with visual impairments. In 1835, the county auditors were directed to make a complete survey and report to the General Assembly on the number of blind persons in the state.

In the following year, a committee was appointed to study the question. On July 4, 1837, the first school was opened with one teacher and five pupils. This was the first state supported residential school for the blind.

The first school building was completed and occupied in 1839 on Friend Street, later called Main Street. This building was torn down. The larger building at Main Street and Parsons Avenue was occupied May 1, 1874. Dormitories were constructed and occupied in 1934.

In 1927, the School for the Blind was transferred from the Department of Welfare to the State Department of Education. This school is now a division of the State Board of Education.

In 1943, the legislature approved funds for the erection of a school plant on the present site, 5220 North High Street. These buildings were occupied in the fall of 1953.

The superintendent is directly responsible to the State Superintendent of Public Instruction through the administrative supervision of the Deputy Superintendent. Ultimate responsibility rests with the State Board of Education.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

The Ohio State School for the Blind is an equal opportunity employer and service provider. This means that the policy of the OSSB is to not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

Any student complaint regarding alleged discrimination on the basis of disability should be referred to the ADA coordinator, or to the Principal who serves as the Title IX and Section 504 Coordinator.

### **SCHOOL POLICIES**

#### **OSSB Policy on Homeless Children and Youth and Enrollment Dispute Resolution**

The McKinney-Vento Homeless Assistance Act was signed into law in January 2002 as part of the No Child Left Behind Act of 2001 (NCLB). The term "homeless" is defined by the McKinney-Vento Act to mean individuals who lack a fixed, regular and adequate nighttime residence. Included are children and youth living in a wide variety of inadequate living situations such as motels, campgrounds, cars, parks, public spaces, abandoned buildings, emergency or transitional shelters, and shared housing due to

loss of housing, economic hardship, or other similar reasons. The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This program includes children and youth with disabilities.

The Ohio State School for the Blind (OSSB) will work with the local school districts of students enrolled in its educational program to ensure that students who experience homelessness receive all the rights and privileges as students at OSSB who are not homeless. The school principal or designee will act as the liaison for students who are homeless.

For more information on the McKinney-Vento Act and ***A Parent's Guide to the Rights of Children and Youth Experiencing Homelessness***, please visit [www.ossb.oh.gov](http://www.ossb.oh.gov) and click on the Parent Resource link.

## **Visitation**

All visitors should sign in and sign out in the school office and obtain a visitors badge for the duration of their stay in the school program.

## **Parent Visitation**

Parents are encouraged to come to their child's classes during normal operating hours. Such visitations allow parents to experience their child's education first hand and enable students to know that their parents value education. Since many of OSSB's parents reside some distance away from Columbus, we are grateful when parents take the time to visit the school and will try to accommodate needs to the extent possible to avoid too much class interruption. Visitors, while welcome, do change the learning environment.

Please bear in mind that it is important to the learning process that students have uninterrupted learning time and that teachers have uninterrupted teaching time. With that in mind, some policy requirements are necessary. Teachers cannot stop teaching to confer with parents who stop by without an appointment and, consequently, such unscheduled visits to classrooms are not permitted by this policy.

- ❖ In order to maintain the high standards of safety, security, and accountability of our students and staff, all parents are asked to sign in and out in the school office and obtain a visitors badge.
- ❖ Parents may either visit the classroom at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables you to schedule the observation for the maximum benefit. Siblings and friends are not permitted to attend observations.
- ❖ Parents may schedule up to two (2) classroom observations of thirty (30) minutes in duration each 9-week grading period. Additional visitation time need to be requested in advance through the Principal's Office.
- ❖ Staff may accompany visitors to the classroom.
- ❖ The use of cameras (including cell phone cameras) and audio/video recorders are not permitted.

- ❖ Parents can schedule a parent/teacher conference.
- ❖ Generally, parents are welcome to visit the cafeteria and eat lunch with their child; however, please check with the Principal's Office ahead of time.
- ❖ Non-custodial parents generally do not have the same rights as custodial parents. Legal agreements and specific circumstances will be reviewed when a non-custodial parent wants to visit classes.
- ❖ Students who leave with their parents prior to the end of the educational day are also expected to sign out in the school office as are students who arrive after the educational day has started (8:05 am).

On a case by case basis, the superintendent (or designee) has the right to take reasonable actions to preserve and protect a proper and safe environment, including removing any visitor from the school. The administrators retain the authority to deny access to the school for any visitor who has not complied with the provisions of this policy on parent visitation, other policies of OSSB, has been disruptive, whose presence may disrupt or disturb the learning environment, or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

The above-referenced policy does not apply to (a.) any visits to the Principal's or Superintendents Office, (b) any school-wide or classroom activities or extra-curricular activities open by invitation to all parents/guardians, or that are open to the community in general; or (C) participation by invitation in meetings with professional staff.

## **Change of Address**

### ***Within the same district:***

Parents that move (even in the same district) still need to notify both their district school and OSSB of a change of address. Although you are in the same school district your student's transportation may be different. Changes in bus schedules can take some time to implement. To avoid your child missing school due to transportation please give adequate notice of address change. This also covers any mailings of grade cards and such that you would receive from OSSB.

### ***To a different district:***

Parents whose school district of legal residence changes because the parents move from one location in the state to another, and who inform the Ohio State School for the Blind superintendent of their change of address, will be sent a copy of the letter to parents regarding "The Procedure for informing School Districts of a Change in Address." This letter is intended to direct the parents to the appropriate person in their new school district of residence, and to inform the previous school district that a child within their district they have currently placed at the Ohio State School for the Blind has moved from their district. A copy of the letter sent to the parents will be sent to both the former and the new school district of residence by the Ohio State School for the Blind superintendent.

## **Attendance Policy**

Schools are required to monitor student attendance, maintain records of attendance, and file attendance reports. This Attendance Policy has been developed to outline and

communicate requirements and procedures to parents and staff.

Students should attend school all day every day that school is scheduled. There may be times when students need to miss school for legitimate reasons. These absences will be excused, and students will receive credit for work missed and made up within a reasonable time.

### **Excused Absences**

The following reasons constitute an excused absence:

1. Death in the family
2. Personal illness at home or OSSB's Student Health Services
3. School-authorized field trips
4. Appointments – Doctor, Dentist, BVR, BSVI, SSI, Counseling, Job Interview.
5. Family vacation with prior approval by OSSB
6. Transportation problems due to weather emergencies (Highway Patrol verification)
7. Failure of local school district to arrange transportation
8. Other extenuating circumstances approved by the Principal of OSSB

All other absences are unexcused. Students will not receive credit for work missed, and will not be allowed to make up work for credit when their absence is unexcused.

### **Parental Responsibility**

Parents should contact the Principal's Office when their student will not be in school. When the student returns to school, the parent must send a note explaining their student's absence. Without proper communication from the parent, the student's absence will be considered unexcused.

Parents planning a family vacation, requiring the student to miss school, shall make a request to the Principal in writing two weeks before the vacation. Parents may contact the Principal's Office by phone, and follow-up with a written request.

The student must see each of his/her teachers prior to the vacation to obtain work for the time he/she will miss. Parents must insure that this school work is completed.

### **School Responsibility**

If a parent fails to report their child's absence, the Principal's Office will attempt to contact the parents by telephone, using home and work numbers, to report to the parent that their child is not in school. If the Principal's Office is unable to reach the parent, a postcard will be sent. This procedure complies with regulations of notifying parents. However, in the interest of conserving time, parents should be conscientious about contacting the school when their child will be absent. The Principal's Office will maintain records of the attempt(s) to reach parent.

When there is truancy, excessive absence, or repeated failure of the parent to notify the Principal's Office of their student's absence, the principal will communicate by letter with

the parent in an attempt to resolve the situation. Continued truancy, excessive absence, or failure to notify will result in notification to the district of residence, and their involvement in a resolution of the situation. Absences are considered excessive if they exceed five days in a row, 7 days in a month, or 12 non-consecutive days.

### **Student Responsibility**

Student's who have reached eighteen (18) years of age may act in his or her own behalf in matters of attendance. These students should:

1. attend school all day every day school is scheduled
2. contact the Principal's Office if they must be absent and give an explanation.
3. write a note stating the reason for the absence, and present proof of appointments upon return to school. Failure to provide notes and proof of appointments will result in the absence being unexcused.

### **Lost and Damaged Textbooks and Equipment**

Students are responsible for maintaining and returning all textbooks and materials issued to them. Students will be assessed a fine for the repair or replacement of any book or equipment that is damaged or lost while under their responsibility. Student diplomas and transcripts will not be released to any student who fails to clear all academic and equipment fees.

### **Confidentiality Policy for Educational Records for OSSB**

#### **Purpose**

The Confidentiality Policy of the Ohio State School for the Blind guarantees the complete privacy of all educational records of every enrolled student or formerly-enrolled student from unwarranted inspection by or communication to any unauthorized individual or agency; the unconditional right of the parent(s) or legal guardian(s) of aforementioned student, and the similar right of every aforesaid adult student, to read or have read, explained, and interpreted to them every portion of the educational records, including the total school profile; their right to review, upon request, all applicable state and federal legislation and attendant rules and regulations and standards and policies of the residential schools that relate to the confidentiality of information; and to receive annual notice of their right to confidentiality.

### **Suspension, Expulsion, and Temporary Removal**

All suspensions and expulsions will be formalized by the superintendent and shall be in accordance with the procedures identified in the Rules for the Education of the Handicapped 33-1-51-20-(C) as adopted by the State Board of Education:

#### **33-1-21-20(C) Suspension, Expulsion and Temporary Removal**

1. Suspension, expulsion and temporary removal may result from one or more of the following: damaging or attempting to damage property on or off campus; any acts of violence, force, coercion, extortion or threat; assault or attempted assault on other pupils or employees; possessing, using, transmitting or concealing

- weapons, alcohol or drugs; arson or attempted arson; theft; reckless operation of a vehicle on or near the campus; truancy; or any other personal and/or social behavior deemed unacceptable by the superintendent or principal.
2. All suspensions and expulsions will be formalized by the residential school superintendent, and shall be in accordance with the procedures listed below:
    - a) Suspensions shall not exceed ten school days. Prior to suspension, the student shall be given:
      - i. Written notice of any reasons for the intended suspension.
      - ii. Provide them with an opportunity to appear before the residential school superintendent or his designee to challenge the reasons. The time and place of the hearing shall be designated in the notice.
    - b) Temporary Removal
      - i. A child, who poses a continuous danger to persons or property, or an ongoing threat of disrupting academic or extracurricular activities, may be removed by the superintendent or his designee without the notice and hearing requirements.
      - ii. Children temporarily removed shall be given written notice of the reasons for removal as soon as practicable after the removal.
      - iii. A hearing shall be held within seventy-two hours from the time of the removal order.
  3. Suspension and expulsion notices shall be sent to the child's parent guardian, or custodian, a representative of the Ohio Department of Education, and the superintendent of the school district of residence. The notice shall include reasons for suspensions or expulsion, and the right of appeal to a representative of the State Department of Education. Notice shall be given within twenty-four (24) hours after the suspension or expulsion.
  4. Appeal
    - a) A child and/or his parents, guardian, or custodian, may appeal his/her expulsion or suspension by the residential school superintendent and have the right to invite others to participate in the appeal proceedings, including legal counsel and shall be granted a hearing before a representative of the Ohio Department of Education or his designee. The representative of the Ohio Department of Education may affirm the order or may reverse, vacate, or modify the order.
    - b) A written or electronic verbatim record of the appeal hearing shall be made.

## **Discipline Policy**

### ***What We Believe About Students***

#### **We Believe...**

- Students have self-worth
- Students need recognition, respect, and acceptance
- Students deserve to learn to their fullest potential in a safe, stimulating environment
- Students need to be aware of and recognize limits and expectations which impact upon themselves and others
- Students should be self-directed and, when given the opportunity, use

appropriate means to express themselves

- What a student becomes as an adult is learned by the way they live their daily lives, and that they are strongly influenced by family, staff, peers, and their environment

#### Incentive Program

- To foster an atmosphere that will enhance that which we believe about students, an incentive program is established. This program includes positive recognition activities and rewards in individual classrooms, as well as school-wide programs.

### **Guidelines for Behavior**

Students are expected to promote a safe environment for self and others.

- Demonstrate orderly conduct in classrooms, cottages, stairways, dining halls, school events/activities, public places, etc.
- Walk on right side of all hallways
- Respect the Rights, Property, and Needs of Self and Others
- Work cooperatively against theft, graffiti, noise pollution, invasion of personal space, etc.
- Demonstrate responsible social and academic behavior
- Communicate in a positive and constructive manner with regard to volume and language
- Participate in class/school activities cooperatively
- Attend class and school activities regularly
- Attend classes prepared
- Be punctual to classes and other school activities
- Dress acceptably, by adhering to the school guidelines
- Practice healthy habits (avoid drugs, alcohol, etc.)
- Develop and work toward realistic personal goals.

### **Guidelines for Discipline**

We Believe...

- Discipline is a form of caring. Students want and thrive within a caring structure
- Discipline promotes self-actualization, and allows the student the opportunity to develop self-discipline and reach full potential
- Discipline leads to a safe, non-threatening environment which encourages productivity
- Consistency in discipline is most effective
- To redirect behavior, disciplines should be fair and flexible
- Providing a positive climate encourages positive behavior
- The discipline policy should provide progressive discipline steps
- The discipline policy should be clearly stated, and understood

## **Behavior Management Programs**

The Ohio State School for the Blind recognizes the appropriateness of using behavior management strategies as a means of increasing individual students' opportunities to participate in and benefit more fully from instructional activities and social interactions. Behavior management programs provide a systematic, organized plan designed to promote positive changes of behavior.

## **Disciplinary Action**

NOTE: Disciplinary action will usually follow the progression listed below. However, serious and repeated problems may be initiated at a higher level.

1. Teacher or student initiated self-correcting strategy.
2. Verbal warning(s) or reprimand(s).
3. Time-out session.
4. Detention-before or after school. (Transportation concerns may limit this option for day students.)
5. Parental contacts.
6. Restriction of activities and privileges.
7. Removal from activities.
8. Temporary removal.
9. In school suspension.
10. Suspension
11. Expulsion

## **Progressive Discipline Plan**

The Ohio State School for the Blind has the obligation to create the kind of atmosphere in which order and discipline encourage the achievement of student's educational goals. In meeting that obligation, the following kinds of actions (or combinations of actions) may result when students fail to follow rules and guidelines, or behave in an inappropriate manner, the teacher and/or youth leader may:

1. Speak to the student to convey expectations, and give the student an opportunity to self-correct
2. Confer with the student, in an informal meeting, to develop intervention strategies
3. Request a staffing or conference by the staff members directly concerned. Staffing may be comprised of any combination of staff/parents deemed appropriate. Once participants are determined, Administrator or designee will schedule the staffing and will be notified of the outcome
4. Refer the student to the Principal and/or Residential Administrator in writing. The appropriate administrator will communicate their actions to the teacher and/or Youth Leader in writing
5. The Principal and/or Residential Administrator may refer the student to the superintendent. The Superintendent will communicate his action to the Principal and/or Residential Administrator

## **Detention**

The purpose of detention is to assist with the improvement of student behavior or poor habits. Students should clearly understand why they are given detention.

Detention is supervised by the assigning staff member. Detentions may be assigned during the lunch period or at the end of the school day for a period of no more than 30 minutes.

The teacher must inform the student and the Principal's office prior to the time the detention is to be served.

## **In-School Suspension**

Students may be assigned in-school suspension by the Principal and/or the Superintendent for serious misbehavior, repeated infractions of rules, or failure to accept and follow procedures and directions of school personnel.

1. Students will report to the Principal's office at the beginning of the school day, and will be dismissed from in-school suspension at the end of the school day.
2. Students will bring school study materials and books to the in-school suspension room in order to keep up with their studies and assignments. Students will not be allowed to leave the in-school suspension room to gather materials or check on assignments.
3. Students will not be allowed to have leisure reading materials, radios, leisure tape players, or other entertainment materials or items.
4. Students will be allowed three restroom breaks: one at mid-morning, one at noon-time, and one at mid-afternoon.
5. Students will be provided a sack lunch to be eaten in the in-school suspension room.
6. The Principal and/or Superintendent will determine the number of days of in-school suspension assignment.

## **Dress Code**

The school is a place of business and learning. Students enrolled represent the school, themselves, their families, and other persons with visual disabilities.

The policy expects all students to adhere to a code of decent dress for school and not wear clothing that could compromise their personal safety or the safety of others.

Specific provisions include:

- Dress length not shorter than mid-thigh and undergarments concealed at all times.
- No bare midriffs or see-through clothing, including no tube tops, spaghetti strap tops, halter tops and/or strapless tops or dress revealing the midriff or breasts; no tight or form-fitting clothing; no night or sleeping clothes, and no underwear as outerwear;
- Shoes worn at all times with slippers and bedroom shoes not permitted.
- No words or writing across the seat of shorts, pants and skirts.

- No hats, caps and other types of head covering other than those for religious purposes and no sunglasses worn inside buildings, unless prescribed.
- Shorts hemmed and straight legged, no shorter than mid-thigh and must be worn at the waist. No saggy shorts and short shorts/gym shorts only in physical education classes.
- Long pants of proper waist size and must not hang below the waist, with pants not touching or dragging on the ground.
  
- Belts not to be more than three inches longer than the student's measured waist size.
- Clothing and jewelry free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive or that advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco or alcohol.
- Hair must be trimmed and well groomed.

Students need to come to school prepared and dressed to work. At the high-school level we expect students to be appropriately attired in class and, by extension, in business internship and community service settings.

### **Electronics**

All personal electronic equipment is the sole responsibility of the owner.

All personal music/recording/video devices must be turned off once a student enters the school and remain off throughout the school day. Any personal electronic equipment that is used for educational purposes must be identified through the IEP and be in compliance with OSSB's Acceptable Use Policy.

Cellular Phones, Satellite Phones, and other Portable Communication Devices must be turned off once a student enters the school and remain off throughout the school day. A cell phone is not to be used as a text messenger, calculator, timepiece, camera, or in any other capacity during the school day whether in the school building, on the school grounds or participating in a school trip. . Violation of this rule may result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to a parent or guardian provided there are not concerns with the contents of the phone. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Phones are not permitted during testing. The presence of cell phone devices during testing may invalidate the test.

### **Search and Seizure**

Circumstances may arise under which the administration not only has the right, but the responsibility to search lockers or dorm/cottage rooms in the general interest, health, safety, and welfare of its property, students and employees.

Searches are to be made only by Administrators in the presence of the student with an adult witness.

No one other than an Administrator shall conduct a search.

Youth Leaders will notify the Youth Leader Supervisor immediately when, in their opinion, a search should be conducted.

## **Smoking**

The Ohio State School for the Blind is a smoke-free Campus.

The Ohio State School for the Blind (OSSB) has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that smoking and the breathing of secondhand smoke constitute a significant health hazard.

In addition to direct health hazards, smoking contribute to institutional costs in other ways including cleaning and maintenance costs and costs associated with employee absenteeism, health care, and medical insurance.

**It is, therefore, the policy of OSSB to prohibit smoking in school buildings and on school grounds. Specifically, smoking is prohibited in all OSSB buildings, including classrooms, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms.**

**Furthermore, smoking is prohibited in all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, exterior stairways and landings. Smoking is also prohibited in all State vehicles.**

In addition to instituting the above regulations, the OSSB on an ongoing basis makes available to employees and students information about the effects of smoking and secondhand smoke and about smoking-cessation programs—primarily through the Student Health Center.

Effective implementation of the Smoking Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. It is a normal and reasonable duty of all employees of OSSB and expected conduct by all students, to comply with this policy.

All members of OSSB—students, faculty, and staff—as well as campus visitors are expected to comply with the provisions of the policy.

This policy will be displayed throughout the school and the general public will be notified that OSSB is a tobacco and smoke free campus.

## **EDUCATIONAL SERVICES**

The Ohio State School for the Blind serves students with a variety of abilities and specialized needs. Students in grades K-12, who are blind or visually impaired without another documented disability, follow the state academic standards and curriculum required by the Ohio Department of Education for elementary and secondary schools, without modification. Specialized accommodations are made in how students access and work with the curriculum, including their use of technology, Braille, and other media.

Students, who have a visual disability with an additional disability, including learning disabilities (LD), developmental or cognitive disabilities (CD), autism, other health impairments (OHI), orthopedic impairments (OH), or traumatic brain injury (TBI), among others, are served according to their needs. Students are presented with a modified academic curriculum and accommodations to meet their specific needs. Specialized vocational and life skills curricula are offered to students to support skills for optimal independence and employment in the community.

Students with significant multiple disabilities, one of which is visual, receive a modified curriculum with specialized instruction in daily living skills, communication, pre-vocational, and leisure skills. Students are served in classes with small student-teacher ratios and given accommodations and services necessary to support each of their individual needs. All educational programs address state standards.

Curriculum and courses at the Ohio State School for the Blind are accredited by the Ohio Department of Education, Division of Special Education.

### **Academic Programs**

Every student is given the opportunity to develop increasing levels of competence in the basic skills. Through the aggregate course work offered in the academic program, the individual will broaden and enrich his/her educational knowledge, values, and attitudes.

In order to prepare students as contributing members of society, the academic curriculum will:

- ❖ Provide experiences in reading, writing, and comprehending materials needed to succeed in educational, vocational, and social interests and inquiries
- ❖ Assist students in applying math skills appropriate to current and future educational, occupational, and personal needs
- ❖ Formulate understanding of social and cultural codes and morals
- ❖ employ experiences in using conventional scientific language and applying basic scientific and technological process
- ❖ assist students in meeting personal and community health obligations in a reasonable manner
- ❖ offer instruction in physical education
- ❖ develop knowledge, skills, and values in aesthetic and culture fields providing enrichment in the student's personal and social life
- ❖ encourage the student's appreciation of life in other cultural and linguistic environments
- ❖ assist students in developing appropriate study habits and skills

### **K-12 Program**

The K-12 curriculum at OSSB offers a comprehensive education leading to high school graduation. This program meets the requirements of the Ohio Department of Education for elementary and secondary schools.

In addition, programming is provided in orientation and mobility, speech and hearing,

occupational therapy, physical therapy, daily living skills, and psychological services, per students IEP.

### **Curriculum Modifications**

Students who need curriculum modifications are provided instruction in academic coursework where the emphasis is on the practical application of the skills learned. Curriculum is delivered through classes designed to teach daily living skills, reading, spelling, mathematics, social skills, prevocational, vocational skills, leisure skills, and awareness of community services.

Modification of standard vocational coursework is offered through experiences in a variety of vocational mass production activities designed to simulate work skills in semi-supported, supported, or sheltered work environments.

A specially designed curriculum is developed for students who need supports for any or all K-12 programs. Students may also participate in the work-study program, which is designed to teach job related interpersonal and social skills, as well as specific vocational skills.

### **Students with Multiple Disabilities**

The modified curriculum for students with significant multiple disabilities provides individualized instruction in daily living skills, vocational skills, and community-access skills with emphasis on communication and independence across all curricular areas according to the IEP. The instruction is designed to:

- assist students and their families in meeting IEP goals
- assist students to acquire age-appropriate leisure, recreational, social, and daily living skills.
- assist students to utilize technology to aid their communication and educational IEP goal.
- assist students in transitioning to their home communities prior to their graduation
- provide IEP identified specialized services such as speech and hearing, occupational therapy, physical therapy, sensory training, orientation and mobility training and adaptive physical education to assist students to maximize their educational potential
- help students learn to access goods and services in community settings
- adapt materials and methods to increase student independence and communication
- promote individual progress with functional academics

### **Career Guidance and Career Preparation**

Career and Vocational education provide instruction in skills, concepts, and attitudes that allow students to develop personally satisfying careers. Specific instruction in prevocational skills needed for post-high school education, and individual career development allow students to pursue individual career goals.

The goals of Career Guidance and Preparation are:

- To provide a system that allows students to explore careers through concrete experiences.
- To facilitate students' understanding of their roles in the world of work, including social, economic, personal, educational, environmental, and technological factors
- To assist students in identifying and preparing for realistic career goals
- To provide opportunities for students to develop effective work habits and behaviors that will lead to successful employment

## **Physical Education**

Physical Education classes are offered at all levels of instruction at the Ohio State School for the Blind. Courses are adapted to the unique needs of students.

Experiences are designed to develop the child's physical condition, as well as his confidence in physical activities. Areas of instruction include physical conditioning, health education, swimming, dance, gymnastics, team sports, and other activities.

Students are required to wear school Phys. Ed uniforms. ***Parents are responsible to provide gym shoes specifically for physical education class to be kept in school locker.*** Shoes should not leave black marks on the floor surface.

***Parents are responsible for providing a swimsuit for physical education swimming.***

## **Daily Living Skills**

The Daily Living Skills (DLS) program prepares students with visual disabilities for their roles as independent home managers, consumers, and citizens. It incorporates the application of other content aspects into everyday living, and develops skills, attitudes, and knowledge, which prepare students with visual disabilities for the future. The DLS Program works in partnership with families and the OSSB community to further student skills.

## **Educational Media**

The Ohio State School for the Blind maintains a collection of educational materials. The Media Center houses volumes in Braille, large print, regular print, disk, and taped recordings. An online card catalog is available for student/staff use. This software is compatible with the school's other adaptive software and it is accessible throughout the school building. The media center also offers CCTVs and employs OCR technology for readers, offering a variety of reading opportunities.

## **RELATED SERVICES**

Based upon identified needs, the Individualized Educational Program of each student enrolled may include the following services in order for the student to benefit from educational programs. These services support the total educational program, and make valuable contributions toward the achievement of desirable educational outcomes.

## **Occupational Therapy**

The school provides the services of an Occupational Therapist.

Occupational therapy services may be provided to a student after an assessment has been conducted to determine the necessity of the service for the student to benefit from the educational program.

Occupational therapy services may include consultation with and/or instruction of parents and school personnel in the use of techniques and equipment, as well as assisting in the provision of specialized and adaptive activities.

## **Orientation and Mobility**

Parts of this policy are subject to change due to construction the next 18-24 months.

The school provides Orientation and Mobility services.

Instruction is provided to students based upon their assessed needs. Orientation and Mobility services may include consultation with and/or instruction for parents and school personnel in the use of techniques and equipment. The primary focus of orientation and mobility instruction is to improve the student's ability to orient himself/herself to his/her environment, as well as to be able to demonstrate safe travel.

Instruction in the use of the cane may include travel within the school, neighborhood, shopping centers, and/or business district.

Student rules and regulations regarding off campus travel are included in this handbook in the section referenced "Residential Programs."

**Off-Campus Pass – Age Limitations**  
~ Effective 2010-11 School Year ~

**Ages 10 – 12 Years:**

- Students who have a pass may go off-campus within the limits stated on their pass until 4:30pm, at the discretion of Youth Leader on duty.
- At least 2 students must go off-campus together.
- Both students must have a valid pass that allows them to go to the off-campus location.

Age 10 – 11:            Arbys (YELLOW pass)

Age 12:                ADD: Wendys & TJs (GREEN pass)

**Ages 13 – 14 Years:**

- Must travel in groups of 2 or more.
- These students may travel off-campus within the limits stated on their pass until 6:00pm (7:00pm – Daylight Savings) at the discretion of the Youth Leader on duty.

Age 13:                ADD: Acropolis, UDF, Donatos & Family Video (BLUE pass)

Age 14:                ADD: CVS Pharmacy (PURPLE pass)

**Ages 15 – 17 Years:**

- Must travel in groups of 2 or more.
- These students may travel off-campus within the limits stated on their pass until 8:00pm (9:00pm – Daylight Savings) at the discretion of the Youth Leader on duty.

Age 15:                ADD: Graceland, including Pig Iron, Bob Evans & Taco Bell (PINK pass)

Age 16+:              ADD: Bus to Worthington (WHITE pass)

- *WHITE pass with sticker – may take students with ORANGE passes off-campus*

**Ages 18 – 21 Years:**

- These students must travel in groups of 2 or more.
- Students may travel alone if involved in an employment-training program or are employed in the community during after school hours.

~ **Types of Off-Campus Passes** ~  
**2010-11 School Year**

<u>Color</u>	<u>Type</u>	<u>Description/Restrictions</u>
RED	Restricted	Student may not go off-campus without adult supervision. Student is not responsible for his/her own safety.
ORANGE	Dependent	Student may go off-campus with any student who possesses a WHITE pass, with sticker.
YELLOW	Standard	Student may travel off-campus to Arby's
GREEN	Standard	Student may travel off-campus to all of the above objectives plus <b>Wendy's</b> and <b>TJ's</b> ( <i>Morse Road is the southern most boundary line for students.</i> )
BLUE	Standard	Student may travel off-campus to all of the above objectives plus <b>Acropolis</b> , <b>UDF</b> , <b>Donatos</b> , and Family Video ( <b>Selby Blvd is the northern most boundary line for students.</b> )
PURPLE	Standard	Student may travel off-campus to all of the above objectives plus <b>CVS Pharmacy</b>
PINK	Standard	Student may travel off-campus to all of the above objectives plus <b>Graceland Shopping Center</b> , including <b>Bob Evans</b> , <b>Taco Bell</b> & <b>Pig Iron Barbeque</b>
WHITE	Unlimited	Student may travel off-campus to all of the above objectives plus student may travel by bus to <b>Worthington</b>
WHITE,	Unlimited	with privilege to take with sticker students who possess an ORANGE pass off-campus, at the discretion of the O&M instructor and the youth leader on-duty.

## **Low Vision**

Considerable effort is directed toward instruction in the use of residual vision with those children who have limited sight. Students with low vision may receive an evaluation from the Optometry Clinic at The Ohio State University.

Special equipment such as the Visual-Tek low vision aids (magnifiers), special instruction with large print symbols and signs are used to assist students in the development of vision to the extent that they may be able to improve their ability to recognize signs and objects, to assist them in the development of independence, and improve their safety within the environment.

## **Physical Therapy**

Physical Therapy services may be prescribed for students enrolled who (after comprehensive evaluation in such areas as neuromuscular development, muscular strength and coordination and the use of adaptive equipment) demonstrate the need for these services. The school employs a licensed physical therapist. Prescriptions for these services are written by the school physician, or in consultation with the family's private physician.

## **Psychological Services**

Psychological Services provides a support system for other areas of the curriculum per a student's individual education plan.

The school employs a school psychologist with extensive experience in the administration of psycho-educational assessments.

The psychologist provides counseling services, which may be initiated by the student, parent, or professional staff member, to help students with visual disabilities deal effectively with and act appropriately in their environment.

## **Technology**

Instruction in the use of technology is emphasized throughout the Ohio State School for the Blind program. The use of the Braille n Speak, Type n Speak, Braille Lite, talking computer, talking book machine, language masters, and scanners are necessary for the learning process. In addition, many adaptive equipment software are available which have been designed specifically to meet the educational needs of learners with visual disabilities. Instruction is provided in the use of the talking calculator, CCTV, the Braille n Speak, Type n Speak, Braille Lite, scanner and the use of computer with specially adapted software that allow for large print and speech output, and Braille conversion. Students receive instruction in the use of technology based on their individual educational needs.

## **Speech and Hearing Policy**

The Speech/Hearing Department at OSSB provides diagnosis and treatment services in the areas of hearing, auditory processing, articulation, stuttering, voice, aphasia, apraxia, dysarthria, augmentative communication, and sign language.

In addition, the department provides for the maintenance of hearing aids and amplification equipment, reading/spelling instruction, Speech/Drama, listening skill/study skills, and language based field trips.

The participation in multi-factored assessments and professional development workshops is an integral aspect of the department.

## **Transportation**

Transportation is a related service and shall be provided by the school district at no expense to the parent. A school district, which identifies and places a student at the OSSB, is responsible for providing transportation for the student to and from school.

Day students are provided daily transportation to and from the Ohio State School for the Blind by their school district of residence. School districts utilize both school buses and commercial cabs for this service. All arrangements are made between the OSSB Principal's office and the student's school district of residence.

It is extremely important that parents of residential students meet with their local school officials and come to an agreement as to how their child will be transported to and from the Ohio State School for the Blind. Parents and/or school officials should feel free to contact the school office secretary, for day student, and residential office secretary, for residential student, concerns regarding transportation of the Ohio State School for the Blind concerning any questions relating to transportation responsibilities.

## **EXTRA AND CO-CURRICULAR ACTIVITIES**

The school provides a wide range of activities for the students on and off the campus.

### **Transportation Policy**

The OSSB uses state owned vehicles (cars, vans, and buses) to transport students to a variety of activities.

Only persons who possess a valid drivers license, are updated with van certification, and are employed by the OSSB, or those individual's designated under the State of Ohio insurance policy, administered by the Department of Administrative Services, may drive State owned vehicles, except school buses. Only persons employed by the OSSB, who hold a (CDL) Commercial Driver's License and authorized to do so, may drive the school's bus.

Those authorized to ride on the bus are OSSB enrolled students, OSSB staff members and adult volunteer chaperones approved by the Superintendent. The State Superintendent or designee may authorize others to be transported in the OSSB bus and other state owned vehicles at their discretion.

Students are under the supervision of the staff member in charge of the trip. Proper respect and compliance with directions and instruction shall be demonstrated to the staff members in charge, bus drivers, and chaperones.

Students are reminded that school rules and the OSSB Discipline Policy apply to curricular, extracurricular, and recreational activities both on and off campus, while traveling to and from the activities and during the activities.

While riding school vehicles, all persons should remain in their seats, keep arms, heads, hands, etc., inside the vehicles, and follow the directions of the staff.

### **Athletics**

Participation in athletics plays an important role in the development of the students. Young men and women have the opportunity to compete in track, swimming, wrestling, and cheerleading. Competition is scheduled with other schools for students with visual disabilities with a thirteen-state conference. Dual meets, triangular meets, and the annual conference tournament sponsored by the North Central Association of Schools for the Blind (NCASB) provide students with many valuable athletic, social, and educational experiences.

The Athletic Director and the High School principal will coordinate determinations of eligibility for sports on a quarterly basis. OSSB students must maintain a GPA (Grade Point Average) of 2.0 to participate in sports. The GPA's are calculated on a nine (9) week basis. Students who earn less than a 2.0 GPA when report cards are issued at nine (9) week intervals may request an athletic eligibility review at four (4) weeks into the new nine (9) week grading period for permission to re-join the team if there is a noticeable improvement in grades and grades calculated at the interim break to reflect improvements at an interim GPA of 2.0 or better.

Fall athletic eligibility will be based upon the students final GPA of the previous school year and grades of current grading period.

### **Forensics**

High School (7-12) students may participate in forensics (public speaking). Competition occurs in the spring of the school year and is scheduled with teams from other state schools for students with visual disabilities. Academic eligibility requirements are the same as Athletics.

### **Band**

High School (7-12) try outs are in the spring. Students attend a one week band camp in the summer and must meet and maintain the same eligibility criteria as athletics and forensics.

**Key Club**

Male and female students may join the school's Key Club, a service organization sponsored by the Columbus Kiwanis Club.

**Leo Club**

Male and female students may join the school's Leo Club, a service organization sponsored by the Lion's Club.

**Student Council**

This council provides student input for the improvement of services for all students. Student recommendations influence the planning and development of the school's policies, procedures, and activities.

**EDUCATIONAL AND MISCELLANEOUS****Weekly Homegoing Schedule**

Every Friday and days when students leave for vacation, school hours are from 8:05 a.m. – 2:30 p.m. with a couple exceptions that are at noon. All students' departures should be scheduled for shortly after dismissal time. Please refer to the current school calendar for specific dates for holidays and vacations.

A Parent/guardian may file a permission letter requesting persons with whom their student may travel between school and home. This permission should be filed with the Principal's Office. Parents are reminded that only persons they have designated will be permitted to pick up a student from school. Please advise the Principal's Office immediately of any changes regarding persons permitted to escort your child from school.

**Home Visitation**

Parent/guardians of students who invite and students who are invited to go home with classmates for the evening and/or weekend must submit written permission from each family. These permissions should be received in the Principal's office on or before the Wednesday preceding the visit and should include transportation arrangements.

The OSSB administration will approve/disapprove these requests on an individual basis.

**Daily Attendance**

Attendance will be taken daily during first period homeroom. Attendance data shall be entered on the computer into Progress Books. Students arriving after homeroom (8:10) must report to the office. The school office will post homeroom absence information on the computer under Daily Announcements. Each teacher shall maintain student attendance data.

## Grading Policy (Kindergarten – 6)

Students will receive a grade card every nine weeks following the end of each grading period. The grade card will identify the student's instructional level in each academic subject along with student progress. In addition the grade card will address social growth, work habits, listening skills, technology, art, music, and physical education. The following system is used to indicate student progress:

O	= Outstanding	S-	= Satisfactory
S+	= Satisfactory	N	= Needs Improvement
S	= Satisfactory	X	= Not Yet Assessed

## Grading Policy (Grades 7-12)

Students will receive a grade card every nine weeks following the end of each grading period. Semester exams, which are optional at the discretion of the teacher, may be given during the scheduled time at the end of each semester. Letter grades issued for each course taken will reflect a fair and accurate appraisal of the student's progress based upon the following criteria:

Tests / quizzes	Homework / study activities
Group / individual projects	Laboratory / workshop activities
Classroom participation	Classroom cooperation
Extra credit	Assignment timelines

Students and parents can track student progress by logging onto Progress Books. Parents can find a link on the OSSB website. Click on Parent Resources than click on OSSB Progress Books log in, than enter your user name and password. If you do not have a user name and pass word please inform the school office. Additionally students are provided access to Progress Books which enables them to track their assignments and progress.

The following letter system and corresponding point value is used for assigning grades to students in 7<sup>th</sup> – 12<sup>th</sup> grades.

A	4.0	C	2.0
A-	3.7	C-	1.6
B+	3.3	D+	1.3
B	3.00	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0
		I	INCOMPLETE WORK

An incomplete for unfinished work must be completed within three weeks of the end of the grading period or it will become an "F"

## **Semester Exams**

Semester exams, which are optional at the discretion of the teacher, may be given during the scheduled time at the end of each semester.

## **Computing Final Grades**

A student will fail a course if they:

1. have below D- yearly average
2. fail 3 of the 4 nine weeks
3. fail the last 2 nine weeks

All incompletes must be made up before a final grade can be determined. Seniors will not graduate with an incomplete grade.

**NOTE:** If a student is failing an academic course or has an overall GPA lower than 2.0, concerned parties may schedule a meeting to determine what further course of action might be appropriate to best support the student and encourage success. This meeting may include the teacher, student, parent, youth leader, and any other interested party.

## **Honor Roll**

A student must have a 3.0 cumulative grade point-average for all subjects, which carry, one-quarter or more credits toward graduation and must have passed all other subjects undertaken, including non-academic subjects. Points are figured each quarter to be considered for the Academic Honor Roll. Students who have received a cumulative 3.5 grade point-average at the end of any given nine (9) week grading period, will be awarded a Super Honor Roll Certificate. Students who receive a cumulative grade point average between 3.0 and 3.4 will be recognized on Honor Roll.

## **Schedule Change Policy-Students**

All students wishing to drop or add a class must complete and submit a drop/add slip to the Guidance Counselor. These slips are to be signed by the teachers involved and the student's advocate. Final approval to add/drop a class will be the decision of the Principal.

## **Homework Policy (Grades 7-12)**

### Guidelines for Ensuring Success

Homework is an important part of the learning process that helps a student:

1. prepare for what will be covered in class
2. reinforce/practice skills and knowledge
3. extend learning beyond what can be covered in class
4. develop self-discipline
5. develop independent work habits

## 6. express creativity

### Teacher's Responsibilities:

1. Make homework and the development of independent study skills a priority in the classroom. (Adherence to homework policy will be a portion of the homework grade.)
2. Give homework at least 2-3 nights per week
3. Provide assignments that are meaningful and relevant to instruction
4. Make assignments clear and set and maintain firm due dates
5. Give students ample time to log assignments and provide adequate time for questions regarding homework assignments
6. Expect homework to be completed independently, outside of class
7. Give feedback, support and encouragement to students, youth leaders, and parents with regard to homework
8. Be available at least 2 days per week between 3:15 p.m. and 4:00 p.m. to schedule student appointments for assistance

### Student's Responsibilities:

1. Students' in grade 7<sup>th</sup> and 8<sup>th</sup> will be required to maintain homework assignments in format appropriate to their needs as the teacher prescribes. Include enough detail that anyone monitoring the assignment would understand what must be done and when it is due.
2. Students in grades 9-12 may use their own organizational system, but are expected to share homework assignments upon request with teachers, youth leaders, and parents
3. Understand assignments before leaving class or make an appointment with your teacher between 3:15 p.m. and 4:00 p.m. to get needed clarification
4. Do homework independently unless you are doing a group project
5. Complete all assignments thoroughly and on time
6. Request assignments as soon as possible from any missed class and complete them.
  - When a class is missed due to special services, mobility, student health service trips, field trips, etc. come to get the missed assignment (s) at the end of the school day. Work should be completed and turned in on the same due date as for the rest of the class
  - When a class is missed due to absence/illness, request missed assignments as soon as you are back in class. You will be given an extended due date equal to the number of days you were out
  - Once you receive an assignment, due dates are firm; If you receive an assignment and are absent when you are to turn in an assignment or take a test, you should be prepared to turn the work in and/or take the test as soon as you come back to school

### Parent/Youth Leader/Residential Associate Responsibilities

1. Ensure that student comes to school ready to learn. This involves being sure that they are prepared with the necessary school supplies
2. Check Homework Notebooks and homework regularly.
3. Provide a daily study time and study area that is free from distractions with the

- necessary resources for the student to do assigned work
4. Give feedback, support and encouragement to teachers and students regarding homework matters.

## Graduation Requirements

Course	2011-2013	2014 & On
English/Language Arts	4 units	4 units
Health	½ unit	½ unit
Mathematics	3 units	4 units
Physical Education	½ unit	½ unit
Science	3 units	3 units
Social Studies	3 units	3 units
Electives	6 units	5 units

## Graduating Seniors

Students will be eligible to participate in senior activities (senior trips, graduation ceremony, etc.) during the academic year in which they will be receiving their diploma.

## Valedictorian

1. Enrolled in courses in the academic division of the high school department.
2. Has the highest cumulative grade point average, calculated at the end of the third grading quarter of the senior year (the year they receive their diploma), of those students enrolled in courses in the academic division of the high school department.
3. Has passed the Ohio Graduation Test under standard conditions as outlined by the Ohio Department of Education with IEP accommodations.

## Grading Policy Multiple Disabilities (MD)

### Student Progress-Multiple Disabilities Program (MD)

Students enrolled 75% or more of the school day in a self-contained MD classroom will receive an Individualized Education Plan Progress Report every nine weeks following the end of each grading period. This report will contain information which identifies student progress on their IEP goals. Along with teacher comments the following system is used to indicate student progress on the IEP Progress Report:

Making Adequate Progress	Mastered
Minimal Progress	Mastery Maintained
Not making progress	

## Mission of the OSSB Parent Mentor Program

The goal of the OSSB Parent Mentor Program is to help families become partners in the education of their children and to help schools provide appropriate resources and services.

Resources and Support to Families and Schools

- ❖ Act as a liaison between families and schools and facilitate positive family/school partnerships.
- ❖ Provide support for the families of children currently enrolled at the Ohio State School for the Blind and those being served in their home school districts.
- ❖ Answer families' and educators' questions, listen to their concerns, and help mediate resolutions to problems.
- ❖ Translate special education policies and procedures into understandable language for families.
- ❖ Help families and educators identify and access community resources, agencies and services.
- ❖ Provide in-service training to families and educators.
- ❖ Upon the request of families or educators, help develop Individualized Education Plans and attend related meetings.
- ❖ Serve as a resource clearinghouse, referral center, and network facilitator for families and educators of children who are blind and visually impaired.

### **Parent-Teacher-Staff Organization**

The staff and parents of students enrolled in the Ohio State School for the Blind have organized a Parent Teacher Staff Organization (PTSO), which meets several times during the school year.

The board consists of the immediate past president, and president elect, secretary, treasurer, (2) parent representatives, (2) staff representatives, the superintendent, principal, and administrator of residential services. All parents are encouraged to be part of this organization.

Purposes of the organization are to improve communications between the home and school; to improve communications between and among parents of students enrolled and to raise money to be used by the school for the benefit of the students enrolled.

The PTSO currently operates as an entity of the newly formed non-profit Parent Teacher Staff Foundation.

### **MEDICAL SUPPORT SERVICES**

The OSSB Student Health Services, in the normal course of operation, provides a wide range of medical services for students utilizing a combination of medical, pharmaceutical, and nursing personnel. Direct medical services are provided by a general practitioner, and an ophthalmologist. Pharmaceutical services are directed under the Pharmacy Services Center under the Ohio Department of Mental Health, Offices of Support Services.

Medical services at the Ohio State School for the Blind normally include:

- a. Physical examination upon enrollment
- b. Physical examinations for students as required
- c. Attending physician services for students
- d. Daily triage (evaluate) clinical services for illnesses and injuries.
- e. Administering medications as prescribed

- f. 24 hour in-patient care

## **Eye Care**

In accordance with the Ohio Department of Health objectives and requirements, all students receive eye screenings on an annual basis. The screenings are performed by an ophthalmologist.

## **Emergency Medical Authorization**

It is necessary for the school to have on file a signed Emergency Medical Authorization form. The form dictates how you wish us to proceed should your child require emergency services. Please be aware that area hospitals will not provide treatment to minor children without a parental/legal guardian consent form. Parents/guardians will be notified in the event of an emergency.

## **Immunizations**

Ohio law requires that children of school age be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, Rubella, and Mumps. Therefore, it is essential that accurate and up-to-date records of immunizations be recorded and on file in the Student Health Services.

## **Medications/Prescriptions**

As the parent/guardian, it will be your responsibility to provide any necessary prescriptive medication for your child. Should the school physician prescribe medication for your child, it can be ordered from a local drug store in Columbus. We will pick up the medication should distance or circumstances prevent you from doing so. Please understand, however, that you are responsible for payment. Payment can be made in the form of Medicaid or credit card.

Please be aware that Ohio law mandates that all medications we dispense be in the original container with the physician's instructions on the label.

We ask that you deliver your child's medication to the Student Health Services. For the safety of our students all medication is retained and dispensed by the nursing staff in the Student Health Services. No medication is kept in the cottage or student lockers.

The Student Health Services will accept changes in prescriptions or dosage with written instruction from the physician.

## **Transportation of Medications**

Repeated safety concerns have made it necessary for us to eliminate the transportation of medication on a weekly basis therefore parents/guardians are expected to maintain an adequate supply of their child's medication at home so he/she can receive his/her regular medications while home on weekends and/or vacations.

Day students requiring routine daytime medications should have an ample supply of

medicine in the pharmacy package, with the doctor's directions stored in the Student Health Services. The stored medications may also be used when the student is permitted to stay on campus overnight, or is scheduled to travel away from the school for a school-sponsored trip.

## **Physical Exams**

The Ohio Athletic Association and the Ohio State School for the Blind require that medical physicals be completed on all students who participate in interscholastic athletic competition. The physical is completed by the student's personal physician, and is required at registration in the fall. Students not having this completed will not be able to participate in any athletic events.

## **Parental Notification**

Parents/guardians will be notified for the following reasons:

- Major Accidents
- Emergencies
- Communicable diseases (Chicken Pox, Strep Throat, etc.)
- Student is sick for more than 2 nights
- Student request we contact parent/guardian
- The health clinic is full and room is needed for more acute cases
- The student is assessed by the school physician
- Anytime a child is ill enough to be sent home

## **THE RESIDENTIAL PROGRAM**

The mission of the OSSB Residential Program is

- To provide the students with a safe and healthy living environment,
- To provide instruction in the activities of daily living to support the highest level of independence for each student,
- And to provide opportunities for recreation to build the skills for developing relationships, using leisure time wisely, and making choices that promote a healthy lifestyle.

The residential program provides students with a supportive, nurturing living environment to be their 'home away from home', while also nurturing and encouraging student participation in extracurricular and recreational activities.

The residential students arrive on campus late Sunday afternoon and stay through the week until dismissal time on Friday. The students' local school district of residence provides the weekly transportation to and from OSSB at no cost to the parents(s). The Ohio State School for the Blind follows a regular school calendar beginning late August through early June-allowing for holidays, professional days for staff, a two-week winter break and a one-week spring break.

The residential program currently consists of five (5) cottages—

- a cottage for high school girls
- a cottage for girls elementary through junior high

- a cottage for high school boys
- a cottage for boys elementary through junior high
- an off campus 'student apartment' for a simulated independent living experience for eligible eleventh and twelfth grade students.

The purpose of the independent living experience is to assist our students in developing the skills they will need to successfully meet the challenges in an ever-changing world. They learn skills such as menu planning, shopping, cooking, time and money management, light housekeeping and community living.

The "cottages", which are one-floor dormitories, were built in the early 1950's; however, the communal bathrooms were renovated in recent years. Most of the cottages have eight bedrooms, one large bathroom, and a living room with an attached kitchenette. The bedrooms are designed to accommodate one to four students.

Meals are served in the four dining rooms (in the school building) from Monday morning through Friday afternoon. Breakfast and dinner are served family style, while lunch is served in individual servings. The residential staff prepares food in the cottage kitchenettes and serves the students their Sunday dinner as they arrive on campus.

The residential program is staffed with experienced and knowledgeable youth leaders, one supervisor on each shift and an administrator to oversee the operation of the program. Youth Leaders provide supervision and guidance to the residential students. Each Youth Leader serves as the residential advocate for several students in their cottage. They administer individual residential assessments each fall and develop goals and objectives for Individualized Residential Programs—similar to IEP's—based on the unique needs of each student. This is done in cooperation with and input from the student's parent and instructional advocate.

Residential students enjoy a wide variety of on-and off-campus recreational activities to promote healthy, active lifestyles. The many activities provide students with real-life opportunities to experience, develop and master functional life skills and to encourage the discrete levels of social interaction.

Monthly recreation calendars are developed by staff and students in each cottage, and are then mailed to all families. Day students are invited to participate in a couple of campus activities each month to promote social interaction among all students. A school psychologist is available one evening per week—or as needed—to help residential students deal with some of life's challenges.

Residential students are provided instruction and supervision in completing their daily living skills. Student progress is tracked as it relates to their IRP goals and objectives, and progress reports are mailed home at the end of each semester. Several students carry notebooks to facilitate communication between home, cottage and classroom. Residential news is also shared with families and other stakeholders through the school newsletter "Panther Paws"

Pets are not allowed in the residential facilities.

Please note that the school does not assume responsibility for the students' personal

belongings in the case of theft or damage.

## **Cottage Visitation**

The following should be used as a general guideline, with final authority to approve or disapprove visitations, at the discretion of the Youth Leader.

### Parent Visitation

Parents are encouraged to visit their child's cottage during normal residential hours. Such visits provide parents the opportunity to observe the social and daily living skills instruction provided by the residential staff. However, please be aware that since instruction time does occur during residential hours, along with many on and off-campus residential activities, residential staff may not be available to confer with parents who stop by for unscheduled visits.

### Cottage Visitation – Intra

Students often have friends residing in other cottages and wish to visit each other in their respective cottages. Girls may visit in other girls' cottages and boys may visit in other boys' cottages with the approval of the Youth Leader on duty. Boys and/or girls wishing to visit each other in their respective cottages must receive approval from the Youth Leaders on duty and are limited to the cottage living room or cottage porch areas.

## **Day Student/Overnight Stays**

1. A day student may stay overnight on campus for specific school-related activities with parental consent and prior approval by the Student Services Administrator. Permission to stay overnight should be received and approved two (2) days prior to the event.
2. A day student living in a county non-contiguous to Franklin County, and who could be a residential student under ordinary circumstances, may reside on campus for all or portion of an athletic season while participating in a particular sport.
3. A day student who resides within Franklin County or any county contiguous to Franklin County may not become a residential student for any portion of an athletic season, even though he/she is participating in a particular sport. Transportation arrangements should be made between the parent and the student's school district of residence.

## **Cottage Meetings**

All residential students have the opportunity to participate in cottage-based discussion groups to address issues and concerns regarding the residential services offered at the OSSB. Youth Leaders assigned to each cottage will assist in identifying appropriate meeting times, and provide guidance as needed to facilitate orderly and meaningful discussion. This mechanism is designed to encourage student input into the planning and development of school and cottage policies and procedures and the improvement of services for all students enrolled.

## **Other Rules Regarding Off Campus Travel**

Students must present their pass to the Youth Leader on duty in the cottage when checking out.

Students wishing to take another student off campus must have a pass that allows them to do so. These passes will have a sun sticker on them.

Students must check in with the Youth Leader when they return from an off-campus trip.

If a student will ever be more than 15 minutes late, they must call the cottage and inform the Youth Leader on duty.

Students wishing to go on special outside activities (i.e. out to dinner with a relative or off-campus friend) must have it cleared (appropriate notes/permission) with the Youth Leaders and Residential Services office.

Youth Leaders will enforce the restrictions, as stated on the pass, including that students must take their canes, prescription spectacles, and any other optical aids as indicated on the Mobility Pass.

Each student must sign out and in for off- campus travel.

Students are not permitted off campus at mealtime during the week without the permission of an administrator.

Students traveling off campus must travel in pairs, or with a larger group of students. This rule is enforced for safety reasons.

Students may go off campus with persons other than parents or those associated with the school, if written permission of the parents or legal guardian is submitted to the Residential Administrator, or such person is identified on the Visitor Roster.

Decisions regarding off campus travel will be based on the best interest of the student's health, safety, and welfare.

## **Recreation**

Recreation and leisure activities are vital elements of an individual's daily life. Leisure time activities provide opportunities for developing skills, as well as the enjoyment of free time.

Recreation/leisure activities on- and off- campus, provide students with a wide variety of experiences. On-campus activities such as swimming, karaoke, and open recreation in the gymnasium are enjoyed; while off- campus activities may include, trips to movies, roller- skating, restaurants, shopping, plays, and other local attractions. Safety is a priority in all recreational events. Rules to ensure safety are strictly enforced by all staff. Day students may participate in recreational activities on- campus. In order to plan appropriately, day students must submit written parental permission to the Residential

Administrator at least one day in advance to participate in the recreational activity. Parents of day students must arrange for their child's transportation to and from the OSSB for these recreational activities.

## **Room Management**

It is very important that persons with visual disabilities be organized. Rooms are checked daily. The following procedures should be followed:

- 1) Hanging clothes should be placed in the wardrobe.
- 2) Drawers should be well organized.
- 3) Soiled clothing is kept in a laundry bag, laundry basket or designated area in the bedroom.
- 4) Beds are made each morning before school. Rooms should be left in an orderly state.
- 5) Desks or study tables should be cleared, or well organized. School materials should be properly stored when they are not in use.
- 6) Wastebaskets should be emptied daily.
- 7) No food is permitted in students' rooms. Storage of food items and preparation of food should be done in the cottage kitchenette. Anyone using the kitchenette should wash their own dishes and clean up after use.
- 8) Students may decorate their rooms by hanging posters, etc., however, nails should not be driven into walls. No one should paint pictures, designs, etc. on the walls.
- 9) Games, toys and recreational equipment are placed in the cottage for the students' benefit and use during leisure time. Proper care and use of these items is important so that others may also enjoy them.

## **Spending Account**

Spending accounts for allowance, personal items and medication may be established in the business office to ensure against loss or theft of student's money.

The school encourages the use of the spending account, and is not responsible for loss or theft of student money that is kept in the cottage and not on deposit in the business office.

Students wanting access to a limited amount of spending money should work with Youth Leaders to see that it is secured appropriately. Each cottage maintains a lock box for this purpose.

Spending accounts can be established to enable the students to learn the life skill of budgeting their money to meet personal needs. Parents should specify a weekly amount for their child to spend.

Parents will be contacted when the spending account is depleted so the additional money can be deposited. Please make all checks payable to the Ohio State School for the Blind earmarked "Student Allowance."

## **STUDENT LIFE**

### **Social Behavior and Interpersonal Relationships**

Residential living often presents situations that may create conflict among students. We ask that all students make a special effort to respect the other person's right to:

- Privacy
- Diverse interests
- Confidentiality

Additionally, each student at OSSB is asked to:

- Demonstrate careful use of others' personal and school property
- Resolve personal differences through the use of respectful communication
- Show respect for each other

All OSSB students and visitors to OSSB have the right to be physically and emotionally free from disrespectful, intimidating, and threatening behavior.

Students are required to demonstrate proper respect to fellow students, staff and visitors at OSSB and OSSB sponsored activities.

The age at which "dating" is allowed is generally at the parent's or legal guardian's discretion. It is difficult to establish a specific age or grade level for dating purposes. The students' emotional and social maturity and judgment are important considerations. Adult students (18 years and older) need to be aware of the potential problems in their interpersonal relationships with students under the age of 18. Interactions between students should reflect a respect for others' body space.

### **Anti Hazing Policy**

It is the policy of the Ohio State School for the Blind that hazing activities of any types are inconsistent with the educational process, and shall be prohibited at all times. No administrator, faculty member, or other employee of the OSSB shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by any individual subjected to hazing does not lessen the prohibition contained in this policy.

Students who fail to abide by this policy will be subject to disciplinary action under this behavior code, and may be liable for civil and criminal penalties in accordance with Ohio law.

## **Dangerous Items and Materials**

Dangerous items have no place in the school environment and should not be brought to OSSB for any reason.

Dangerous items include, but are not limited to, firearms, knives including pocketknives, marital arts devices, fireworks, illegal drugs, drug paraphernalia, and alcohol. If you are in doubt about the danger of something, ask before you bring it to school.

## **Bed Times**

The bedtimes listed are a general 'rule of thumb' for Sunday through Thursday. Actual bedtimes may vary according to individual student needs.

Cottage	Bed Time	Lights Out
C-2	9:00 p.m.	9:30 p.m.
C-3	10:30 p.m.	11:00 p.m.
D-1	9:00 p.m.	9:30 p.m.
D-2	10:30 p.m.	11:00 p.m.

## **STATE BOARD OF EDUCATION RESOLUTIONS**

### **Child Abuse**

WHEREAS the State Board of Education recognized the seriousness of child abuse and neglect, and the educator's legal mandate in reporting suspected cases of child abuse and/or neglect; and

WHEREAS the Board encourages all school personnel to cooperate vigorously in exposing suspected cases of child abuse and/or neglect to the proper legal authority, as required by Ohio Revised Code 2151.421; and

WHEREAS prompt and informed action on the part of school personnel may minimize any damage to the abused and/or neglected child. Therefore, be it

RESOLVED, that this Board encourages, and it hereby does, all school districts to develop written policies relative to the reporting of suspected cases of child abuse and/or neglect; and, be it

FURTHER RESOLVED, that the contents of this resolution be communicated to the leadership and management of Ohio School Districts.

The Ohio State School for the Blind is committed to the above statements adopted by the State Board of Education, on November 13, 1978.

## **Resolutions Opposing Harassment and Violence**

WHEREAS research confirms that harassment and violence by students or school personnel in the school environment can substantially interfere with a student's ability to learn, perform, work and feel safe in the school environment; and

WHEREAS the State Board of Education has stated its priority to "assure that the conditions are right for all children to be educationally successful in school;" and

WHEREAS the State Board of Education is committed to assuring a safe school environment for all children including compliance with all state and federal statutes and regulations; therefore, be it

RESOLVED, that the State Board of Education hereby states its own position of non-tolerance for any conduct or practice which occurs at any time, in any school or during transit to or from school or during any school sponsored activities, which amounts to harassment and violence involving either students or staff; and be it

FURTHER RESOLVED, that in order to confront this issue, the State Board of Education encourages all Ohio school districts to adopt and implement a written policy to prohibit and prevent harassment and violence; and be it

FINALLY RESOLVED, that the Superintendent of Public Instruction, as a reaffirmation of non-tolerance from all forms of harassment and violence, will distribute this resolution to all district superintendents and district boards of education.

The Ohio State School for the Blind is committed to the above statements adopted by the State Board of Education on January 9, 1996.

## **OSSB Protection Against Harassment**

### Scope

This policy applies to students, staff, parents, and other visitors at the Ohio State School for the Blind.

### Policy

The Ohio State School for the Blind (OSSB) strictly prohibits all forms of sexual harassment on school grounds, school busses, and at all school-sponsored programs, activities, and events – including those that take place at locations outside of OSSB.

### Staff-to-Student Harassment

For the purpose of this policy, staff-to-student "sexual harassment" is defined as any welcomed or unwelcomed sexual advances, requests for sexual favors, and/or other verbal, visual, written, signed, or physical conduct of a sexual nature.

To prevent harassment from occurring and because it is the policy of OSSB to foster healthy staff-student relationships, amorous relationships between OSSB employees or agents and a student are prohibited.

A substantiated charge against an employee or agent of OSSB will result in disciplinary actions, which may include but are not limited to: verbal warnings, letters of reprimand, transfers, suspensions with or without pay and termination.

### Student-to-Staff Harassment

For the purpose of this policy, student-to-student and student-to-staff “sexual harassment” is defined as any unwelcome sexual advances, request for sexual favors, and/or other inappropriate verbal, visual, written, signed, or physical conduct of a sexual nature, whenever this type of harassment occurs on school grounds or at a school-sponsored event.

A substantiated charge against a student will result in disciplinary actions for that student including: verbal warnings, reprimands, counseling, suspension or removal, consistent with the OSSB Parent/Student Handbook.

### Behaviors that Constitute Sexual Harassment

School-related conduct that OSSB considers unacceptable and often a part of sexual harassment may include, but are not limited to the following actions:

- ❖ Verbal harassment or abuse
- ❖ Unwelcome or inappropriate touching
- ❖ Pressure for sexual activity
- ❖ Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one’s employment, grades, or school-sponsored activities
- ❖ Repeated remarks to a person with sexual or demeaning implications
- ❖ Display or dissemination of sexually suggestive pictures or objects in any medium, i.e. computer/e-mail, Braille

### Reporting

If a student has reason to believe that sexual harassment has occurred, the incident should be promptly reported to the Principal, School Psychologist, or another OSSB administrator.

### Confidentiality

It is the policy of OSSB to respect the privacy of persons who report sexual harassment. However, situations, e.g., child abuse, may require disclosure of staff and/or student name(s) to the appropriate authorities.

### Retaliation

Any person who retaliates against a person who reports or assists in the investigation of sexual harassment is subject to disciplinary actions. Retaliation includes, but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction or property, spreading rumors, stalking, harassing phone calls, and any other form of harassment.

## OSSB DEPARTMENT DIRECTORY

Area Code	(614) 752-1152	5220 North High Street
FAX	(614) 752-1713 – Superintendent School	Columbus, OH 43214
Toll Free	1-800-310-3317	
FAX	(614) 752-1504 – Student Services	

<b>OFFICE</b>	<b>CONTACT</b>	<b>TELEPHONE NUMBER</b>
Interim Superintendent	Cynthia M. Johnson	Office 752-1152
Principal	Gerard T. Marcom	Office 752-1359
Administrator Student Services	Dawn Henslee	Office 995-3500
Chief Operating Officer OSSB/OSD	Scott Shaller	Office 752-1525 Business
Administrator II	Belva Goins-Lamar	Office 752-1284
Food Service Manager	Juli Carvi	Office 752-1507
Parent Mentor	Lauri Kaplan	Office 728-1567
Youth Leader Supervisor	Marc Tyler (3rd shift)	Office 752-1533
	Mary Swartout(2nd)	Office 752-1533
Psychologist		Office 995-5348
Guidance Counselor	Lynn Boyce	Office 752-1505
Vocational Education Educational Clinic/	Jeff Shaw	Office 752-1511
Outreach Administrator	Cynthia M. Johnson	Office 752-1506
Orientation & Mobility	Phil Northrop	Office 752-1521
Orientation & Mobility	Rachel Smith	Office 752-1520
Orientation & Mobility		Office 387-0493
Physical Therapist	Michelle Jones-Moore	Office 752-1516
Occupational Therapist	Donna Kortyka	Office 752-1517
Speech & Hearing Therapist	Christine Croyle	Office 752-1518
Speech & Hearing Therapist	Chris Ross	Office 752-1532
Outreach VI/O&M	Danene Fast	Office 995-0405
Outreach VI/O&M	Shannon Cuniak	Office 387-0183
Outreach VI/O&M	Kay Clarke	Office 728-8805
Activity Therapist	Michelle Johnson	Office 728-1566

## **COTTAGES**

Cottage C-2	752-1685	Cottage C-3	752-1686
Cottage D-1	752-1694	Cottage D-2	752-0957

2<sup>nd</sup> shift – 3:15 p.m. – 11:35 p.m.

3<sup>rd</sup> shift – 11:30 p.m. – 7:45 a.m.

Ohio Relay Service 1-800-750-0750

Staff can also be reached through email by using first initial with last name  
@ossb.oh.gov.

