

Academic Program Policies and Procedures Handbook

2018-2019

Welcome to Ohio Valley Voices

We are happy that you have chosen our school and we look forward to working with you and providing a nurturing, stimulating environment in which your child will grow and learn. This handbook is designed to provide information regarding the operations of Ohio Valley Voices.

STATEMENT OF PURPOSE

Ohio Valley Voices adheres to the listening and spoken language philosophy in the education of children who are deaf or hard of hearing. Most children, regardless of the severity of hearing impairment, can learn to speak and to understand the speech of others. Developing the ability to speak makes it possible to communicate independently with people who do not understand or use sign language, thus providing greater independence to participate in the world at large.

Through our program, Ohio Valley Voices provides a supportive and stimulating learning environment in which children who are deaf or hard of hearing can grow socially, emotionally and academically. Our faculty-student ratio of better than one to four allows us to provide a program that is specifically designed to fit the unique needs of children who are deaf or hard of hearing.

Our program goals can be summarized as follows:

- * To teach children who are deaf or hard of hearing to listen and talk.
- * To assist children in learning all the basic academic skills in the subjects learned by hearing children in preschool and early elementary school.
- * To help children understand and cope with their hearing loss and develop a positive self-image.
- * To help children gain self-confidence and achieve success in a carefully structured, nurturing environment.
- * To provide individualized instruction in speech, language, auditory training, reading, writing, and other academic subjects.
- * To provide a program flexible enough to meet or recognize each child's needs and prepare children to enter programs with hearing children, if that is appropriate, or direct them to go on into programs with other children, with hearing loss if that is more appropriate.

REGULATORY STATEMENT

Ohio Valley Voices recruits and admits students of any race, gender or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Ohio Valley Voices is regulated by applicable federal and state statutes and regulations. Ohio Valley Voices operates as a licensed preschool program and a chartered not-for-profit school approved by the Ohio Department of Education. The school is currently licensed to serve 18 month to 2nd grade. 3301-37-03 (F). All Ohio Department of Education inspection reports are available in the main office.

SCHOOL GOVERNANCE

Ohio Valley Voices school program is a not-for-profit, chartered by the Ohio Department of Education as a non-graded, special needs, program. Ohio Valley Voices is governed by a Board of Trustees. The Board

is responsible for upholding the mission of the school and has a fiduciary responsibility to the school. The Executive Director of the school is responsible for the day-to-day operation of the school. She is responsible for upholding the mission of the school, implementing the policies and procedures of the school and adhering to the educational philosophy of the school.

The board and staff of Ohio Valley Voices serve as positive role models, reinforce best practices and provide strong leadership. The board and staff are committed to providing opportunities for children with hearing impairment. Because Ohio Valley Voices is a not-for-profit school, we depend on the financial generosity of the community to sustain us. In other words, the board and the community at large, are asked to help in fundraising in order to sustain our program. Families of children who attend Ohio Valley Voices are encouraged to support Ohio Valley Voice's fundraising activities with their time, talent and charitable contributions.

ADMISSION

To be considered for admission to Ohio Valley Voices academic program, pre K - 2nd grade, a child must exhibit the following characteristics:

- * Severe enough hearing loss to require special education
- * Cognitive skills within the normal range
- * No other educationally significant handicapping condition in addition to hearing loss which would impede the acquisition of spoken language
- * The ability to learn spoken language to use as their primary mode of communication
- * A commitment from the parents to help their child at home

All potential students are evaluated by Ohio Valley Voices staff. This evaluative process helps us to determine if Ohio Valley Voices is an appropriate program for your child.

Ohio Valley Voices has a predetermined number of students that can be accepted based upon age group and current staffing enrollment. If limitations in enrollment result, a waiting list will be created and final admittance is at the discretion of the Administrative Team of the school.

WITHDRAWAL PROCEDURE

If a parent wishes to withdraw their child, a formal Withdraw Request can be obtained at the front desk.

AUDIOLOGY

The monitoring and the maintenance of hearing aids, cochlear implants and other devices are of the utmost importance. Hearing aids and cochlear implants are monitored on a daily basis by the classroom teacher and the Audiologist. Parent monitoring is also essential, so please check your child's listening device every morning before school. Children arriving at school without hearing devices will be given a loaner if available. In the event a device is not available, parents will be expected to bring a device to school that day or pick up the child from school.

The Ohio Valley Voices Clinic offers a full range of services to Ohio Valley Voices students and alumni. The audiological services offered include full audiological evaluation, hearing and speech perception testing, cochlear implant programming and repair, and hearing aid selection and repair. **According to the 2007 IDEA revision, medical equipment and services cannot be part of school district tuition. As a result, all provided services will be billed to your insurance company.** Generally, supplies will not be billed to your insurance, but we will readily provide the appropriate paperwork for you to submit for reimbursement. Unless you specify otherwise, upon enrollment all management of audiological services will be to The

Ohio Valley Voices Clinic. Please keep extra batteries and parts in your child's backpack every day. Disposable batteries will not be billed to your insurance. If you are in need of disposable batteries, you may purchase them from the clinic. Rechargeable batteries are billable to your insurance and we will bill your insurance if you are in network. If your insurance is out of network, you can buy the batteries through the Ohio Valley Voices Clinic, and the family can submit the bill to your insurance.

LOANER EQUIPMENT

If a child's own hearing aid or cochlear implant is malfunctioning, loaner devices will be provided to the child until their device is repaired/replaced. The cost of any items not returned or replaced within a preset amount of time will be billed to you. Troubleshooting and fitting of the loaner equipment to customize it for each child is included in this service. Basic wear and tear of loaner equipment parts is covered by Ohio Valley Voices.

SPEECH AND LANGUAGE TESTING

Every child at Ohio Valley Voices receives annual speech and language standardized evaluations. These evaluations will be billed to your insurance company.

SCHOOL HOURS

School hours are 8:25 a.m. to 3:30 p.m. Monday through Friday. The building doors will be opened at 8:00 a.m. Parents are welcome to wait in the Parent Gallery with their child(ren). At 8:25 all parents must escort their children to the appropriate classroom. Children cannot be left unattended. Please be respectful of the front desk staff and do not congregate downstairs in the lobby. Classes will begin promptly at 8:45 a.m.

EARLY AND EXTENDED DAY CARE PROGRAM

We value each individual family's needs. Any child aged 36 months – 48 months is eligible for enrollment in our Early or Extended Day Care Program. The Early Care Program runs from 7:15-8:25am, 5 days per week. The Extended Day Program runs from 3:30pm until 5:30 pm, 5 days per week. For more information regarding the extended day program's services and fees, please contact Carey Ratliff at cratliff@ohiovalleyvoices.org.

ARRIVAL AND DEPARTURE TIMES

A parent or responsible adult must escort students into his/her classroom. Families arriving before 8:25 must wait in the Parent Gallery until school begins. If you arrive late for school, take your child directly to the school office to sign-in. Staff will escort your child to class. Please do not interrupt the classroom or teacher. Discovery Center and Learning Center students may be picked up in the parent gallery after 3:30 pm. If you need to pick-up your child early, please inform the school in writing. Sign-out your child in the office and wait for staff to bring your child from class.

It is important that the school is notified should there be any change in your child's transportation plans for the day. If anyone other than a parent or an authorized adult listed on the enrollment forms is picking up your child, the school must be notified. We cannot allow a student to leave with anyone without specific instructions and identification. If, for any reason, a parent knows he/she will be arriving late for pick-up, the school office should be notified in advance so that special arrangements can be made. **Children who are still in the parent gallery at 3:45 will be escorted to the Extended Day Program and the parent will be charged the daily "drop-in" Extended Day rate of \$30.00.**

Please do not wander the hallways during class time. It is difficult for classes to stay focused when

students see parents. Since Ohio Valley Voices is committed to quality and consistency, we find it very important to stay on schedule. Please respect our time with the children.

ATTENDANCE/TARDY

Regular attendance is necessary for success in school. Students should be in school every day and on time every day, unless physically unable to attend. Ohio Valley Voices follows an attendance policy that supports Ohio Department of Education and local school system guidelines. Each student at Ohio Valley Voices is permitted eight parent excused absences and five parent excused tardies from school per year for the reasons identified as "Excused Absences". After eight absences or five tardies have been reached all further absences must be documented with a note from a physician or appropriate individual. If the student is absent a total of eleven times during a school year, you will be asked to conference with the Program Director before any further absences are excused. Please be aware that Ohio Valley Voices is required to send absences and tardy information to your child's school district.

Excused Absences

- * Personal illness or injury
- * Medical or Dental appointments
- * Illness or Death in the family
- * Funeral of immediate family member or relative
- * Quarantine
- * Religious holiday (not counted toward the eight day rule)
- * Appointments for court
- * Children excluded from school due to head lice are allowed two excused absences (two occurrences per year, maximum). Days beyond the two-day (two occurrences per year) limit are unexcused.

Absences

When a student is going to be absent from school, please contact the school office before 8:25 a.m. to explain the reason for the absence. Parents are required to send a note explaining the reason for the absence on the first day the child returns to school after an absence. If no note is received within two days of the child's absence from school, the absence will be "unexcused." Notes are kept on file for review by the Ohio Department of Education and/or the student's school district. Excessive absences must be reported to the Hamilton County attendance office.

Tardy

Students are considered tardy to school if they arrive at school after 8:45. In addition, students who are signed out from school at 2:00 pm or **before** are considered tardy for that day. These tardies count toward the five tardies that can be excused by a parent note.

VISITING THE SCHOOL

Parents and school district personnel are welcome to visit the school at any time. If you plan to observe in the classrooms, please contact the Program Secretary in advance so that we can avoid having too many visitors in a room at one time. All visitors must sign-in at the main office.

We may ask parents to assist with special projects and parties in the classroom and to help us in other ways at school.

INDIVIDUALIZED INSTRUCTION

One of the many distinctive characteristics of our educational program is our ability to individualize the

children's instruction to meet their everchanging needs. This is individualized instruction at its very best. It is common and expected that our schedule will change throughout the year, including teacher and grouping changes. We are committed to sharing all schedule changes with all families in a timely manner.

OFF-SITE LANGUAGE EXPERIENCE

Written permission must be obtained from the student's parent or guardian before taking a student on an off-site language experience. Written permission is required for each off-site trip. The off-site permission form must state the purpose and destination of the off-site trip. Each child must have identification attached to him/her containing the school's name, address and telephone number to contact in the event the child becomes lost. The health records will be present of any child who has allergies, handicapping conditions, or health conditions which require special procedures or precautions during the course of the trip. New seat belt laws require all children under 8 years old or under 4'9" to use a car seat.

PARENT CONFERENCES AND SCHOOL REPORTS

Our success depends on the involvement of our families. Classroom observations and Parent-Teacher conferences are scheduled at least twice a year (Fall and Spring) with the student's teachers and the Program Director and/or Program Coordinator. Appointments for these routine conferences and observations will be scheduled in advance with the Program Secretary. Parents should plan to spend one hour observing and one hour meeting at the school, twice a year.

Conferences are designed to report progress and to contribute to a better understanding of the student by all concerned. The Individualized Educational Plan (IEP) will be developed with the parents, appropriate staff from Ohio Valley Voices, and representatives from the child's local school district. Conference reports will be given to the parents as a summation of each conference.

PARENT EDUCATION

Parent education opportunities are provided to all families at Ohio Valley Voices. Monthly Parent Education workshops are provided to enhance parents' knowledge on a variety of subjects relating to hearing loss. All parents are invited to attend these large group workshops. Additionally, all parents are invited to schedule individual parent education sessions once or twice a month to discuss their individual child. Information about scheduling individual parent education sessions are sent home within the first two weeks of school.

TUITION/FINANCIAL AID

Ohio Valley Voices tuition for the 2018 - 2019 school year is \$31,500 for the full day programs. All student tuition is expected to be paid via school district payments, financial aid, and/or personal parent payments. All parents are expected to sign an enrollment agreement stipulating the payment for services provided by Ohio Valley Voices.

Tuition amounts will be determined by May 30 and all parents will be notified of this amount by July 1st. A schedule of student fees and method of payment will be provided at the beginning of the school year. Report cards, IEP Progress Reports, and all other reports will not be released until all student fees are paid. Failure to pay tuition on time may result in requiring a student to withdraw from the school.

Ohio Valley Voices (OVV) tuition agreements require parents/guardians to make a minimum payment of \$100 a month towards their child's tuition. The balance must be settled by the parents by June 30th of the end of the fiscal year, either through their own funds or through outside scholarships. Special

arrangements for continuing students with tuition balances at the end of the fiscal year can be made with the Business Office with approval from the Business Director and the Executive Director.

For parents/guardians that cannot meet the monthly financial obligations for their child's tuition, a hardship application must be completed as part of the special arrangements with the Business Office. In order to qualify for a hardship application, there must be a change in life circumstances from the time the personal financial information was submitted prior to the beginning of the school year. If the hardship application is approved, a revised payment plan will be put in place that will also include volunteer services for the school. These services will be tailored to each parents' circumstances and ability to perform the duties.

MANAGEMENT OF COMMUNICABLE DISEASES

The staff at Ohio Valley Voices has been trained by qualified trainers, RN's, or physicians, in the management of communicable diseases, proper hand washing, disinfection procedures, child abuse and pediatric first aid. In general, a student who has been exposed to a disease may continue to attend school pending appearance of the symptoms described below. Please consult a physician for accurate diagnosis and to determine when the student may return to school after illness. The Ohio Department of Health "Child Day Care Communicable Disease Chart" for the appropriate management of suspected illnesses is posted in the Discovery Center bathroom. Parents will be sent a written notice if their child has been exposed to a communicable disease. The most common childhood diseases and symptoms are:

Chicken Pox: Gradual onset with general rundown feeling, followed by a red rash which turns into white blisters. The rash usually begins on abdomen. Students should remain home seven days after rash appears. Students may not return to school until blisters have developed scabs.

Cytomegalovirus (CMV): Symptoms of Cytomegalovirus (CMV) are usually not apparent, or are mild and flu-like. Because it is often impossible to observe symptoms when the virus is active and because the majority of young children may contract the virus at some time, it is not necessary for a child to be kept home unless he or she is uncomfortable.

"Fifth Disease": Usually the only symptom is the appearance of rash with no other ill feelings. Students should remain at home until rash disappears.

Skin Lesions: Students suspected of having impetigo or ringworm should not be in school until all lesions are healed or until a written note is received from a physician stating that the student is receiving proper medical treatment and may return to school.

Conjunctivitis (or "Pinkeye"): Symptoms usually include eye inflammation, matting and discharge. The student should remain out of school until medicated for 24 hours or until written permission is received from a physician.

ILLNESS AT SCHOOL

If a child becomes ill at school the child must be picked up as soon as possible. The child will be made comfortable and provided with a cot and isolated from the other children. If a parent cannot be reached, the person designated as an emergency contact person on the enrollment form will be called and asked to pick up the child.

SICKNESS

A child who is ill should be kept at home, not only for her or his own sake, but also in consideration of the

other children. A sick child will be isolated and sent home, when he/she displays any of these symptoms:

- Diarrhea (more than two abnormally loose stools within a twenty-four hour period.)
- Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of over one hundred degrees Fahrenheit if taken by the auxiliary method or having had a temperature one hundred degrees or higher during the previous 24 hours. *A child needs to be fever-free, without the use of aspirin or fever reducing medication for 24 hours before returning to school.*
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting
- Is unusually fussy

A child who is experiencing minor cold symptoms will be allowed to stay at school. However, if a child does not feel well enough to participate in activities he/she will be sent home.

SCHOOL PHYSICALS

Physical examinations, completed by a physician, are required for all Toddler Program and Discovery Center students upon enrollment and yearly thereafter. Students must be examined within 12 months prior to the date of admission if the child is three or older and within 6 months prior to the date of admission if the child is younger than three. Parents should inform the school whenever their child's medical record needs to be changed (i.e., allergies).

IMMUNIZATIONS

Ohio Department of Education ORC 3701.13 requires the following immunizations; poliomyelitis, mumps, rubella, rubella (MMR), diphtheria, pertussis and tetanus (DPT). All required immunizations must be completed prior to enrollment. Annually, each student's immunization records shall be updated to indicate that the student has received any required booster shots. Students will not be allowed to attend school any days without proof that they have been properly immunized or exempted. Proof of immunization must show types and dates.

MEDICATION AT SCHOOL

Ohio Valley Voices will not administer prescription or over-the-counter medication to students without written consent from a parent and a signature from a physician. If there is any medication to be taken by a student during the school day, parents must complete a form to request the administration of medication, have a physician sign the form and deliver the medication with the signed form to the school office.

Prescription medicine must be brought to school in the original container from the pharmacy with a label containing the following information:

- a. Child's name

- b. Doctor's name
- c. Name of medication
- d. Instructions for dispensing
- e. Date of prescription

The medication will be administered by a staff member in the school office, and it will be recorded each time a dosage is given. Any unused or outdated medication will be returned to the parent for safe disposal. Parents should complete a new form and have it signed by a physician if the dispensing dosage changes for any reason.

We have found that most pharmacies are willing to "split-out" the amount of medication your child will need to take at school from the full dosage your physician has prescribed. When the prescription is filled, explain that your child needs a labeled bottle for school, as well as for home, and the pharmacist will put the appropriate amount of medication in each bottle. You will get two labeled bottles of medicine. One bottle should be kept at home for doses to be received before and after school. The other bottle should be kept at school in the school office, and your child can receive the medication for as many days as is necessary. In this way, an adult will not have to come into school to pick up the medicine each day.

LUNCHES

Students need to bring their own lunch each day. We encourage you to send simple, healthy foods which your child can eat independently. Lunch should contain 1 dairy, 1 protein, 1 grain and 2 fruits/vegetables. Please provide a drink for your child daily (soda pop is prohibited). Because of our licensing requirements, we are unable to heat any child's lunch. Please do not send a child to school with food that needs to be heated. Please do not bring your child a lunch from a restaurant it makes it difficult for the other children. Children will not be allowed to share or trade lunches. Ohio Valley Voices will provide snacks, as well as some food for cooking activities in class. Please let us know if your child has any allergies or dietary restrictions. Snacks will contain at least two food groups.

SAFETY POLICIES

To assure each child's safety, no child will be left unsupervised under any circumstance. Fire, tornado and emergency lock down drills are conducted throughout the school year to familiarize students, teachers and staff with emergency procedures and exits. Emergency exit, fire and weather procedures are posted in each classroom and office.

ACCIDENTS OR INJURIES

When an accident or injury occurs, or when any other incident necessitates, the emergency transportation of a child in accordance with rule 5101:2-12-49 of the Administrative Code, the school will complete an incident report.

A trained staff member will administer first aid when necessary. Transportation to a hospital will be provided by the local emergency squad. In the event that a child will be transported, his or her file will accompany the child until met by the parents. In case of emergency, parents will be notified and proper emergency medical personnel will be contacted. Children not involved in the emergency will be supervised in another area. For the safety of the children, the use of spray aerosols shall be prohibited when children are in attendance at the school.

TRANSPORTATION

Ohio Valley Voices does not offer transportation services to the students. Parents or guardians are responsible for transporting their child to and from school. A copy of the procedure for emergency

transportation and off-site language transportation can be obtained at the main office.

SNOW DAYS

Please turn to television/internet channel 9 (WCPO) www.wcpo.com for school closing caused by emergency weather conditions. You may also elect to receive an automated call from One Call Now. However, it is the responsibility of each parent to decide if the road conditions are too hazardous for driving. When the school is open, the school office should be notified if the student will not be attending.

Families will be notified should conditions require that the school be closed after a school day has already begun. Please listen to the radio or television stations that announce school closings.

BIRTHDAY PARTIES

A birthday is an occasion of special importance to a child. A small celebration is held at school for each birthday, with songs, refreshments and candles. If desired, parents may send a small treat for the entire class. Please check with your child's teacher to determine an appropriate time for the party. Children whose birthdays fall during summer vacation often enjoy having a school celebration on an agreed-upon day. As always, parents are cordially invited to join the children.

STUDENT DISCIPLINE

At Ohio Valley Voices, we use a positive approach to discipline, giving direct instructions, which all pupils are expected to follow respectfully. Students are expected to comply with all school policies and regulations.

Ohio Valley Voices actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abused.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

The students are expected to be courteous, considerate, respectful, honest, and obedient in all their dealings with other persons associated with the school. Any disrespect shown by attitude, action, or words will result in disciplinary action.

The students will show respect for personal and school property. Each student will be expected to do his/her part in caring for the school facilities. Students shall not deface, damage, or destroy school

property. Anyone causing damage will be expected to pay for damages.

No handheld electronics (i.e. iPads, game systems, etc.), knives, squirt guns, or similar devices, which are out of place at school, are permitted on school property. Any other toys brought to school must stay in the child's backpack. Any such materials used to complete a project can be brought with permission of the teacher.

Ohio Valley Voices shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school.

If a student's action is deemed to be of concern, the Program Director or Toddler Coordinator will inform the parents, and the school district, if applicable, of the circumstances and a conference may be arranged.

If a student is considered dangerous to himself or to others, or if the student's behavior becomes such that the student is not benefiting from the program or is hampering other students from benefiting from the program, the school may require that the parents withdraw their child. Written notice will be given.

CLASSROOM STANDARDS

It is the responsibility of the student to respect the teacher at all times as the authority in the class, regardless if the student agrees or disagrees with the teacher's decision or procedure.

Students must be prepared and ready to work by having all needed supplies on hand in the classroom.

RECESS

All children participate in outdoor recess. As a part of the entire school program, recess is essential to the physical, social and mental well being of the child. Parents should be sure their child's clothing is suitable for outside play activities every day. Indoor activities are planned during inclement weather, when students cannot play outside.

Temperature Guidelines for Outside Recess:

Outside Recess—If the temperature and wind chill are above 25 degrees, children will go outside for recess.

A Brief Recess—If the temperature and wind chill are between 20-25 degrees, children will go outside for 15 minutes.

Inside Recess—When the temperature or wind chill is less than 20 degrees, children will have indoor recess.

Policy for Staying Inside for Recess:

If a child has been ill, the teacher must be given a note signed by the custodial parent/guardian requesting that the child stay in the building during recess on that particular day. If the request exceeds two (2) days, a written request from a doctor must be submitted to the Program Director.

RECESS STANDARDS

Students are not allowed to wander the halls, restrooms, or rooms during recess. The same rules that are listed under playground standards also apply to recess.

PLAYGROUND STANDARDS

- Be helpful and a friend to others on the playground. Be cooperative with students and teachers.
- Obey the playground teacher.

- If you spot trouble on the playground, tell the teacher on duty.
- Listen for the teacher to tell you when it is time to stop playing and line up.
- Do not push in line.
- Use proper language at all times.
- Stay in an area where you can see the playground teacher at all times.
- Wrestling, play fighting, or fighting is not permitted.
- Do not kick up or throw sticks, stones, or dirt.
- Play fair and share playground and room equipment. Make good sportsmanship your goal.
- Do not re-enter the building during recess without permission.
- Do not play tackle football or other rough games.

DRESS CODE

Please make sure that all articles of clothing coming into school are clearly labeled with your child's name. It is amazing the number of fine clothes the school will inherit by the end of the year. The children are encouraged to help themselves as much as possible. Clothes that are easy to get off and put on reduce frustrations for both teachers and children. This is especially important in the winter. Shorts are permitted during appropriate weather as long as they fit properly. Please be sure children are dressed appropriately for the weather. We will be going out whenever possible. Please note that extra boo boos occur when open-toed sandals are worn to school.

ABUSE OF STUDENTS

Any form of physical or verbal abuse of students is totally contrary to school policy and philosophy. Under no circumstances will physical or verbal abuse by staff members or others working on behalf of Ohio Valley Voices be tolerated. Any form of physical or verbal abuse of any person is grounds for immediate termination.

Anyone suspecting abuse or neglect of a child at school has a responsibility to immediately report the alleged violation to the Executive Director.

If, at any time, there is evidence that a child could be a victim of child abuse or neglect, the school employee must, by law, report its suspicions to the Ohio Department of Human Services at (513) 241-KIDS (5437).

As a precaution to children and their families, all employees of Ohio Valley Voices, who provide services or care to students, must have a background check by the Bureau of Criminal Identification and Investigation (BCII).

PARENTAL INVOLVEMENT

At Ohio Valley Voices, we feel strongly that family support is essential to a child's progress. Your involvement and participation is crucial to your child's success. From time to time, we will be asking for your help on special projects, field trips and activities.

OHIO VALLEY VOICES PARENT GROUP

Every parent of a child at Ohio Valley Voices is a member of the Parent Group. The OVV Parent Group meets once a month in the Parent Gallery. A list of meeting dates and times will be sent home in the first "Thursday Folder" of the year. The Parent Group promotes parent involvement within the school in a variety of ways. Parent education, family outreach and support, fund raising, and social events are our

four major purposes. Ohio Valley Voice staff will be at Parent Group meetings to answer questions and hear ideas and suggestion from the parents

TUTORING/SPEECH-LANGUAGE THERAPY

Ohio Valley Voices offers summer and after-school services depending on need and teacher availability. Any private tutoring and therapy provided to Ohio Valley Voices students by OVV staff must go through the school office. Please contact the office to schedule these services.

OPEN COMMUNICATION

On Thursdays students will bring home a "Thursday folder" which contains important school related announcements for the week. Parents should review the contents of this folder each Thursday night and return the "Thursday folder" on Friday with responses as appropriate.

The key to the success of our program lies in open communication. Ohio Valley Voices encourages parents to address any question or concerns they may have as early as possible. To ensure that Ohio Valley Voices makes available an open communication atmosphere the following guidelines have been established:

If a parent has a question or concern about their child's homework, weekly newsletters, updates, reports or their child's day, the parent should communicate these to their child's teacher. If the parent feels that their question or concern was not addressed satisfactorily by the child's teacher, the parent should contact the Program Director, Carey Ratliff. If a parent has a question or concern about the schedule, student progress, transportation, child groupings, curriculum, or if a child is experiencing a problem socially or academically, the parent should contact Carey Ratliff. If a parent has a question about school policies, procedures, calendar, school rules, personnel, or the parent feels their concerns or questions have not been addressed satisfactorily with the teacher or the Program Director, the parent should contact the Executive Director. In the event a parent feels that resolution of a particular issue has not occurred the parent should obtain a Parent Concern Form at the front desk, fill it out and return it to the School Secretary. The School Secretary will give a copy to the Executive Director and the Board President. After meeting with the Board President, the Executive Director will meet with the parents. The Parent Concern Form will be kept on file.

All the staff at the Ohio Valley Voices Clinic, LLC are obligated to comply with the Health Insurance Portability Accountability Act of 1996 and Ohio Valley Voices policies and procedures regarding this law. All communications regarding confidentiality policies and procedures should be directed to the privacy officer, Maria Sentelik. Medical and personal information regarding students and families will not be released without written permission of parents. This information will not be discussed unless necessary in the course of school matters among staff and parents only.

Ohio Valley Voices

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Phone: (513) 791-1458 Fax: (513) 791-4326

mainoffice@ohiovalleyvoices.org

Maria Sentelik – Executive Director

Carey Ratliff – Program Director

Updated: 7-30-18

