



School of Hope Student/Parent Handbook

2026 - 2027



Sandusky County Board of
Developmental Disabilities



SCBDD





School of Hope

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Introduction

Welcome to the School of Hope! This handbook provides information and resources to assist you while your child is a student at the School of Hope. We hope it's informative and helpful.

We extend a warm invitation for you to visit your child's classroom, attend activities, or share lunch with your student and classmates. Just coordinate your visit with your student's teacher! You are always welcome!

If you have questions or concerns at any time, please feel free to stop in to talk or call us at 567-342-4766.

[Tracy Foos](#), Supervisor of Educational Services, can be reached at extension 121.

Directory Information

Superintendent Sarah Zimmerman
Supervisor of Educational Services ... Tracy Foos
Special Olympic Coordinator Ed McClain
Director of SSA Mandy Camden
Director of Community Relations ... Ruth Watson
Crisis After Hours Hotline 419-307-0562



Sandusky County Board of DD Mission & Vision

Mission: We Serve for a Lifetime.

Vision: By listening to those we serve, we are dedicated to offering a lifetime of meaningful support to help each individual live their best life.





School of Hope Key Contacts 2026 - 2027

The Sandusky County Board of DD (School of Hope) collaborates with North Point Educational Service Center (NPESC) to provide services for the School of Hope program.

Supervisor of Educational Services:

[Tracy Foos](mailto:tfoos@npesc.org) 567-342-4766 (tfoos@npesc.org)

School Nurse:

[Kylie Paquin](mailto:kpaquin@scbdd.org) 567-342-4024 (kpaquin@scbdd.org)

References and background checks are completed for all staff.

The Sandusky County Board of DD (School of Hope) and the North Point Educational Service Center (NPESC) are Equal Opportunity Employers. Neither the Sandusky County Board of DD (School of Hope) or NPESC discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all school programs and activities.

Complaints shall be filed with the ADA/EEO Coordinator. The ADA/EEO Coordinator shall investigate all complaints and respond to the complainant as soon as the investigation is completed.

ADA/EEO Coordinator:

[Michelle Snyder](mailto:msnyder@scbdd.org) 419-635-8270 (msnyder@scbdd.org)

School of Hope General Information

School Hours

The School of Hope building is open to students from 8:30 am to 3:15 pm daily. Preschool classes are held Monday through Friday 8:30 am - 3:00 pm. Students may not arrive prior to 8:30 am when staff supervision becomes available.

Daily Time Schedule

8:00 AM Staff day begins
8:30 AM Students arrive; buses unload
8:45 AM Class time begins
3:00 PM Buses load; dismissal
3:30 PM Staff workday ends

Teachers are available for phone calls or to meet with parents weekdays from 8:00 - 8:30 am, 3:15 - 3:30 pm, or scheduled as needed. These times are reserved for team meetings, staff trainings, classroom preparations, or parent-teacher conferences.

Visitors

Parents have unlimited access during school hours and are invited to come to school to visit in the classrooms, playground, gym, etc. Please phone before 9:00 am if you wish to eat lunch with your student. Community visitors and pre-approved community volunteers may also visit the school on occasion and are accompanied by an approved school or board employee. All visitors should enter through the school doors and check in with a school or board employee.

Student Records

As parents, you may inspect and review any educational records relating to your child that are collected, maintained, or used by the school to provide educational and related services. If you wish to inspect, obtain copies, or review your child's records, please contact the Supervisor of Educational Services.

Student photos, videos, or classroom student images will only be used publicly with signed permission from a student's parent or legal guardian.



Release of Information

If your child's records are requested by a doctor, social security, insurance, etc., or if you are moving and need records transferred, you must come to the office and complete a Records Release form.

Home and School Communication

Our goal is to keep you informed of various school activities, special events, educational resources, and school communications throughout the school year. Your child's teacher will also communicate with you through a student notebook and/or through ClassDoJo. Updates on activities, progress, questions, or concerns that may arise during the school day or week can be expected.

Please check these communications daily so that you are up to date on the classroom's activities. We encourage you to communicate with the school staff daily, if necessary, but certainly weekly, so we understand what is happening at home and how that may impact the school day. It is so important to have open lines of communication between school and home, especially for students who have difficulty communicating. We encourage and welcome your notes, emails, phone calls, and Class DoJo messages.

Change of Address, Telephone Number, Emergency Numbers

Please report any change of address, phone number, or custody arrangements to the School of Hope. This information needs to be updated in case of an emergency. Also, if the emergency number(s) or person(s) willing to pick up your child in your absence changes, please update in FinalForms. Remember, we cannot release a child from our care unless we have your written statement that another person has your consent to pick them up.

Child Custody

Parents have an obligation to inform the school any time custody of a child changes. The school will need to obtain and maintain any court orders pertaining to a child's custody.



School of Hope General Information

Student Absence

To accurately record your student's attendance, we ask that you phone or send a ClassDoJo message the morning of the absence to verify your child will not be attending school and why. You may reach the School of Hope Supervisor at 567-342-4766. The office is open to receive phone calls at 8:00 am daily, however, you may leave a message prior to 8:00 am. If we do not hear from you regarding an unscheduled absence, we will call to verify the student's absence.



Students are required to provide a written explanation for their absence upon returning to school for attendance records. The note should be dated, a brief explanation for the absence, signed and dated by a parent or guardian. In accordance with statute, the Sandusky County Board of DD shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. SCBDD reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

H.B. 410 has provisions for a student to be declared a "Habitual Truant" in cases of unexcused absence. The definition of "habitual truant" has changed from days to hours. The law provides the following definitions:

Habitual Truant: A child absents without a legitimate excuse for a.) 30 or more consecutive hours without a legitimate excuse and/or b.) 42 or more hours in one month without a legitimate excuse and/or c.) 72 or more hours in one year without a legitimate excuse.

H.B. 410 also includes a provision for school absences which are tracked by hours instead of days:

1. A student who is absent, WITH or WITHOUT, a legitimate excuse for 38 (equivalent to six (6) days) or more hour in one month would be "excessively absent".
2. A student who is absent, WITH or WITHOUT, a legitimate excuse for 65 (equivalent to ten (10) days) or more hours in one school year would be "excessively absent".

School of Hope General Information

Student Absence continued

**SCBDD must follow state guidelines for truancy. However, we understand that some students may have unique conditions that affect their attendance. Frequent, excessive, or prolonged absences will be reviewed on a case-by-case basis to ensure fair and appropriate consideration.

Planned Absence

In the case of a planned absence (doctor/ dentist appointment, family vacation, etc.) we ask you to send a written note with the dates and reason for the absence prior to the absence. This will help us better plan classroom activities, therapies, and staff assignments.

Early Dismissal

When a student must leave school before the end of the school day, please send a note to include the approximate time the parent will be arriving to pick up your student. If someone else plans to pick up your child, this should be disclosed. If the person picking up your child is not known to School of Hope staff, we will be asking to see an ID. The person picking up the student must report to School of Hope office and report to the School of Hope staff that the student is leaving.

Field Trips

SCBDD prioritizes the opportunity to take students out into the community to gain valuable life experiences. No student will be taken on a field trip unless the permission has been granted on the "Permission to Transport and Participate in Field Trips and Other Outings" form has been signed by the parent or guardian for the current school year. This form gives consent for any and all outings approved by the Supervisor of Educational Services, until/unless your consent is revoked in writing. Student may be transported by bus through Fremont City School's Transportation Department or by minivan/passenger van through Sandusky County Board of DD. For preschool students, they may only attend a field trip and be transported with the class on their scheduled preschool days. If invited to attend on a non-scheduled day, it is the responsibility of the parent(s) or guardian(s) to transport and supervise the student on that trip. It is the sole responsibility of the parent or guardian to supervise any sibling who is accompanying them on a field trip.



School of Hope Health Services

Physicals and Immunizations

Children entering Ohio schools are required to be immunized against specific diseases. Immunization needs vary, depending on grade level and current state guidelines.

All students must be up to date on immunizations and have a copy of the immunization record, in-process immunizations, or a formal exemption signed by the parent/guardian on file at the start of the school year. Failing to provide immunization records, signed exemption, or medical statement from a physician could result in exclusion from school and will be determined by school administration.

Students already enrolled in school have their immunization records reviewed regularly by the school nurse. If your child is lacking in the necessary immunizations, the school nurse will notify you.

Preschool students are required to have a school physical performed and documented before the start of the school year. Forms are provided with enrollment packets. If additional forms are needed, please contact the program nurse.

Immunization summary for preschool and school attendance

 Immunizations for Preschool Attendance	1. Chicken Pox 2. Diphtheria, Pertussis, Tetanus 3. Haemophilus Influenzae Type b 4. Hepatitis A 5. Hepatitis B 6. Measles, Mumps, Rubella 7. Pneumococcal Diseases 8. Polio 9. Rotavirus
 Immunizations for School Attendance (K-12)	1. Diphtheria, Pertussis, Tetanus 2. Polio 3. Measles, Mumps, Rubella 4. Hepatitis B 5. Chicken Pox 6. Meningococcal



School of Hope Health Services

Illness/Accident While at School

If your child becomes ill or has an injury while at school, he /she will be checked by the school nurse or designee. If it is determined your child needs to be sent home, you will be called, and you will be expected to pick up your child within one hour. If the parent/guardian cannot be reached, the person designated as the student's emergency contact on the child's Emergency Form will be called.

The following are signs of illness that will result in your child being sent home:

1. Diarrhea and/or vomiting.
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Conjunctivitis (Pink Eye).
4. Severe abdominal pain.
5. Temperature of 100.0 degrees Fahrenheit or higher.
6. Untreated infected skin patch(es), lesions, or pustules of unknown cause.
7. Evidence of lice, scabies, or other parasitic infection. The student may return 24 hours after initial treatment has started or evidence of no live lice.
8. Stiff neck or severe headache.

Please keep your child home if any of these symptoms have occurred in the past 24 hours or until your child is 24 hours symptom-free without the use of symptom-controlling medications.

A child suspected of having a communicable disease will be made comfortable. A School of Hope staff will remain with the child, monitoring for worsening symptoms while waiting for someone to pick the child up. The area is disinfected with a germicidal agent after each use and if the area was exposed to bodily fluids. More specific information can be found in our School Age Services Policy, upon request.

You will be notified by phone or letter if your child has been exposed to a communicable disease, along with what signs or symptoms you need to watch for and would need to report.

Any injury and /or seizure that occurs during school hours will be documented on the appropriate form and sent home for your information. Children exhibiting symptoms of common cold or other mild illness will be encouraged to wash their hands frequently and the information will be communicated to their parents to monitor for worsening symptoms.

School of Hope Health Services

Administration of Medication/Procedures at School

As the days are filled with learning, we ask that you administer your child's medications at home before or after school if possible.

We understand that there are situations when a child needs to receive medications or other nursing tasks at school. If your child requires this during school hours, school personnel trained by the School Nurse will complete the administration as instructed by their physician and requested by you.

Parents/guardians are responsible for completing the following guidelines and contacting the School Nurse or Supervisor of Educational Services.

1. The medication or procedure authorization form must be completed and signed by the parent/guardian and prescribing physician. Forms are available by contacting the School Nurse or Supervisor of Educational Services.
2. Medication must be in the original pharmacy container, labeled with the child's name, medication name, time of administration, how much to administer, and the reason for administration. Medications will not be given that are in the wrong container or improperly labeled.
3. Medication prescribed once or twice daily will not be given at school unless specifically requested by the physician.
4. Parents/guardians are responsible for ensuring medications and supplies are delivered to the school. Parents/guardians are responsible for ensuring an adequate supply of medications and supplies in a timely manner.
5. Parents/guardians are responsible for contacting the School Nurse with any changes including ensuring any new authorization forms are completed as applicable.
6. A parent/guardian must pick up all medication within a week of discontinuing or at the end of the school year or it will be destroyed.

Please do not send any medication, vitamins, or herbal supplements to school without following the above guidelines or contacting the School Nurse or Supervisor of Educational Services. If medications are sent to school that do not follow the above guidelines, you will be called to pick up the medications immediately.



School of Hope Health Services

Healthchek Services for Children Younger than Age 21

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

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination.

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

For more information, visit [HERE](https://medicaid.ohio.gov/): <https://medicaid.ohio.gov/>

Dietary

Any student requiring a change in texture in their food (i.e. pureed foods or thickening of liquids) is required to provide the Sandusky County Board of Developmental Disabilities Dietary Texture Modification Release Form. This needs to be updated on an annual basis and with any change of needs. Forms are available by contacting the School Nurse or Supervisor of Educational Services.

Abuse and Neglect

School and classroom personnel will adhere to the following governing board policy, po8462, STUDENT ABUSE AND NEGLECT. This policy can be found [HERE](https://www.npesc.org/): <https://www.npesc.org/>

NPESC Governing Board and SCBDD are concerned with the physical and mental well-being of the students in this program shall cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. Every School of Hope employee who, in connection with their position, knows or suspects child abuse or neglect shall immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.



School of Hope Dress Code/Personal Belongings

Dress Code

The school reserves the right to question the dress and appearance of any student. Special needs students have the same rights and responsibilities as all other students in regard to appearance.

1. All students are to be clean and neat.
2. Students may not wear ball caps and other head apparel in school unless special permission has been given.
3. Students may not wear see-through clothing, tight-fitting clothing, midriff tops, or revealing shorts.
4. Students may not wear clothing with pictorial designs or markings that may be offensive to others. Examples of unacceptable designs are clothing that advertises alcohol, tobacco, or feature profane language.
5. Parents are responsible for sending their children to school dressed in clothes appropriate for the weather and activities of the day.

Personal Possessions

CD players, radios, iPads, electronic games, toys, and other personal items may not be brought to school without the permission of the classroom teacher. The school is not responsible for any lost or damaged property the student may bring to school. Student cell phones will be prohibited during school hours.

School of Hope Student Evaluation

Individualized Education Program (IEP)

A new IEP is written each year by a team of people who know the student best: parents, teachers, specialists, etc. The goals and objectives developed at this IEP meeting are evaluated every 9 weeks and progress reports are sent home to parents. This IEP is usually in place for one year but can be revised if the team decides a change is needed. If you would like more information about the IEP process, please contact the Director of Educational Services.

Standards and Assessments

Ohio's Early Learning and Development Standards (ELDS) describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning in five essential school readiness domains.

Ohio's Learning Standards-Extended (OLS-E) describe the knowledge and skills that students should attain, often called the "what" of what students should know and be able to do. Teachers use the Learning Standards-Extended and resources designed to support the standards to develop instruction and assessment. Ohio's alternate assessment is designed for students, grades 3-8 and grade 10, with the most significant cognitive disabilities. The alternate assessment is a multiple-choice test that reflects the content of the extended standards.

Preschool Curriculum

The School of Hope preschool program uses The Creative Curriculum, one of the country's leading research-based preschool curricula. The philosophy behind the curriculum is young children learn best by doing. Our goal is to help children become independent, self-confident, and inquisitive learners. The curriculum identifies goals in all areas of development; social, emotional, cognitive, and physical. Staff plan and implement a developmentally appropriate program that promotes children's social-emotional development and learning in the core areas of literacy, mathematics, science, and social studies. This curriculum is aligned with Ohio's Early Learning and Development Standards.

"Getting Ready for Kindergarten" is tip sheet designed for families of children ages 3 to the start of kindergarten. This handout provides information on the meaning of a standards-

School of Hope Student Evaluation

Preschool Curriculum **continued**

based education and ways in which families can help their children in reading, mathematics, social studies, and science as a preparation for kindergarten. This can be found [HERE](https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Kindergarten-Readiness-Checklist) (<https://education.ohio.gov/Topics/Early-Learning/Kindergarten/Kindergarten-Readiness-Checklist>) along with many other resources to help families prepare their children for kindergarten. Please reach out to the Supervisor of Educational Services or any preschool staff member if you would like a hard copy of any of these resources.



School Age Curriculum

The School of Hope uses the Unique Learning System as its curriculum for school-age students. The Unique Learning System includes lesson plans and materials that have been developed from a foundation of “instructional targets” that represent the essential skills from Ohio’s academic content standards in reading, writing, mathematics, science, and social studies.

Conferences

Parent-Teacher Conferences are held in the fall, after the first progress reports have been received. At this time your son or daughter’s IEP Goals and Objectives will be reviewed, and progress will be discussed. Any concerns regarding home or school can be discussed at this time. Preschool students will also have Spring parent-teacher conferences. School of Hope staff are always available to discuss your student’s needs with parents and encourage you to contact your child’s teacher or Supervisor of Educational Services if you have any questions or concerns regarding your child’s progress.

Incident Reporting

When something unusual occurs, an incident report is completed. This is a required documentation and analysis process for the school and board. A copy will be sent home, so you know what happened or what was observed. If you have concerns about any incident, please feel free to contact Tracy Foos, Supervisor of Educational Services.



School of Hope Student Evaluation

Preschool Transition

Transition will be discussed with parents during Parent/Teacher conference. The child's current development will be discussed and options where they may see their child attend after School of Hope preschool. Information regarding options will be provided and activities will be identified to help families prepare for a successful preschool transition. School of Hope will help coordinate any tours the parents may be interested in taking at prospective schools.

School Age Transition

All students 14 years of age and older will participate in transition services. This includes exploring post-secondary options and exploring preferences, interests, and needs. A variety of community settings and activities will be offered for them to learn new skills and decide what they would like to do upon graduation. Opportunities will also exist within the school building.

As students transition out of school, a School of Hope staff member will accompany him/her to assist with meeting people and learning the routine and expectations.

School of Hope Code of Conduct

The Sandusky County Board of Developmental Disabilities strives to create a safe learning environment for all students. We ask everyone connected with the School of Hope, parents, students, staff, and others, to assist us in that effort.

We expect our students to demonstrate developmentally appropriate behavior that enables them to attend, learn, share, and cooperate with other students and adults. We recognize that students with disabilities may have difficulty in demonstrating socially appropriate behaviors, and therefore, we train staff to provide constructive, developmentally appropriate guidance and management/support techniques such as redirection, separation from problem situations, proximity support, positive reinforcement, etc. If a student demonstrates extreme behaviors, an IEP meeting will be held to discuss and explore additional options and resources.

Guidelines for Students:

- Treat others with kindness, respect, and courtesy by words and deeds and practice cooperation in day-to-day encounters.
- Respect the rights and property of others.
- Accept responsibility for their actions.
- Follow the directions of teachers and other school personnel, whether in the classrooms, hallways, cafeteria, playground, or other areas of the facility or community.

Guidelines for Parents:

- Assure the child attends school regularly, notifying the school when the child will be absent, including the reason for the absence.
- Strive to keep the child in good health.
- Communicate regularly with school staff.
- Encourage and support the child's efforts to learn new life skills and provide guidance for the child to develop socially acceptable behaviors.

Guidelines for Educational Staff:

- Treat students as individuals, with concern and respect.
- Provide direction and guidance so students can learn to take responsibility for their actions.
- Be consistent, fair, and positive in dealing with student behavior and seek appropriate resources to effect positive changes if necessary.
- Keep parents informed regarding student educational progress and behavioral concerns.

School of Hope Code of Conduct

Positive Behavioral Interventions and Supports (Restraint and Seclusion)

The School of Hope is committed to the district-wide use of Positive Behavioral Interventions and Supports (PBIS) with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff trained in CPI are permitted to physically restrain and/or

seclude a student, but only when there is an immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible and the physical restraint and/or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school. Every use of restraint and/or seclusion shall be done in accordance with Board Policy and Procedures 2, Section 4 and shall be documented and reported in accordance with the policy. If you would like a copy of any of these documents, please contact [Michelle Snyder](#) at the board office at 419-332-9296 ext 188.



The Supervisor and all classroom staff participate in on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention to ensure the Care, Welfare, Safety, and SecuritySM of all individuals on the premises.

Discipline:

Building supervisor and classroom teachers are responsible for the proper enforcement of behavior supports and discipline.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to, punching, pinching, shaking, or biting.
2. No discipline shall be delegated to any other child.
3. Physical restraints will only be implemented as a last resort, in a manner that is age and developmentally appropriate, and is in full compliance with SCBDD Policy Chapter 2 Section 4 and in compliance with ODE guidance
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

School of Hope Code of Conduct

Discipline continued

5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline, shall be brief and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a school staff member in a safe, lighted, and well-ventilated space.
10. The school shall not abuse or neglect a child and shall protect children from abuse and neglect while in attendance in the preschool program.
11. Teachers and supervisors will follow all federal and state laws when disciplining a student. Discipline may include emergency removal, in-school suspension, or out-of-school suspension. Students will be held to behavior standards in line with the student code of conduct and all board policies related to student discipline.

Anti-Harassment, Anti-Intimidation or Anti-Bullying Policy

It is the policy of the Sandusky County Board of Developmental Disabilities that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden. Per House Bill 276 and Ohio Revised Code 3313.666 and 3313.667, all Ohio school districts must establish a policy prohibiting harassment, intimidation, or bullying. If you feel your son or daughter is being bullied, harassed or intimidated in any way, please contact the school administration. If you would like a copy of this policy, please contact the Supervisor of Educational Services.



School of Hope Code of Conduct

Sexual Harassment and Discrimination

Title IX prohibits discrimination in educational programs and activities, admission/enrollment/placement, and employment. The Sandusky Co. Board of Developmental Disabilities does not and shall not discriminate on the basis of sex (including sexual orientation or gender identity), in its educational programs or activities. The Board is committed to an educational environment that is free from unlawful discrimination on the basis of sex and hereby prohibits unlawful discrimination on the basis of sex, including sexual harassment, as defined by Title IX, in all of its programs and services, including education.

All students participating in the Board's educational programs and activities, and all Board staff and members, are subject to Title IX. Title IX applies to unlawful discrimination based upon sex and sexual harassment that occurs in and within educational programs and activities, whether committed by a student, employee, member, contractor, vendor, parent, visitor or guest. The Board shall comply with its obligations under Title IX by evaluating reported conduct, providing supportive measures, assisting a Complainant in identifying external reporting options, and taking reasonable action to end the prohibited conduct. The Board shall take all necessary and appropriate action when an individual is determined responsible for violating Title IX.

Pursuant to and in accordance with Title IX and its regulations, the Board does not discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate in its educational program or activity extends to admission/ enrollment/ placement and employment.

The Board's Title IX Coordinator is:

[Michelle Snyder](#)

msnyder@scbdd.org

Human Resources

1001 Castalia St.

Fremont, OH 43420

419-332-9296 ext. 188

School of Hope Code of Conduct

Sexual Harassment and Discrimination **continued**

The Board has adopted Policy Chapter 3, Section 3: Title IX Sex Discrimination and Sexual Harassment, which contains a complaint and investigation process to provide for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX and/or its regulations.

North Point Educational Service Center's Title IX Coordinators are:

Hal Gregory
Assistant Superintendent
419-627-3900 Ext. 3907

Carrie Sanchez
Assistant Superintendent
419-627-3900 Ext. 3930





School of Hope **Miscellaneous**



Cafeteria/Lunch Program

The School of Hope provides nutritious, healthy meals each school day as a satellite school through Fremont City Schools. These meals meet Ohio Department of Education's meal requirements. Dietary restrictions such as blended or puréed meals will be accommodated according to doctor's orders on file and by a trained school staff.

The School of Hope will be participating in the Community Eligibility Provision (CEP) of the National School Lunch Program for the 2026-2027 School Year. This means that all students attending the School of Hope will be offered a free breakfast and free lunch as part of CEP.

Students may also pack a lunch, which can be stored in the cafeteria's refrigerator.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint-filing deadlines vary by program or incident.

School of Hope **Miscellaneous**

USDA Nondiscrimination Statement **continued**

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Meal Magic Family Portal

The School of Hope will be using Meal Magic for school lunch accounts.

Wellness Policy

The Sandusky County Board of Developmental Disabilities, along with Fremont City Schools, is committed to providing an educational environment that enhances learning and development of lifelong wellness practices, in accordance with Federal Public Law 108.265, Section 204, and the Federal Child Nutrition Law. If you would like to discuss this, please contact the Supervisor of Education.

Transportation to and from School

The student's local school district will provide or arrange for daily transportation for all enrolled students on an IEP, if requested. Transportation for students who do not qualify to receive special education services is the responsibility of the child's parent(s) or guardian(s). Weather delays will follow the home school district's decision. All route information, schedules, questions, cancellations, or concerns regarding bus transportation should be communicated with the school district's bus garage or driver specifically. The Supervisor of Educational Services may also assist as needed, but does not have specific information on routes, times, nor will they communicate absences. School of Hope staff will communicate with the local school district on any issues that arise as a result of the transportation process.

School of Hope Emergency Weather Procedures

In the event of inclement weather, notification for school delays or cancellations will be made through several media platforms. This includes Automated Voice Notification System, Class DoJo, and local television and radio stations. Announcements regarding delays, non-scheduled closings or early dismissal of school will be communicated as timely as possible.

Auto Voice Notification forms will be provided at the start of the school year and should be returned the first week of school. Changes may be made at any time.

Please tune into the following stations for delays and cancellations:

WTVG-TV Channel 13

WTOL-TV Channel 11

WNWO-TV Channel 24

Eagle Fremont 99.1 FM or 90.0 A.M.

School of Hope Class DoJo

School of Hope follows Fremont City School's decision to delay or close due to inclement weather. If your home school district (outside of Fremont City School) is delayed or closed, your child's bus route will also be delayed or closed and your student will not be bussed. If other districts delay or close and will not be providing transportation, but School of Hope remains open, you have the option to transport your child to/from school, assuming the School of Hope remains open.

In the rare instances when weather conditions or emergencies require an early dismissal, parents working outside the home should have a backup plan in place for who will get their student off the bus, an alternate place to be transported on the same bus route, or who can pick their student up from school.



School of Hope **Safety and Security**

Fire Drills

The state requires all Ohio schools to conduct fire drills at regular intervals, at least one drill per month. These drills are important to ensure a prompt and orderly evacuation procedure. Evacuation plans are posted in each classroom, and staff are trained annually in the use of fire extinguishers and fire suppression techniques.

Natural Disasters

Natural disasters can occur at any time. Depending on the nature of the situation, the building may need to be evacuated or the procedures for movement to in-building assembly areas, such as in a tornado drill, will need to be carried out. When notice of a natural disaster is received from the Sandusky County Disaster Services, the Superintendent or designee will determine what action should be taken. In the event of any natural disaster, our priority is to ensure everyone is in the safest possible place. Procedures for tornado drills are posted in each classroom, and drills are held each spring during tornado season. Assigned places will be used during extreme weather emergencies and are rooms with no glass windows, no long-span rooms, and no rooms with metal or fiberglass walls.



Power Failures

All rooms in the School of Hope have at least one flashlight, so in the event of a power failure, there should be some emergency light available. The gymnasium, locker rooms, and home living areas have emergency lighting. When the electricity goes out, Ohio Power Company is called immediately. If the power is going to remain off for several hours, early dismissal may be necessary. If there is a power failure prior to the opening of school, the Superintendent may make the decision to delay the opening of school or close the program if necessary.

School of Hope **Safety and Security**

Bomb Threats

In the event of a bomb threat, the buildings will be evacuated as directed by law enforcement or County Board Administrator using the same evacuation procedure followed for a fire drill. Local law enforcement officials will be contacted to conduct a thorough search. No one will be allowed back in the building until it has been deemed safe by the Superintendent or designee.



Unauthorized Persons in the Building

All persons entering the School of Hope may enter either through the main office or School of Hope entrance. All doors are kept locked throughout the day. Only those persons having a legitimate reason for being in the school wing will be allowed to move to areas where students and staff are busy with their school day. Visitors taking tours will be accompanied by an employee of the Sandusky County Board of Developmental Disabilities. Anyone who enters the building and has no legitimate reason for doing so will be asked to leave. If this person resists, local law enforcement will be called.

Picking up Students from School/Bus

The School of Hope staff will only allow those people with expressed written parental permission to pick up a student from school. Parents are asked to give the names of two people who have permission to pick up their child when completing the annual Emergency Information Sheet. If another person must pick up your child for any reason, please inform the school and give an accurate description of the person. Be aware that school staff will ask to see a photo identification for verification if this person is unfamiliar with school or board personnel.

School of Hope **Safety and Security**

Volunteer Policy

The Sandusky County Board of Developmental Disabilities believes volunteers provide a valuable service for persons with developmental disabilities. The time and talents offered by volunteers greatly enhance and enrich the quality of services provided by the Board. Volunteering fosters community awareness and provides opportunities for community members, family members, and others to actively participate in the services and supports provided by the Board. The Board will promote and encourage the use of properly screened, trained, and supervised volunteers in all program areas. All volunteers or shadows will be reported and documented prior to the scheduled time.

If you or someone you know would like to get involved, contact [Michelle Snyder](#) at 419-332-9296, ext. 188

Crisis Assistance Hot Line

The Service and Support Administration staff at the Sandusky County Board of Developmental Disabilities provides crisis assistance when the office is closed.

The Crisis Assistance Phone Number is 419-307-0562.

Assistance is available after 4:00 pm on weekdays, anytime on weekends, and holidays. If the phone number is not answered, leave a voice message including your name, how to reach the person calling, and the nature of the crisis. Crisis Assistance is for the following situations, but not limited to:

1. Reporting significant unusual incidents, including, but not limited to, abuse, neglect, death, hospitalizations, theft, serious injuries, and medical emergencies.
2. Locating new housing because there has been a loss of present residence for any reason; for instance, eviction by landlord or family, or immediate discharge from a facility.
3. Finding a new caretaker because there has been a loss of a caretaker for any reason, for instance, serious illness or hospitalization of the caretaker or unexpected leave of the caretaker for another or self.
4. Reporting health and safety conditions that pose a serious risk to the individual or others. These conditions will result in immediate harm or death.
5. Reporting a change in the individual's emotional or physical condition that causes needed accommodations that cannot be provided by the individual's existing caretaker.
6. Obtaining approval to change paid services in the individual's service plan for health and safety reasons.

School of Hope **Safety and Security**

If you are staying temporarily with someone else because you lost housing, or staying in a motel, campground, shelter, or in an outside or inadequate place, you and your children have special rights at school.

Those rights include:

- Staying in the same school, even if you move, and receiving transportation to that school, as long as it is in the student's best interest
- Enrolling in school immediately without the documents schools usually require
- Receiving free school meals
- Getting help with school supplies and other needs
- Extra support for youth who are on their own
- Help connecting young children with early childhood services

Contact [Tracy Foos](#), School of Hope Supervisor and SCBDD's Homeless Liaison at 567-342-4766 or your school district's Homeless Liaison to find out if you qualify for help.

MUI Investigation

Since the School of Hope is a Board of DD operated school, an Investigative Agent is responsible to review all incidents that are reported at the School of Hope. When significant incidents are reported that may or have adversely affected a child's health and safety, the investigative agent is required to gather information and determine how the incident occurred. Parents will be contacted when a significant incident has occurred with their child. A letter is mailed to the child's parents when the review is completed to let them know the findings and actions taken to prevent further incidents for the child. If you have any concerns or questions, please call the Sandusky County Board of DD for the Investigative Agent at 419-332-9296 ext 141.



School of Hope Annual Notices

Policies and Procedures are available to the public and are available for review at the Sandusky County Board of DD Administrative Office. If you would like a copy of any of these documents, please get in touch with [Michelle Snyder](#) at the board office at 419-332-9296 ext 188.

- Notice of Privacy Practices (HIPAA/FERPA) which describes how personal information about you may be used and disclosed and how you can obtain access to this information.
- Administrative Resolution of Complaints Policy and Grievance and Due Process procedures
- Americans With Disabilities Act (ADA) and the Civil Rights Act/ Rehabilitation Act, Section 504

Complaint Procedure Regarding School Services

All complaints and reports concerning the operation of programs (Preschool and Child Day Care) regulated by Chapter 3301-37 of the Ohio Administrative Code and Sections 3301.52 and 3301.59 of the Ohio Revised Code, may be reported to the Ohio Department of Education Ombudsman or the Office of Early Childhood Education.

Ohio Department of Education

Ohio Department of Education Ombudsman, Chantelle Carter (614) 466-5203

Office of Early Learning and School Readiness: (614) 466-0224 or Toll-Free (877) 644-6338

Rights of Persons with Developmental Disabilities

1. The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
2. The right to an appropriate, safe, and sanitary living environment that complies with local, state, and federal standards and recognizes the person's need for privacy and independence;
3. The right to food adequate to meet accepted standards of nutrition;
4. The right to practice the religion of their choice or to abstain from the practice of religion;
5. The right of timely access to appropriate medical or dental treatment;
6. The right of access to necessary ancillary services, including, but not limited to, occupational therapy, physical therapy, speech therapy, and behavior modification and other psychological services;
7. The right to receive appropriate care and treatment in the least intrusive manner;
8. The right to privacy, including both periods of privacy and places of privacy;
9. The right to communicate freely with persons of their choice in any reasonable manner they choose;
10. The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
11. The right to social interaction with members of either sex;
12. The right of access to opportunities that enable individuals to develop their full human potential;
13. The right to pursue vocational opportunities that will promote and enhance economic independence;
14. The right to be treated equally as citizens under the law.
15. The right to be free from emotional, psychological, and physical abuse;
16. The right to participate in appropriate programs of education, training, social development and habilitation and in programs of reasonable recreation;

Rights of Persons with Developmental Disabilities

Rights Continued

17. The right to participate in decisions that affect their lives;
18. The right to select a parent or advocate to act on their behalf;
19. The right to manage their personal financial affairs, based on individual ability to do so;
20. The right to confidential treatment of all information in their personal and medical record, except to the extent that disclosure or release of records is permitted under sections 5123.89 and 5126.044 of the Revised Code;
21. The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination, or reprisal;
22. The right to be free from unnecessary chemical or physical restraints;
23. The right to participate in the political process;
24. The right to refuse to participate in medical, psychological, or other research or experiments.

- In addition to the rights specified in section 5123.62 of the Revised Code, individuals with developmental disabilities who can safely self-administer medication or receive assistance with self-administration of medication have the right to self-administer medication or receive assistance with the self-administration of medication.
- Individuals with developmental disabilities have the right to freedom from exploitation and humiliation.
- Individuals with developmental disabilities and their legal guardians have the right to review any records or files upon request at any time.

****H.I.P.A.A. Privacy Practices continue to be implemented as outlined in the Sandusky County Board of Developmental Disabilities Policies. Notices are available upon request.**



Sandusky County Board of
Developmental Disabilities



Thank You

Contact Information



Phone Number
567.342.4766



Visit Our Website
www.scbdd.org



Email Address
tfoos@npesc.org



Address
1001 Castalia Street, Fremont, Ohio

