



SCHOOL HANDBOOK

2024-2025

www.newstoryschools.com

Revised April 2024

NSS Ohio Locations:

Athens:

5196 Washington Road
Albany, Ohio 45710

Columbus:

7690 New Market Center Way
Columbus, Ohio 43235

Independence:

600 West Resource Drive
Independence, Ohio 44131

Lancaster:

625 Garfield Avenue
Lancaster, Ohio 43130

Sandusky:

514 Jackson Street
Sandusky, Ohio 44870

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I) Introduction

A) Welcome

Welcome to the New Story Schools Ohio (NSS OHIO) Family! We consider it a privilege to partner with your family to provide excellent educational services to your student. NSS OHIO 's mission is to help students with serious and complex challenges live a good life. We achieve success by using effective methods based on the science of Applied Behavior Analysis (ABA). Our vision is for NSS OHIO to be the organization that removes barriers for individuals with autism. We set high expectations and work-tirelessly to help each individual reach their full potential.

We believe that an autism diagnosis is not a reason educators should lower expectations. We value every individual and believe that each deserves a quality education. NSS OHIO uses the science of ABA to change behavior and the use of quality data to make decisions. Staff must be patient, kind and adhere to an analytic approach to improve the lives of the students we educate. We value our partnership with parents and believe they are the key to maximizing the success for each student.

We are looking forward to an exciting year and appreciate the trust you have demonstrated by placing your student at NSS OHIO. Thank you, and again, welcome to the NSS OHIO family!

B) Vision

1) Statement of Purpose

The purpose of NSS OHIO is to provide quality educational services to students with developmental disabilities in order to help them reach their potential to live as independently and productively as possible.

2) Mission Statement

We provide an environment that promotes academic, social and emotional growth for all individuals with autism spectrum disorders (ASD). We achieve success by using effective instructional methods based on the science of Applied Behavior Analysis (ABA).

3) Philosophy of Education

All children deserve the opportunity to learn and become happy, healthy, and productive adults. Children with disabilities, particularly those on the autism spectrum, require specially designed services to reach their full potential. NSS OHIO strives to meet the needs of every child while keeping the following goals in mind:

- Use research-based educational programs.
- Educate each child in as least restrictive environment as possible.
- Respect the needs of the child and family in providing intervention.

C) School Accreditation

NSS OHIO issues diplomas, for all locations, recognized by the Ohio Department of Education, colleges, and higher education learning institutions. We are also eligible for auxiliary funding, a stipend from the local school system, which can be used for administrative and curriculum costs.

Locations:

- NSS OHIO Columbus is a fully chartered non-public school, K-12
- NSS OHIO Athens Location is a fully chartered non-public school, K-12
- NSS OHIO Lancaster Location is a fully chartered non-public school, K-12
- NSS OHIO Sandusky Location is a fully chartered non-public school, PreK-12
- NSS OHIO Independence Location is fully chartered non-public school, PreK-12

D) New Story Schools Ohio Non-discrimination Policy

New Story Schools Ohio recruits and admits students of any race, color, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry to all its rights, privileges, programs and activities. In addition, New Story Schools Ohio, does not discriminate based on race, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry in the administration of its educational program and athletics/extracurricular activities.

Furthermore, New Story Schools Ohio is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation. New Story Schools Ohio, will not discriminate based on race, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry in the hiring of its certified or non-certified personnel.

II) Programs

A) ACADEMIC K-8 Program

The Academic Elementary and Middle School programs use the science of behavior analysis, empirically researched curriculum and instructional technologies and precision teaching to generate academic growth for our students. Students are placed into homogeneous classes using available assessment, anecdotal, academic, and behavior data. Class size does not typically exceed eight in the Elementary and Middle School programs. Because student data is evaluated on a continual basis, class placement is very dynamic and is subject to change at anytime.

Parents can contact teachers and/or the program director at any time for a more detailed description of their student's current programming. Parents can contact the assessment/curriculum coordinator for more information about assessments, placements, and curriculum.

B) ACADEMIC High School Program

Students enrolled in our program take classes that best fit their current academic needs and abilities. We put high schoolers through our four-year course sequence in order to meet all state of Ohio graduation requirements. If students enroll in our High School program with transcripts that do not align with our course sequence, we use our current course availability in conjunction with our online credit recovery program to carefully arrange and customize a plan of courses that allows them to meet graduation requirements. Students have the opportunity to extend their time in high school to accommodate the need for preparatory classes and/or job placements to further develop their skills before graduating. Teachers incorporate social and problem-solving skills into all classes in an effort to best prepare students for the world they will encounter after they leave NSS OHIO .

Student Enrollment For Students Turning 5 Years Old:

Students that turn 5 years old during the NSS OHIO academic school year may be eligible to enroll at NSS OHIO after receiving the required testing/assessments for placement.

For example: If Student X turns 5 on January 20th of the current school year, he can be assessed in January by request of the parent. If NSS OHIO Program Director and Parent agree Student X would be a good fit in the program, then Student X could be enrolled in the program. Appropriateness of the program will be determined by academic skills and social skills in comparison to the other students currently enrolled in the program.

C) ADJUSTED Program

The Adjusted Program serves students ages 5-22 with autism, intellectual delays, communication delays, and/or behavioral concerns that impede their ability to attend traditional instructional settings.

The focus for every Adjusted path student is to gain independence in a variety of skills including functional academics (i.e., reading, writing, math), social skills, functional leisure, daily living, and pre-vocational skills. The purpose of the program is to prepare our students for transition to adulthood. The classroom structure, curriculum, staff training, and overall driving goal is building those necessary skills to the student's highest potential.

The Adjusted path curriculum utilizes many different tools and teaching methodologies to increase our students' skill repertoires. We draw from multiple evidence-based and behavior analytically grounded developmental curricula. Specifically, we use the Assessment of Basic Language and Learning Skills (ABLLS), the Assessment for Functional Life Skills (AFLS), the Verbal Behavior Milestones and Assessment Placement Program (VB-MAPP), and Essentials for Living. Each student's education plan is individualized and tailored in accordance with their future planning. Skills are targeted and tracked based on an assessment of their baseline performance of necessary pre-skills to ensure that they acquire skills that will be maintained and generalized into their future.

The emphasis on transition and future planning is highlighted by the significant degree of focus on soft skills such as social skills, self-regulatory skills, functional communication skills, and tolerance and compliance skills. All students participate in a group behavior management token economy system that serves to target and increase group participation, appropriate social interaction and general self-management. In most cases this is adequate to address behaviors of concern, however sometimes more in-depth analysis and planning is necessary to outline an effective plan to target and replace more intense behaviors. As part of our mission to use evidence-based practice and the science of behavior analysis to maximize the outcomes for our students, we use Practical Functional Assessment as a simple, safe, and short functional analysis measure. This provides us the opportunity, when necessary, to systematically breakdown the underlying functions that are setting the conditions of behavioral concerns. Additionally, this analysis provides the basis for outlining and designing a baseline for introducing and teaching functional communication, tolerance, and compliance skills in a customized fashion.

Following the theme of independence, future planning, and transition; Adjusted path students participate in Community Based Instruction (CBI). Each classroom plans a weekly outing into the community as an opportunity to practice and use the skills they are learning in the classroom. Teachers carefully plan CBI to fit within specific parameters that provide a safe, deliberate and organized opportunity to interact and engage in the community. CBI is planned within three base categories, though not limited to, a shopping trip, a restaurant experience, or a leisure/recreational opportunity. Each category was selected to test a different set of skills that are usually taken for granted and rarely observed outside of contrived settings. CBI is pivotal in creating the circumstances to occasion the demonstration and practice of these crucial soft skills.

III) Academics

A) High School Course Sequence

Grade level	Course Title
Grade 9	Into Algebra I
	Into Literature 9
	World History
	Earth & Space Science
	PE (1 st semester)/Health* (2 nd semester)
	Technology*(or other elective)
Grade 10	Geometry
	Into Literature 10
	American History
	Biology
	SEL* (1 st semester)/ PE (2 nd Semester)
	Fine Arts* (or other elective)
Grade 11	Algebra 2
	Into Literature 11
	U.S. Government
	Chemistry
	Fine arts* (or other elective)
	Life Skills Lab A (or other elective)
Grade 12	Financial Literacy*
	Into Literature 12
	Civics (incorporate Police Officer curriculum)
	Physics
	Transition (or other elective)
	Life Skills Lab B

*Note: Grade 12 Financial Literacy class is going to change names and currently under review.

B) High School Grade Placement

Academic high school students are also classified by age, credit completion and performance level. Students must be in the 9th grade according to their IEP to be considered a high school student

9th Grade - successful completion of Grade 8

10th Grade - 5 credits

11th Grade - 10 credits

12th Grade - 15 credits

C) Grades

Students in grades K-12 will receive grade cards at the end of every school quarter. To ascertain how your student is performing compared to same-aged peers, you would want to talk with the assessment coordinator. A more appropriate measure might be to compare where your student was academically/socially when they entered NSS OHIO and where they are at the end of each year. See Appendix B for how to access your student's Grade Card electronically.

Academic students receive quarterly grade cards that reflect specific grades in the instructional areas. Students will receive either a pass/fail grade or a letter grade, depending on the subject and/or their ability level.

Grading scale follows:

A = 93-100

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 59-Below

D) Graduation from NSS OHIO

The academic coursework that students complete in NSS OHIO high school is aligned with the state standards approved by Ohio Department of Education (ODE). High school students at NSS OHIO will be issued a diploma from NSS OHIO after they complete ODE requirements, including the core classes, electives for a total of 20 units of study(see below) and the required state mandated testing that NSS OHIO will administer on site.

Students using the Autism Scholarship Program are not required to take standardized performance tests. NSS OHIO requires academic students to attempt state tests once. If a student completes all coursework required for graduation at NSS OHIO, but would like to receive a diploma from their home district, the parent needs to approach the residential district for requirements at least one year prior to graduation. All school districts accept coursework completed at NSS OHIO, but many will only issue a diploma if a student transfers back prior to their senior year.

Many of our students are not prepared to begin employment or college at age 18 or 19. Students are welcome to remain in the educational system longer in order to receive additional instruction in social skills, organization, daily living skills, and job skills. These transition services allow students a better opportunity to be successful if they choose to attend college or enter the work force following graduation from NSS OHIO . Students who take an entrance exam can also experience college while still at NSS OHIO, earning high school and college credit at the same time. To explore this option further, go to this link:

https://www.Ohiohighered.org/content/college_credit_plus_info_students_families

Students who are participating in a NSS OHIO high school program where the curriculum is significantly modified will also receive a diploma from New Story Schools Ohio, but will need to undergo community college entrance exams if wanting to pursue higher education.

1) State Requirements for Students Graduating

All students need to complete a total of 20 units to meet Ohio Department of Education requirements for graduation. The credits are distributed as follows:

English language arts	4 units
Health	½ unit
Mathematics	4 units
Physical education	½ unit
Science	3 units
Social Science	3 units
Electives	5 units

In order to meet requirements for a traditional diploma, mathematics units must include 1 unit of algebra II or equivalent. Science must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Social studies must include unit of American history and ½ of American government. Electives must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, math, science or social studies courses not otherwise required. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts (7-12). Students following a career-technical pathway are exempted from the fine arts requirement.

Graduation requirements are subject to change. Please visit Ohio Department of Education's web page for the most up to date requirements for graduation: <http://education.Ohio.gov/Topics/Ohio-Graduation-Requirements>. If you have any further questions, you may contact NSS OHIO 's academic high school coordinator.

Note: All state testing that is required to be taken will be in accordance with the student's IEP and will be administered by NSS OHIO staff on school premises.

E) Gifted Students

Students who are significantly ahead of their same aged peers academically will continue to be challenged in our Academic program. The core areas will be taught using DI-programs, but as students move through this curriculum, an enriched curriculum will be offered including traditional science and social studies.

F) Transition

Transition programming is individualized to each student and is embedded into the Academic and Adjusted programs. We work with parents, students, and support teams in the community to develop programming to specifically meet the needs of the student.

G) Individualized Education Program

All students at NSS OHIO, have an Individualized Education Program (IEP). For most students attending NSS OHIO, we provide and bill the Autism Scholarship Program for services on the IEP. Depending on the content of the student's IEP, NSS OHIO may not be able to provide all services or address all of the goals and objectives. NSS OHIO does not address goals/objectives that do not align with our educational framework and philosophies. Parents are allowed to request an IEP meeting at any time and need not wait for their anniversary date to make changes; however, parents should be aware that IEPs must be written as if the District of Residence (DOR) was going to implement it, not NSS OHIO. Parents may contact their child's program director to discuss which parts of their child's IEP can be addressed using the scholarship funds through NSS OHIO. Please note, Related Services (e.g., Occupational Therapy, Physical Therapy, Speech Language Pathology, Adaptive Physical Education) are not included in the cost of tuition. Depending on your child's IEP, Related Services may be available to your child through independent contractors. In the event the student's DOR is contracted with NSS OHIO as an educational placement, all agreed upon services in the IEP will be provided by NSS OHIO, unless otherwise arranged. See Related Services for more information.

NSS OHIO is a parent choice program. When you choose to use the autism scholarship and have your student receive services through NSS OHIO, your DOR is not required to provide any direct services; however your DOR is responsible for creating and maintaining your child's IEP. Additionally, your DOR is not obligated to adopt any of the suggested goals and objectives that NSS OHIO provides them in the drafting of the IEP.

Teachers at NSS OHIO collect data on students to monitor the progress in reaching the goals/objectives listed on the IEP. Program directors and teacher coaches work with teachers continually to help them develop methods and strategies to make data collection accurate. NSS OHIO teachers are also responsible for completing IEP progress reports each quarter throughout the school year. In addition, for students whose IEPs expire on or after November 1st, NSS OHIO teachers provide present levels of performance (PLOP) and suggested goals and objectives to the DOR for new IEPs. Six to eight weeks before your student's IEP expires, you, your child's teacher, and your district of residence (DOR) will receive notification from NSS OHIO to begin preparation for the writing of a new IEP. Please share your ideas for goals with your student's teacher(s) and/or DOR within the week of this notification if you want them included on the suggestions the teacher provides the district. Teacher suggestions are sent onto the district within two weeks of the notification. Please note, we cannot adequately supply this information to students we have not worked with for at least 30 school days.

Contacting the Special Education Director of your district to alert them to times you're available for a meeting can be helpful, as they are responsible for conducting the IEP meeting. NSS OHIO staff are available to participate in meetings conducted at NSS OHIO 's as scheduled on school days or via phone conference. Additionally, we cannot guarantee staffing from NSS OHIO if the IEP meeting is held off campus; however, with proper notification, phone conference meetings can be arranged for IEP meetings held off the NSS OHIO campus.

****Please note:** It is the student's home district that is responsible for maintaining a current and valid IEP. If an IEP lapses at any time, the student will not be able to continue attending school till the IEP is finalized. This is because the scholarship will be unable to be billed for if the student's IEP expires.

1) Reporting Pupil Progress for IEPs

Student academic and IEP progress reports are available to parents quarterly throughout the year. Progress reports are available upon request and/or via the ODE Parent Portal. All school districts of residence also receive the IEP Progress Reports on students that are placed here by their district and attending NSS OHIO. If you have any questions, contact the school office. See Appendix C on how to access progress reports through ODE Parent Portal.

H) Evaluation Team Report

Evaluation Team Reports (ETRs), are completed at NSS OHIO by a school psychologist from the student's district of residence. The psychologist notifies families about the process, obtaining their permission to complete and write the evaluation, including them in the information collection, and inviting them to the ETR meeting when completed. All ETR meetings for students attending the New Story Schools are typically conducted at the student's district of residence. Forms needing to be completed by administrators are distributed and collected by the psychologist. Observations are scheduled with the school office or Head of School, who notifies teachers when the psychologist and/or other specialists, such as speech language pathologists, occupational therapists, physical therapists, and adapted physical education specialists will be observing the student in class or pulling the student for testing. Staff may participate in the ETR meeting along with parents if conducted during non-instruction times.

The Evaluation Team Report (ETR) is conducted every three years. A parent interview is part of the ETR process. Parents should make their home district aware of any testing done, as well as any progress or new concerns since the last ETR. Parents should be present for all IEP and ETR meetings. To qualify for the Autism Scholarship Program, autism must be listed on the ETR as the reason why the student qualifies for special education services. Having the ETR accurately reflect your student's diagnosis is essential to continuation in the Autism Scholarship Program.

I) Related Services

1) Speech and Language Pathology (SLP)

Therapy Services may be available at NSS OHIO, but they are not paid for with scholarship program monies. Some County Boards of Developmental Disabilities (CBDD) pay for therapy services. Please contact your student's Head of School to inquire further.

Therapy services can also be paid for by school districts who contract directly with NSS OHIO (as opposed to parents using the scholarship programs). The school district of residence might send therapists to NSS OHIO or agree to work with the NSS OHIO provider. This arrangement is at the discretion of the school district paying for the services.

Arrangements for these services, while available at NSS OHIO, should be coordinated by the parent and therapist. NSS OHIO does not directly schedule therapy services, although we are happy to provide contact information and required paperwork to families. Please note that students may not be pulled from instruction time to receive therapy.

If using the scholarship programs, it is the parent's responsibility to be sure that the IEP goals relating to therapy needs are met. Some parents enroll their child in private therapy services. NSS OHIO 's curriculum also focuses on goals targeted by therapy services (writing, language) so it's wise to communicate with your child's teacher to know which of these goals are being addressed in the classroom.

2) Occupational Therapy

OT services may be available at NSS OHIO. Please contact your student's Head of School to inquire further. Students cannot be pulled from instruction for OT services.

3) Physical Therapy

PT services may be available at NSS OHIO. Please contact your student's Head of School to inquire further. Students cannot be pulled from instruction for PT services.

4) Behavioral Health Services*

Behavioral Health Services may be available at NSS OHIO. Please contact your student's Head of School to inquire further. Students cannot be pulled from instruction for Behavioral Health Services.

5) Counseling Services*

Counseling Services may be available at NSS OHIO. Please contact your student's Head of School to inquire further. Counseling Services are provided by licensed therapists who utilize evidence-based behavioral strategies to teach skills such as emotional regulation, behavior control, social skills, life skills and functioning, executive functioning and theory of mind, anxiety reduction and relationship building. These services have been effective for a range of children including some with limited verbal skills.

IV) School Procedures

A) Admission and Placement

New Story Schools Ohio, recruits and admits students of any race, ethnicity, national origin, religion, gender, disability, age or ancestry to all its rights, privileges, programs and activities.

Placement is determined by age and ability, K-12. Our specialty is serving students with autism spectrum disorder (ASD), but we do not limit ourselves to ASD students alone. Students with other diagnoses that would benefit from our programming are welcome, as long as NSS OHIO is able to maintain the environment required for instruction of students with ASD. We may request additional support for some students. Generally, students will not be placed in a class with others who are more than three years older/younger.

B) Center Hours

Instruction hours are 8:30 a.m. - 2:30 p.m. Students are allowed into the building 15 minutes before classes begin, at 8:15 a.m. to 8:30 a.m., but no sooner. All students should be picked up by parents, bus or private transportation by 2:40 p.m.

The school is open 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year.

NSS OHIO provides a Summer Program which includes additional hours of instruction and community-based involvement. This program is available to all students at every location and counts towards the total cumulative attendance hours that are required for NSS OHIO 's academic school year. The hours from Summer Program can also be included to count towards any school closures for calamity days or any other emergencies that require the school to be closed. (e.g. gas leak, no heat, etc.)

C) Attendance Expectations

Students are expected to attend every day. Students late to their classroom or frequently absent will have difficulty adapting to New Story Schools Ohio's structure. Continuity in the learning process is seriously disrupted through a student's excessive absences and/or tardiness to school. Makeup work cannot be adequately substituted for classroom work. Students who have good attendance generally enjoy the highest level of academic success.

We understand that motivation to attend school is often a struggle for students with an Autism Spectrum Disorder (ASD). If your son/daughter resists attendance, we ask that you alert NSS OHIO so that we can set up a reward system, supportive services, and/or intervention plan to encourage compliance. We want your student in attendance every day for the entire day.

1) Arrival

No student should exit their transportation vehicle before 8:15. NSS OHIO is not able to accept students until staff have arrived so therefore no students should be dropped off to wait in the school foyer. Students are not allowed to gather at the front door. Students can be dropped off at the front curb when a staff member is present, or the driver may park and escort the student to the front door.

2) Late Arrival

For dismissal, parents will remain in their cars. Please be parked by 2:30. Teachers will walk the students out to the parking lot in front of the school.

If you are a late arrival, you must park and come into the front office to sign your child out for the day. Please note: For locations that offer afterschool care - If your student is here later than 2:51pm, they may be put into the afterschool program and you will be charged the current rate for the afterschool care.

3) Dismissal

For dismissal, parents will remain in their cars. Please be parked by 2:30. Teachers will walk the students out to the parking lot in front of the school.

When a student is absent, a parent must contact the school by 9:00 a.m. to report the absence. Please call the school office at (614) 602-6473 and press 1 to leave a message on the 24 hour attendance line. If we don't hear from you by 9:00 a.m., you can expect a phone call, text and an email from our school messenger notification system inquiring about your child's absence/tardy. Alianna's Alert requires schools to call parents within 120 minutes within the start of the school day if a child is marked absent and parents/guardians have not provided proper notification to the school.

Missing too much school has long-term, negative effects, such as lower achievement and lower graduation rates. Attendance is one of the biggest indicators of school success. Students who attend school regularly are naturally exposed to more than those who are routinely absent. In order to stay compliant with Ohio Revised Code of House Bill 410 be sure to read the attendance policy and the expectation while attending New Story Schools Ohio to avoid any truancy concerns.

FULL ATTENDANCE POLICY GUIDELINES:

The State of Ohio Legislature passed HB 410 which specifically defines attendance in all of Ohio's schools. This law requires each school to send a letter when there is an absence with or without a legitimate excuse and/or implement a student attendance intervention plan as needed.

HB 410 states:

Students are considered "Habitually Truant" when the student is absent for at least:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one school year without a legitimate excuse

Students are considered "Excessively Absent" when the student is absent for at least:

- 38 or more hours in one school month with or without a legitimate excuse
- 65 or more hours in one school year with or without a legitimate excuse

Note: Hours of school missed due to tardiness may be applied to the accumulated number of hours of unexcused absence in relation to ORC 3313.663, ORC 2151.011 (B) (17) and HB 410

If you would like to review the HB 410 guidance, website links can be found at www.legislature.ohio.gov or www.education.ohio.gov (search HB 410).

Some of the changes are the ways attendance is defined and calculated. The changes are the following:

Absences are counted in hours not days.

One full school day is equal to six hours.

Arrive an hour late or leave an hour early is equal to a one hour absence.

Regular attendance is a legal requirement at all grade levels.

With this law, NSS Ohio is now compelled to send notice letters regarding your student's attendance. Most parents agree with us that good attendance in school is one of the most important factors in a student's educational career. We realize that students become ill or have appointments, yet students who are frequently absent or late for class miss activities that are necessary for building academic and social skills. When healthy, students are required by law to be at school so they can receive all the instruction that is available to them.

As part of our school procedures and attendance interventions, we are only able to accept 10 parental excusal notes per year for a student. After the ten parental excusals have been exhausted, students will be asked to bring in a doctor's note/excuse for additional absences.

Excused absences include:

- Illness and/or Hospitalizations
- Doctor's appointment (after receiving doctor excuse)
- Death in the family
- Religious holiday
- Other absences with the approval/discretion of the principal

Student Vacations: Parents must complete a Vacation Request Form for their student prior to the requested days off. Students are allowed up to 5 vacation days off during the school year.

Chronic Medical Conditions: A student who has chronic medical conditions, which can impact his/her attendance at school, will need to provide the school with a letter from the attending physician describing the condition. This letter should include a description of how symptoms may impact on the student's attendance. This letter will be kept in the student's main file and no further documentation will be required for absences to be counted as excused for that current school year. (a new letter is required for each school year)

Absence Letters and Intervention Plans: Once the hourly limit is exceeded for absences, a courtesy letter and/or intervention plan will be sent home to parent/guardians accordingly based on the amount of excused/unexcused hours. (see Attendance Intervention Policy) The NSS staff will create and implement an Absence Intervention Plan to improve or increase a student's attendance. If school attendance does not improve or increase, NSS Ohio may have to dismiss a student for lack of attendance and notify their district of residence. At the decision of the student's district of residence, the student's district may involve a truancy officer and notify juvenile court and truancy charges will be filed. Charges may be filed against the guardians or the student depending on age of the student and many other factors regarding the student's absences.

Doctor Notes/Excuses: If a student was seen by a physician, please send the excuse/note signed by the physician to our school office. Parents/guardians may call their physician's office and have the excuse faxed to the school office directly at 614-602-6493, Attention: Attendance. If you have a question about a specific attendance date, please call our school office at 614-602-6473. Doctor's notes are to be provided within three (3) days of a student's return from an absence unless it is determined there are extenuating circumstances justifying additional time for providing the excuse.

Reporting Your Student's Tardy/Absence: All absences/tardies for your student need to be reported for the current day by 9am to the school's 24-hour attendance line. The attendance line number is 614-602-6473 option #1. If a tardy or absence is not called in to the attendance line by 9:00am; your student will be considered a no show and a notification will be sent to the parent/guardian.

Outreach Services: NSS Ohio offers a home-based program with 1:1 aide services. If a student is having a difficult time attending school, the student may be referred to the Outreach Program to utilize for their educational services. Acceptance into the program is at the discretion and approval of the Outreach program director.

Discontinuation of Educational Services: If a student is absent 20 consecutive days in a row, we are required by the Ohio Department of Education to discontinue educational services. Also, if after multiple attempts for successful attendance are not met, any Parent/Guardian/Student who refuses to adhere by the Attendance Policy may be subject to dismissal from NSS Ohio schools.

NSS OHIO 's Withdrawal of Student from Services:

Students who are habitually absent and an intervention plan is determined not effective while attending NSS OHIO, may be offered home-based programming through NSS OHIO 's Outreach services. If it is deemed by NSS OHIO that we cannot meet your child's educational needs due to extensive absences or lack of response, we will notify the parent, district of residence, and ODE that we can no longer provide educational services to your child. In such circumstance, parents will need to either return their child to public education or find another private educational provider for their child. Please note, NSS OHIO is responsible, by law, for reporting excessive absences to their district of residence.

4) Late Arrivals

If your child arrives after 8:30 a.m. s/he must be signed into the In/Out form by their parent or guardian at the front desk. Tardiness for reasons other than those listed in Ohio Revised Code in the attendance section (see below) is marked unexcused. Keep in mind that whenever your child arrives late or leaves early, class instruction is interrupted for all the students in the classroom. We understand that occasional circumstances prevent full-day attendance, but chronic tardiness or early retrieval needs to be addressed.

5) Early Departure

If you need to pick up your child early, please call, send the front desk an email, or write a note indicating the time your child will be leaving. Knowing ahead of time helps the teachers prepare your student for the change in their routine. It also assists the teacher to plan for the interruption and ensure that your student misses the least amount of instruction within the classroom. You will need to sign the student out in the office at the time of departure. We ask that if you need to pick your child up for an after school appointment, that you do so by 2:15 pm so that we are not trying to get students out of class while preparing for dismissal.

6) Authorized Pick-up

Your student's safety is very important to us. Therefore, children will not be allowed to leave early with anyone other than those people listed on the Transportation Form for "authorized pick up" form that each family is required to complete prior to enrollment. Additional individuals may be added to this list by a legal guardian as needed. Upon their arrival at the center, these individuals will be required to present a driver's license, or other form of identification, before picking up the designated student. Staff may request at any time to see a person's ID if we are unfamiliar with the person picking up. Please understand this is for your student's safety.

We ask that parents not enter the building for drop off and retrieval of students at the beginning and end of the regular school day (with the exception of the first day of school). This helps keep the transition process

running smoothly and allows staff to focus on students' safety. NSS OHIO staff escort students to the designated class or dismissal area.

7) Homework Request for Absent Students

Due to the nature of NSS OHIO 's teaching methods and individualized curriculum, "make-up" work is difficult to assign. These assignments will reflect where the student was when the absence began more than what is being taught in class during his/her absence. Significant absence times may result in a change in the student's placement in the curriculum when s/he returns, depending on the length of absence. It is extremely important that students attend regularly in order to benefit from the program we offer. Progress is minimal for students who are frequently absent.

8) Attendance & Transition Strategies

Transitions are often difficult for people with autism. Simple ABA strategies to help with the transition to/from school that a parent could employ, include:

- Setting expectations. Use three to five positive phrases, such as, stay seated with feet on the floor and hands to yourself; Keep seat belt fastened at all times; Use a soft voice when talking. Additional one: Stay in the seat until the car comes to a complete stop; Listen to directions from the driver.
- Rewarding behaviors you want to encourage. Pair praise with "tickets" or something tangible.
- Reinforcing expectations. Initially rewards and praise should be provided frequently to ensure the appropriate behaviors are acquired. After expectations are being followed for some time, rewards can be faded, but not eliminated.

D) Transportation

Students may be eligible for transportation through their district of residence as a courtesy not as a requirement. If the public school your student would attend is within 30 minutes of NSS OHIO, the public school district may either provide busing or a financial stipend to parents to help with transportation costs. Special education transportation services (such as door-to-door service, safety belts, and aides) are not included. Parents must contact the transportation office of their district of residence to find out how to register their child for either transportation or reimbursement.

Parents are responsible for making the transportation arrangements for their student to attend NSS OHIO . We are happy to communicate with professional transportation services as needed. All parents need to complete the transportation form within the enrollment packet so that we know who has permission to transport your child and who to contact if there are issues related to the transportation of your student.

Please be aware if your student has a BOC (behavior of concern) during dismissal and is unable to use the transportation service the parent/guardian will be notified immediately to come pick up their student. The student will be supervised by our behavior support staff until they are picked up.

1) Employee Transporting Students

No NSS OHIO employee is authorized to transport students to/from school. NSS OHIO will pay for a bus service with a licensed bus driver to drive students to/from Community Based Instruction, field trips, bowling practice and games, etc. as needed.

2) Community Based Instruction (CBI)/Field Trips

New Story Schools Ohio may schedule field trips in the community. Teachers will send home notes describing the trip ahead of time and request parent permission to participate. Fees charged to participants may offset the cost of some of these field trips. A child is never excluded from participating based on financial reasons. Field trips are not considered formal Community Based Instruction (CBI).

E) Withdrawing from NSS OHIO

Parents who decide to withdraw their student from NSS OHIO are requested to follow the procedure below:

- a. provide a two week notice and complete a Withdrawal Form from the school office
- b. provide payment on all fees for services and/or fees still due
- c. if using a scholarship, notify ODE and your district of residence of your change in placement

F) Discontinuing of Services

We strive at New Story Schools Ohio to meet ethical standards put forth from our vision and mission. We are dedicated to providing appropriate services for all of our students. At times, administration may determine that NSS OHIO is not an appropriate fit and the student's team of professionals will work with the parents and DOR to create a transition plan for a new placement that will better serve the needs of the student.

G) Dress Code/Clothing

Students are encouraged to wear comfortable clothing that can be played in without fear of damage. Shorts may be worn if they are modest. Swimwear, hats, and sleepwear are discouraged. Please mark with student's name. Clothing should be neat, clean, and modest. No clothing should distract from the educational process, including those items associated with alcoholic beverages, tobacco, drugs, illegal activities, or obscenities. No articles of clothing are allowed at NSS OHIO that contain profane or sex-related words or pictures. Sagging of pants/shorts is prohibited. Parents can supply an old, oversized shirt for their student(s) to wear during art class. We ask that all students bring an extra set of clothing to be stored here to access in the event clothes are ripped or soiled. Please place in a plastic bag with student's name on the outside and give to the homeroom teacher.

H) Dress for Physical Education

Students have PE at regularly scheduled days of the week. Please note when your child has PE, please be sure clothing worn that day is comfortable. An extra top to change into after PE is welcomed, but not required.

I) Personal Property

NSS OHIO is not responsible for items brought from home that are lost, damaged or stolen. This includes ALL electronic items including student's communication devices and tablets. We do maintain a Lost & Found which is located in the front lobby. Any unclaimed items will be donated after each quarter. We strongly advise the marking of belongings with your student's name or initials.

J) Lost and Found

Please mark your student's outerwear with the student's name. A lost and found is maintained in the receptionist area. Parents are encouraged to check frequently for lost items. Unclaimed items will be used within NSS OHIO until the end of the school year, at which time they will be donated to charity.

K) Lunch

All students are expected to pack a non-microwavable lunch that does not require refrigeration. Food should be prepared, mixed, and ready to eat. Students who require hot lunches should have them warmed at home and placed in a thermos to retain desired temperature. Our staff cannot prepare meals for students, although they can open containers for students who may not have the strength or fine motor skills to do so. Students have 20 minutes to eat lunch. If you student uses our Forgotten Lunch program more than twice a week the school office will send a reminder to bring a lunch. Please note: NSS OHIO does not provide reduced/free lunches.

L) Snacks

Parents are responsible to provide their students with their own snacks.

V) Parent & Teacher Communication

A) Communication

NSS OHIO encourages open communication with parents. We appreciate your feedback and want to hear your concerns and victories. We appreciate it when parents come to us first regarding concerns rather than other parents, Facebook, or other social media outlets. Knowing everyone's perspective in a situation provides information to make informed opinions. Sometimes to protect the confidentiality of other families, NSS OHIO is unable to fully disclose circumstances that would help other parties understand a situation fully. When there is a concern, we ask you to relay it directly to your student's teacher(s). If you don't know which teacher to address, you may ask the receptionist or other staff member for assistance. Please note during instruction time teachers are unable to talk to parents, but they are required to respond within 24 hours.

1) Following are methods of communication that NSS OHIO encourages:

To Parents:

- Immediate program-specific information will go home in each child's daily report. Some teachers use communication folders for these logs.
- Parents may receive phone calls requesting a phone or face-to-face conference.
- During the school year, the school office will send regular announcements. Paper copies are sent home upon request only. Please contact the office if you do not receive announcements regularly.
- Attendance and Grades are accessible through the PowerSchool Parent Portal. *contact the school office for more information.
- Quarterly progress reports are uploaded to our student database system and accessible through the ODE Parent Portal. Hard copies are sent home upon request and are viewable in the ODE parent portal. *contact the school office for information.
- General information appears on our website: www.newstoriyschools.com

From Parents:

- Replies to daily communication sheets can be returned in student's communication folder.
- All staff are accessible via email. Email addresses follow this pattern:
firstname.lastname@newstoriyschools.com.

Other: Conferences and Observations

Parent/Teacher Conferences-Conferences are scheduled twice per year so that parents remain informed of their child's progress. Additional conferences are scheduled at the parents' request whenever deemed necessary. These phone or face-to-face meetings should be conducted at a mutually agreeable time, rather than in the distracting and non-confidential environment before and after school. Please email the teacher you would like to meet with or call the office to schedule an appointment, if you're unsure which teacher to talk with.

- Classroom Observation-Family members and outside professionals are welcome to observe in the classroom. See Appendix A for observation guidelines.

Non-preferred Methods of Communication:

- *Facebook/Twitter*--We discourage parents and teachers from “friending” or “following” each other on Facebook, Twitter, and other social media. These venues do not lend themselves to the professional relationship NSS want to promote. We hope parents understand how requesting to be "friends" on Facebook (or other social media) could place teachers and aides in an awkward position that we would prefer everyone avoid.
- *Texting your student* during school hours. Finally, we ask that parents not text or attempt to communicate with their student during school hours unless doing so is part of an established reward. Communication should go through the school office. Including if they are not feeling and want to go home. If they are not feeling well, please advise your student to tell their teacher.

2) Confidentiality

Parents may request to inspect the records of their child. New Story Schools Ohio assumes either parent of the child has the right to inspect that child's record unless legal evidence to the contrary is supplied to the office.

A parent has the right to request an amendment of the student's records if the parent believes the record is inaccurate, misleading or a violation of the student's rights. Such a request must be made in writing to the Records Administrator. Should NSS OHIO refuse to amend the record, the parent will be informed of this refusal in writing.

NSS OHIO will not disclose a client’s records to persons other than the parent unless the parent directs New Story Schools Ohio to release those records to a third party with a Release of Information form. Parents need to list on the Release of Information from all persons who they may want to observe their student at NSS OHIO during a school year. Auditors of the Department of Health and Human Services, the Department of Education, and the company-approved CPA firm will be allowed to see student records to the extent necessary.

*NSS OHIO will disclose records when required to do so by court order or subpoena.

All persons who are meeting with staff for meetings, counseling, etc. in our school classroom and are not employed by NSS OHIO will be required to sign a Confidentiality Form when signing in as part of our Visitor Protocol and wear a visitor badge while in the building.

3) Updating Family and Personal Contact Information / Moving

Parents are required to report changes in addresses, phone numbers, and emails immediately to the NSS OHIO office. This includes your district of residence and ODE (if using the ASP or JPSN). Please do not ask your student’s teacher(s) to relay this information to the administration. Instead, contact the school office and request a Change of Address form to update this information. If you have moved into a new district, you are required to register with the new district within ten days. Not registering could jeopardize your student’s scholarship.

If your change of address results in a change of district, you will need to register with the new district directly. Our policy is to have your registration with the new district in process or completed within 30 days after your move. By not doing so, you can jeopardize your scholarship.

4) Law Enforcement Interviews

Interrogation by law enforcement officials shall not be conducted without the knowledge of school officials on school premises without a subpoena or warrant. No student will be released to the custody of anyone other than her/his parent(s) or custodian, unless placed under arrest. If a student is placed under arrest, the parent/custodian will be notified immediately. When a student is questioned by school officials, staff members, or law enforcement officials, whether related to his/ her conduct or in an attempt to gather information, the student shall have the right to be accompanied by a teacher, counselor, or parent/custodian during the questioning.

B) Parent Involvement

Parents are an integral part of New Story Schools Ohio. Your child's self-image, behavior, and motivation to succeed depend on everyone working together. We hope all parents will find a means of contributing to the success of NSS OHIO .

1) Observations

Observing your student in his/ her classroom is an invaluable way to be involved in your student's education. Parents are welcome in the classroom most anytime for observations if they are scheduled with at least a 48 hour notice.

* See Appendix A for guidelines.*

2) Birthday Celebrations

If you wish to send a birthday treat for your child's class, please check with the teacher to find out what he or she feels would be appropriate for the students in his/her class. As many students adhere to special diets, you may want to provide non-edible treats such as pencils, stickers, etc.

C) Professional Development/Teacher In-Service

Professional Development/Teacher In-Service are scheduled for teachers throughout the school year for professional development and/or trainings. Children do not attend school on these days; dates will be given to parents and noted on the school calendar.

VI) Health and Safety Policies

A) Research

NSS OHIO receives requests from universities to participate in research projects. Parents interested in being a part of these efforts should notify our Columbus location. Sometimes individual doctoral candidates inquire about working with students at NSS OHIO. When these requests come in, we may contact parents of students at NSS OHIO to see if they are willing to assist in the study. Parents are never pressured to participate, but a timely answer is appreciated. No student at NSS OHIO participates in research activities without the written permission and full knowledge of the parent/guardian. All researchers must complete a volunteer application and BCI/FBI background checks.

B) Health and Safety Reports

Parents may obtain Health and Safety reports upon request. Please contact the office for more information.

C) Medication Policy *Please see Medication Policy in Appendix D

A staff member, trained by a County Board of Developmental Disabilities approved trainer, administers medications to students during the day. Only students with written doctor orders are administered prescription medications. Over the counter medications must have a signed parental release. See below for more instructions.

1) Regulation for the Administration of Prescription Medications

New Story Schools Ohio is willing to work with parents and physicians in administering medication to a child. If your child requires the dispensation of medication during school hours, we will abide by state licensing requirements for administering medications (see below). The physician and a parent will need to sign a form to allow staff to dispense medication. All medication must be brought to the office by the parents in the original containers, not pill reminders or plastic bags. Medication will be stored in a locked container/cabinet at NSS OHIO. We ask that medications be specified to be given during lunch. Following are guidelines we follow for administering medication(s) at school:

- Written request must be obtained from the physician and the parent/guardian each year before any prescription medication may be administered by NSS OHIO personnel.
- All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for you to bring to NSS OHIO.
- New request forms must be submitted each year and whenever there is any change in the medication order, such as an increase or decrease in dosage, or a change of medication.
- The medication and the signed permission form should be brought to us by the parent/guardian. Forms can be faxed from home or the doctor's office to NSS OHIO. Our fax number is 614-602-6493.
- Accurate records of the administration of daily medications will be kept in the student's file for five years.
- A student cannot self-carry or administer her/his own prescription medication except as designated by

a physician (i.e., inhalers, EpiPens).

- Prescription medication will be stored by NSS OHIO personnel in a locked area unless it requires refrigeration, in which case it will be kept in a refrigerator not commonly used by students.
- A student may self-carry and administer his or her own prescription medication via inhaler or EpiPen if a medication request for the student to do so is completed by a physician and a parent/guardian is on file in the office.
- NSS OHIO has trained staff to administer medications; however there may be times, such as during Community Based Instruction (CBI) or in the absence of the medication administrator, when another staff member may administer medications as well. Any substitute personnel administering medication may do so only after reviewing the instructions in the medication administration book. Only medication prepared by the person administering it will be administered.
- Parents are responsible for picking up unused prescription medications at the end of each school year. We cannot send medications in the mail.
- Medication forms for prescription medications and self-carrying of inhalers and EpiPens are available. Please request one at the office. These forms must be properly completed and signed by a physician and parent each year.

D) Signs or Symptoms of Illness

Decisions regarding whether your student should be immediately requested to be picked up from school shall be determined by the school nurse and/or staff. If your student does not feel well, please have them tell their teacher. The school office will call the parent/guardian if they are sick and need to be picked up. Students are not allowed to use their cell phones to request their parent/guardian to come get them at school. If any student exhibits any of the following signs or symptoms of illness listed, they shall be immediately isolated and dismissed to the parent or guardian.

E) Sick Policy

Any student who has a fever of 100 degrees or higher, two or more episodes of vomiting/diarrhea, or has serious signs and/or symptoms of a possible communicable disease, will be sent home. Please keep students with a known or suspected communicable disease home until they are symptom-free or have had 24 hours of treatment. Students who are injured, ill, or seem to need extended observation for injury or illness will be sent home for possible medical evaluation. Only the names of parents/guardians or friends/family listed on the emergency form will be permitted to pick up or release a child from school because of illness or injury. Parents must come into the building to sign their child out. If a child appears to have a life-threatening or serious illness/injury, the emergency squad will be called. Every effort will be made to notify parents/guardians of this necessity, so all phone numbers and health care information on file with the office must be kept current. Parents are responsible for informing NSS OHIO each year of their child's specific health problems, especially life-threatening allergies. If a child requires an EpiPen or other medication, the parent is responsible for providing NSS OHIO with the medication and a signed parent and doctor's statement directing how and when the medication is to be administered.

Please contact the school office if your child has received confirmation of a communicable contagious illness. If a specific diagnosis is made, e.g. strep throat, conjunctivitis, etc. please let New Story Schools Ohio know so other families can be alerted with our Communicable Disease Letter. Any child who has had a contagious illness must have a note from the doctor indicating it's safe to return before he or she can be admitted back into their classroom.

A student who has any of the following symptoms should not attend school.

Fever: Students with a fever of 100°F (38°C) or higher should stay home until they are fever-free for at least **24 hours without the use of fever-reducing medication such as Tylenol.**

Contagious Illness: Students diagnosed with contagious illnesses, as identified by the Franklin County Health Department, should remain at home until they are no longer contagious as determined by healthcare professionals.

• Strep throat	• Lice
• Conjunctivitis (Pinkeye)	• Scabies
• Lice	• Chicken pox
• Ringworm	• Impetigo
• Pertussis (whooping cough)	• Measles, Mumps, rubella
• Roseola	• Herpes
• Parovirus B19 Fifth disease (Hand, foot, and mouth disease)	• Croup
• Influenza (Flu)	• Covid-19

Vomiting or Diarrhea: Students who have vomited or experienced diarrhea within the past 24 hours should stay home until symptoms have subsided for at least 24 hours.

Severe Symptoms: Students exhibiting severe symptoms such:

- Excessive nasal discharge
- Unusually irritable, restless, or tired/sleepless night
- Persistent cough
- Sore throat
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stool
- Stiff neck

When a Child Can Return to School:

Fever: Students may return to school once they have been fever-free for at least **24 hours without the use of fever-reducing medication.**

Vomiting or Diarrhea: Students who have vomited or experienced diarrhea within the past 24 hours should stay home until symptoms have subsided for at least 24 hours.

Contagious Illness: Students with contagious illnesses must provide clearance from a healthcare provider indicating they are no longer contagious before returning to school.

<ul style="list-style-type: none"> • Strep throat- May return to school 24 hours after treatment begins with a doctor’s note. 	<ul style="list-style-type: none"> • Lice- May return to school 24 hours after treatment begins with a doctor’s note
<ul style="list-style-type: none"> • Conjunctivitis (Pinkeye)- May return to school 24 hours after treatment begins with a doctor’s note 	<ul style="list-style-type: none"> • Scabies- May return to school 24 hours after treatment begins with a doctor’s note
<ul style="list-style-type: none"> • Influenza (flu)- May return to school once 24 hours fever free or until treatment with an antibiotic TamiFlu with a doctor’s note 	<ul style="list-style-type: none"> • Covid 19 - Regardless of vaccination status, individuals who test positive for COVID-19 are required to isolate from others for at least 5 days from the onset of symptoms or the date of the positive test result if asymptomatic with a doctor’s note.
<ul style="list-style-type: none"> • Lice- May return to school 24 hours after treatment begins with a doctor’s note 	<ul style="list-style-type: none"> • Chicken pox- 6-7 days or until all blisters are dry. Send a note from doctor.
<ul style="list-style-type: none"> • Ringworm - May return to school 24 hours after treatment begins with a doctor’s note 	<ul style="list-style-type: none"> • Impetigo- May return to school 24 hours after treatment begins with a doctor’s note and sores are drying/improving
<ul style="list-style-type: none"> • Pertussis (whooping cough)- May return with a doctor’s note stating it is no longer contagious. 	<ul style="list-style-type: none"> • Measles, Mumps, rubella- May return to school with a doctor’s note that states no longer contagious.
<ul style="list-style-type: none"> • Roseola- May return once 24 hours fever free with a doctor’s note. 	<ul style="list-style-type: none"> • Herpes- May return once symptomatic rash resolves and no longer has mouth sores or is drooling with a doctor’s note
<ul style="list-style-type: none"> • Parvovirus B19 Fifth disease (Hand, foot, and mouth disease)- May return to school once fully recovered with doctor’s note stating clearance to return to school. 	<ul style="list-style-type: none"> • Croup- May return to school once severe symptoms are gone with a doctor’s note.

When a Child Will Be Sent Home:

- **Fever:** If a student develops a fever of **100°F (38°C) or higher** while at school, they will be sent home and should remain home until they meet the criteria for returning to school as outlined above.
- **Vomiting or Diarrhea:** Students who experience vomiting or diarrhea at school will be sent home and **should not return until symptoms have subsided for at least 24 hours.**
- **Contagious Illness:** Students showing symptoms consistent with contagious illnesses, listed above, will be sent home and should not return until **cleared by a healthcare provider.**
- **Severe cough,** causing your child to become red or blue in the face or making a whooping cough.
- **Difficult or rapid breathing**
- **Yellowish skin or eyes**
- **Untreated infected skin patches**
- **Unusually dark urine and/or gray or white stool**
- **Excessive nasal discharge that is yellow or green**
- **Stiff neck**

If your child becomes sick at school, you will be contacted to come pick up your child. It is **MANDATORY** that you have a designated a family member or friend who is available to pick up your child if you are unable to.

A) Hospitalization Policy

If a student requires hospitalization due to illness or injury while at school, parents or guardians will be notified immediately.

The school will work closely with healthcare providers to ensure appropriate follow-up care and communication.

If a student requires transportation from school via Emergency Medical Services (EMS) or spends the night in the hospital following discharge, the student must remain at home for a minimum of 24 hours before returning to school. This is to ensure that she/he does not relapse and is fully recovered.

The following information is required to return to school after hospitalization:

- Note from the doctor stating what date the student may return to school.
 - List of restrictions or no restrictions
- * All paperwork can be faxed to NSO

B) Immunizations

Parents must supply NSS OHIO with a copy of each student's most up to date immunization records prior to enrollment and each year as requested during re-enrollment. The list below outlines the immunization requirements for students enrolled in Ohio schools. Parents may present a written statement or ask for the Refusal to Vaccinate Form objecting to such immunization for reasons of conscience, including religious convictions. This statement must be on file in the student's record. A physician may certify in writing as well that such immunization against any disease is medically .

All students in any grade who have lived in a foreign country during the past five (5) years are required to have a negative TB skin test or chest x-ray given in the United States within the past 12 months, before enrolling in school. Some students having traveled outside the UnitedStates may require another TB test. Immunization clinics are provided by the Franklin County and Columbus Health Departments for a nominal fee.

Blood Borne Pathogens

A blood borne pathogen is a pathogenic microorganism that is present in human blood and can cause disease in humans. These microorganisms include, but are not limited to, Hepatitis B and C Viruses (HBV and HBC) and Human Immunodeficiency Virus (HIV).

NSS OHIO seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize the potential for accidental infection.

We recognize that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is low, NSS OHIO adheres to universally recognized precautions.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact a program director.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by a medical provider. Parents are encouraged to consult with the child's physician concerning any necessary post-exposure treatment.

Parents will be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

As required by Federal law, parents may be requested to have their child's blood checked for HIV and HBV when their child has bled at school and students or staff members have been exposed to their blood. Any testing is subject to laws protecting confidentiality.

Control of Direct Contact Communicable Diseases

Direct contact communicable diseases include AIDS, AIDS Related Complex (Wasting Syndrome), HIV(Human Immunodeficiency Virus), sexually transmitted diseases, Hepatitis A, B, C (HAV, HBV, HCV), and other diseases that may be specified by the ODH.

In the case of direct contact communicable disease, NSS OHIO has the obligation to protect the safety of the staff and students. NSS OHIO will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. Towards the end of course of the disease, the infected individual may have his/ her health status reviewed by a county health department panel.

C) Bed Bugs:

If a student is found having a bed bug on them or their personal items, a staff member will notify the parent/guardian immediately. The student will not need to be picked up unless requested by the parent/guardian. Student may still attend school but all of student's personal items will be bagged and kept separate for the next several days to avoid any further transferring of bugs.

D) Toileting, Diapering, and Restrooms

Part of our mission is to help the students become as independent as possible. We welcome the opportunity to put the supports in place to work on toilet training with your child. Please discuss this issue with your child's teacher. If your child wears diapers, please send a supply of diapers and wipes with them, clearly marked, and replenish regularly. Soiled or wet clothes will be sent home in a plastic bag. Please be sure your child has 1-2 changes of clothes in stock at NSS OHIO if they are in training. Students with toileting needs beyond the age of 10 may be required to have an aide present to assist with this need. The use of scholarship funds in such cases is insufficient to cover the cost of the additional needed personnel. Older and younger students are assigned separate bathrooms. Students ages 13 and older will use a high school bathroom. Students ages 12 and under will use the elementary school bathroom.

E) Tobacco and Weapon Free School

All uses of tobacco and tobacco products, including but not limited to, cigarettes, cigars, vaping, snuff and chewing tobacco are prohibited on the premises or in NSS OHIO vehicles. All uses of weapons, including hand-made ones, are also prohibited at NSS OHIO in the building and on the premises.

F) Accidents

At New Story Schools Ohio, a staff member will contact the parents if a child becomes ill or if serious accident and/or injury occurs. In the case of a medical emergency, NSS OHIO will call 911 for emergency help. In the case of illness, if the child needs to go home, parents will be notified to pick up their child. Please keep your emergency phone numbers on file with NSS OHIO up to date at all times.

At the beginning of each school year, parents are required by law to complete emergency medical forms designating a local person, doctor, dentist, and hospital to be contacted in case of emergency and parents cannot be reached. These forms are also necessary for any activity off NSS OHIO grounds, including field trips, and community based instruction. State law requires that all students must have a current emergency medical form completed, signed by a parent or guardian, and filed in the office. A student may be excluded from NSS OHIO until this requirement has been fulfilled.

G) Search and Seizure

Search of a student and his/ her possessions may be conducted at any time the student is under the care of NSS OHIO, if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. Anything that is found in the course of a search that may be a violation of school rules or law may be taken, held, or turned over to the police. NSS OHIO reserves the right to retain confiscated items.

H) Pets on School Grounds

For the safety of all New Story Schools Ohio students and staff pets are not to be brought onto the school property.

I) Fire and Tornado Drills

NSS OHIO complies with all fire and tornado safety laws and will conduct these drills in accordance with state law. Specific instructions on how to proceed during fire and tornado drills will be provided and practiced by students with their teachers. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State of Ohio. School safety drills will take place at regular intervals in the school and are important safety precautions. An alarm will sound for fire drills only. Let your student's teacher know if your child needs preparation for the fire drill siren.

J) Lockdown Drills

Lockdown drills will take place at regular intervals and are an important safety precaution. When the announcement is made for a lockdown, students, teachers, visitors and all other people in the building are to report to the nearest classroom, shut and lock the door if possible, remain quiet and hidden from view until an administrator or police officer enters your room and escorts you to safety. As in any other emergency, staff and students are to follow the directions of NSS OHIO officials.

K) Emergency Dismissal

At the beginning of each year, all parents should discuss with their children where to go in case they are not home in the unlikely event children are dismissed early because of an emergency. All reasonable efforts to contact parents will be made.

L) Sight Supervision

Every child is assigned to a staff member. That staff member is responsible for keeping the child in sight supervision at all times. In the event a child is temporarily out of sight, we will issue an emergency alert via walkie talkies. All exits will be monitored and a preassigned staff member(s) will inspect the grounds and neighborhood. Parents are notified via Incident Report (IR) if their child is out of sight for more than 5 minutes.

M) Center Closures Related to Weather

NSS Ohio announces when we are closed via all major Columbus news stations and using a schoolwide alert system through our School Messenger notification system which uses text, email and an automated phone call. The decision to close will usually be made by 5:30 a.m. We do not follow a specific school district's decision, so please stay alert. Typically, we do not announce a one or two hour delay. However, other locations may do so. Due to the fact many students travel far to attend NSS OHIO, parents need to decide, based on their own judgment, whether it is safe to transport their child to school when the weather is threatening. Please call the attendance line to let us know if you decide it is too dangerous to transport your child.

N) Comprehensive Safety Plan and Emergency Operations Plan

For more information on safety measures, please inquire about our Comprehensive Safety Plan and/or Emergency Operations Plan which are available in our School Office.

O) Reporting of Child Abuse/Neglect

Any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, will report such facts to Children Services or local law enforcement agencies after consulting with our psychologist and/or social worker. Parents may receive a courtesy call once the report is made. Please keep in mind that our staff are all mandated reporters and we are required by law to report any reasonable cause or suspected child abuse. A social worker will be on call throughout the school day for any emergencies or concerns.

VII) Harassment, Intimidation and Bullying

A) Prohibitions

New Story Schools Ohio is committed to each student's academic, social, and emotional growth within a caring, responsible and safe environment that is free of discrimination, violence and bullying. Our school works to ensure that all students have the opportunity to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Harassment, intimidation and bullying toward a student, whether by other students or staff, can substantially interfere with a student's ability to grow academically, socially or emotionally. It is therefore the policy of New Story Schools Ohio that any form of harassment, intimidation or bullying of any student on school property, school sponsored transportation (e.g., Community Based Instruction), or at school sponsored events, including harassment, intimidation or bullying by an electronic act, is expressly forbidden. Students who are found to have engaged in such behavior are subject to disciplinary action, which may include remaining at home until an aide can be hired to ensure the safety of everyone involved. Any harassment, intimidation or bullying should be immediately reported to the teacher. The teacher will then immediately report the incident to the director of the program, and then the program director will notify the senior director.

NSS OHIO serves students with developmental disabilities, primarily ASD. Because social skills is a core deficit associated with ASD, our population tends to have difficulty with:

- making and keeping friends
- appropriate play skills
- self-monitoring and management
- misperception of social interactions
- coping with frustration and disappointment
- accepting change and input from others
- social/cultural differences and differences of opinions

Because of these common social skills deficits, NSS OHIO embeds social skills training and practice throughout each school day. Some common strategies and interventions used include:

- program-wide classroom management systems which address basic social skills
- structured play/free time
- increased supervision to aid with self-management
- after-school social skills-based activity offerings
- direct instruction in social skills
- direct instruction in self-management and coping skills
- increased instruction in relevant skills for students involved in bullying situations

B) Definitions of Terms

- 1) Harassment, intimidation, or bullying means either of the following:
 - a) An intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:
 - i) Causes mental or physical harm to the other student; and
 - ii) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or
 - b) Violence within a dating relationship.
- 2) Harassment, intimidation or bullying also means electronically transmitted acts (Internet, cell phones, personal digital assistants (PDA) for wireless handheld device that a student has exhibited toward another particular student more than once and the behavior both:
 - a) Causes mental or physical harm to the other student/school personnel; and

- b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school sponsored event or activity shall mean any activity conducted on or off school property (including school sponsored transportation), recognized or authorized by New Story Schools Ohio.

C) Types of Conduct

Harassment, intimidation or bullying can include many different behaviors, including over intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- 1) Physical violence and/or attacks;
- 2) Threats, taunts and intimidation through words and/or gestures;
- 3) Extortion, damage or stealing of money and/or possession;
- 4) Exclusion from the peer group or spreading rumors; and
- 5) Repetitive and hostile behavior with the intent to harm others through use of information and communication technologies and other web-based/online sites (also known as "cyber bullying), such as the following:
 - a) Posting slurs on websites where students congregate or on web logs (personal online journals or diaries);
 - b) Sending abusive or threatening instant messages;
 - c) Using camera phones to take embarrassing photographs of students and posting them online;
 - d) Using websites to circulate gossip and rumors to other students;
 - e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

D) Publication of the prohibition against harassment, intimidation and bullying

The prohibition against harassment, intimidation or bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for students at New Story Schools Ohio. The policy and an explanation of the seriousness of bullying shall be made available annually by electronic means to students and their parents and guardians. In addition, information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by and student/school personnel in New Story Schools Ohio is strictly prohibited, and such conduct may result in disciplinary action, which may include staying at home until an aide can be hired to ensure the safety of everyone involved. "Harassment, intimidation, or bullying" in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device) either overt or covert, by a student or group of students toward another student/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school ground, at any school-spoNSS Ohio red activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- 1) *Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear or physical harm and/or damaging of the students' personal property, and*
- 2) *Is sufficiently sever, persistent, or pervasive that is creates intimidating, threatening, or abusive educational environment for the other student/school personnel.*

E) How students, parents and guardians may report prohibited incidents

1) Formal complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written report shall be specific, including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed to the program director, and promptly forwarded to the senior director for review and action in accordance with the procedures for teachers and other school staff.

2) Informal complaints

Students, parents or guardians and school personnel may make formal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives the informal complaint shall promptly document the complaint in writing, including the above information. The written report by the school staff member and/or administrator shall be promptly forwarded to the director of the program and senior director for review and action in accordance with the procedures for teachers and other school staff.

3) Anonymous complaints

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

4) False complaints

Students are prohibited from deliberately making false reports of harassment, intimidation or bullying, and will be subject to appropriate behavioral management.

F) Procedures for teachers and other school staff

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the director of the program of the event observed, and shall promptly file a written incident report concerning the events witnessed. A copy of the report will be submitted to the senior director.

Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation and bullying shall promptly notify the director of the program. The director of the program will notify the senior director of such report(s).

- 1) If the report is a formal, written complaint, such complaints shall be forwarded promptly (no later than the next school day) to the program director. The director of the program will notify the senior director of such report(s).
- 2) If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint that shall be promptly forwarded (no later than the next school day) to the program director. The director of the program will notify the senior director of such report(s).

In addressing both formal and informal complaints, school personnel are encouraged to address the issue of harassment, intimidation or bullying in other interactions with students. School personnel may find opportunities to educate students to help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of "harassment, intimidation or bullying."

G) Procedures for administrators

Investigating:

The program director and senior director shall be promptly notified of a formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the program director and principal, all such complaints shall be investigated promptly. Parents or guardians will be notified in writing of any complaint involving their student. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include:

- 1) Findings of facts;
- 2) A determination of whether the acts of harassment, intimidation or bullying were verified;

- 3) If prohibited acts are verified, a recommendation for intervention, including disciplinary action; and
- 4) If appropriate, written witness statement shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of the complaint shall be limited as is appropriate in view of anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

H) Intervention strategies

Verified acts of harassment, intimidation or bullying shall result in an intervention by the School Administrators is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying, but a matter for the professional discretion of the senior director. However, a disciplinary procedure for any student guilty of harassment, intimidation or bullying shall not infringe on any student's rights under the First Amendment to the Constitution of the United States.

Bullying is unique at New Story Schools Ohio. New Story Schools Ohio serves students with developmental disabilities, primarily Autism Spectrum Disorder (ASD). Because social skills is a core deficit associated with ASD, our population tends to have difficulty with:

- Making and keeping friends
- Appropriate play skills
- Self-monitoring and management
- Misperception of social interactions
- Coping with frustration and disappointment
- Accepting change and input from others
- Social/cultural differences and differences in opinion

Because of these common social skills deficits, New Story Schools Ohio embeds social skills training and practice throughout each day. Some common strategies and interventions used are:

- Program-wide classroom management systems that address basic skills
- Structured play and free time
- Increased supervision to aid with self-management
- After school social skills-based activity offerings
- Direct instruction in social skills

- Direct instruction in self-management and coping skills
- Increased instruction in relevant skills for students involved in bullying situations

I) Notification of parent or guardian

This policy requires that parents or guardians be notified in writing of any complaint involving their student following an investigation by a school administrator. If after an investigation, acts of harassment, intimidation and bullying by a specific student are verified, the senior director shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against each student, a description of such discipline shall be included in the notification.

If after an investigation, acts of harassment, intimidation and bullying by a specific student are verified, the senior director shall notify in writing the parent or guardian of the victim of that finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

J) Immunity

A New Story Schools Ohio employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bully promptly in good faith and in compliance with the procedures specified in the policy.

K) Expectations of Conduct

NSS OHIO expects that all students and staff adhere to the following conduct code while in attendance at NSS OHIO .

- No student/staff will possess or use alcohol or illegal drugs or come to school/work impaired by any substance.
- No student/staff will cause continuous disruption to normal school operations through the use of violence.
- A student/staff will not maliciously damage NSS OHIO or private property.
- No student/staff will maliciously cause physical injury to others at NSS OHIO .
- All students/staff members will demonstrate respect for others.
- No students/staff will possess any weapon, dangerous instrument or object that is capable of harming another person.
- Students/staff members shall respect the personal ownership rights of others.
- No student/staff shall threaten another with the purpose of obtaining anything of value.
- Students/staff will not engage in cheating.
- Students/staff will not commit any act not listed that constitutes a violation of law.
- Students/staff shall not use obscene or vulgar language or gestures.
- Students/staff will abide by attendance laws of the State of Ohio.
- Students/staff shall arrive at the properly scheduled time.
- No student/staff shall possess any substance containing tobacco.

- Students/staff shall not engage in public displays of affection.
- Students/staff will follow NSS OHIO 's Dress Code.
- No student/staff will participate in gambling at NSS OHIO .
- Students/staff will refrain from going to prohibited Internet sites.
- No student/staff will possess fire starting devices such as lighters and matches.

All violations of the Code of Conduct will be handled on an individual basis. Appropriate consequences to the individual student will be based on that student's ability level, behavior plan and history, and seriousness of the conduct violation.

VII) NSS OHIO 's Behavior Support Policy*

NSS OHIO 's Behavior Support Policy is based on current research practices, industry standards, and review of governing agencies' policies. The purpose of behavior support is to promote the growth, development, and independence of individuals and prompt the individual's choice in daily decision making, emphasizing self-management and individual responsibility for his/her behavior. NSS OHIO staff use the principles of behavior analysis to decrease a student's behavior(s) of concern, while teaching appropriate replacement behaviors formally and informally.

NSS OHIO implements a Response to Intervention (RtI) model, which is standard practice in the field of education. RtI establishes three tiers of intervention to manage student behaviors of concern. NSS OHIO trains all teachers to implement a Universal Classroom Management System, a Tier 1 intervention. This system is utilized in all NSS OHIO programs, but may be modified to meet the students' needs in various classrooms and programs. NSS OHIO has gathered data over the past several school years indicating the majority of student behaviors of concern can be managed through the implementation of this system alone. This finding matches the standards established by School-Wide Positive Behavior Supports where 75-80% of students will respond to Tier 1 interventions.

Each school has a Behavior Analyst (BA) assigned to assist with classroom and individual student behavior management. For the students with behaviors of concern unresponsive to the Tier 1 interventions, the BA may do any of the following as part of standard procedures:

- Begin taking baseline data on behaviors of concern
- Observe a student
- Conduct informal assessment procedures
- Assist the teacher in developing some additional interventions to manage undesired classroom behaviors

The BA will use the information gathered to develop some Tier 2 interventions. These interventions could be, but are not limited to:

- Minor changes to the established classroom management system
- Building in additional reinforcement
- Establishing a break procedure for a student
- Establishing additional group contingencies
- Staff will track data on the use of these interventions in the hopes that more intensive interventions will not need to be developed.

If the student should not respond to Tier 1 and 2 interventions, the BA will begin developing a Tier 3 intervention. Tier 3 interventions are the most intensive and individualized interventions. To develop a Tier 3 intervention, the BA will contact the parent or guardian to discuss the BOC occurring, any Tier 2 interventions developed and discuss the need for more formalized assessment due to lack of success. The BA will obtain written consent from the parent or guardian to begin the formal assessment process. Following the completion of the FBA, The BA will develop a Behavior Intervention Plan (BIP) based on the results. The BIP will include:

- Clear behavioral definitions
- A summary of the FBA and baseline data
- Preventative/antecedent strategies
- Goal behaviors
- Reinforcer system
- Reactive strategies
- If necessary, a crisis intervention plan.

The goal is always to have parental/guardian involvement in the development of behavior intervention plans. Parent or guardian will be encouraged to participate in the process based on their comfort level. Prior to any Behavior Intervention Plan being implemented, the plan will be reviewed with the student's parent(s)/guardian by the BA and provided the opportunity to ask questions. Parent or guardian will be asked to sign the plan agreeing to its implementation.

All staff are trained to approach a student's behaviors of concern from a function-based perspective. Parents, guardians, or individuals representing outside agencies may express concerns about a student's behaviors of concern with the Director of the program or BA assigned to the classroom. Most common outcomes to these meetings are:

- Clarification of Tier 1 and Tier 2 interventions in place
- BA reasoning for continuing with current interventions
- Determination that a formal FBA should be conducted

Staff use a person-centered approach based on the individual's strengths and interests. We interact with students and use speech that reflects respect, dignity, and positive regard for the student. Staff converse with the individual rather than about the individual, while the student is present. NSS OHIO staff shares information about a student's behavior only with the student's parent or guardian and other involved staff.

Under no circumstances will staff share information with other students or other parents. NSS OHIO staff are committed to utilizing positive behavior support strategies to alter a student's behavior of concern.

Examples of these include removal of materials for a brief period to disrupt undesired behavior, behavioral contracting, expectation reminders, errorless learning, withholding the reinforcer that sustains the behavior, fading cues, prompting procedures, modeling, planned ignoring, proximity control, redirection, reinforcement, first/then principle, reinforcement of other students, relaxation, and token economy.

Prohibited interventions at NSS OHIO include physical actions that include striking, shaking, shoving, spanking, paddling, pinching, squeezing, yanking, spitting on, or corporal punishment. Also prohibited are acts of psychological or verbal abuse including threats of inappropriate consequences, ridiculing, insulting, or coarse language or gestures, or any other demeaning communication which causes the individual to feel devalued. NSS OHIO staff do not use any intended punishment procedures.

Crisis interventions are used when all universal and specially designed interventions have not been effective in preventing a student's behavior of concern, which could cause harm to the student, other students, or staff. The use of crisis interventions is not seen as therapeutic or as a form of punishment. They are used solely to maintain the safety of all individuals involved in a crisis. Once criterion for calm has been met, the intervention will be terminated and only re-implemented if the individual should re-escalate and pose a threat to others or his/her own safety. The two crisis interventions used at NSS OHIO are physical interventions and de-escalation rooms.

All staff are trained in Crisis Prevention Institute (CPI) curriculum and are able to implement physical interventions safely and as designed. CPI is a comprehensive training program focused on preventing and managing crisis events. All staff demonstrate competency in the use of physical interventions and pass a written test; staff complete 3-8 hours of continuing education related to crisis intervention annually to maintain certification.

Also, all staff are trained in the appropriate use of de-escalation rooms. Each NSS OHIO program has access to at least one de-escalation room, without a door. There are times that students request to go to the de-escalation room for a break. If it is student requested, usage is not logged nor the parent notified.

The use of all crisis interventions are documented on an Unusual Incident (UI) report form. This report is completed the day of the incident. A hard copy of the incident is sent home and an electronic copy is emailed to the parent/guardian. If for some reason, the form cannot be completed the day of the incident, staff will notify the parent by noting on the daily log, emailing, talking with them at pick up or by phone.

At least monthly, all incident reports are reviewed by a NSS OHIO staff looking for patterns, making recommendations regarding intervention development, and ensuring that least restrictive measures are implemented.

*The complete New Story Schools Ohio Behavior Policy is available for review at the school office.

VIII) Technology Policy

A) Acceptable Technology Use for Students

1) Purpose

NSS OHIO administration and staff recognize students and our communities are spending increasing amounts of time on-line. This brings many positives such as: increased ability to collaborate, discover the most current findings in areas of interest, and ability to complete assignments with ease. But this increase in time on-line and access to non-academic sources throughout the school day can lead to additional distractions and conflict between staff and students.

Behavior management throughout New Story Schools Ohio (NSS OHIO) is consistent with the principles of Applied Behavior Analysis. NSS OHIO does not use punishment procedures. Students engage in a token economy system. In each class, students earn points/token for following expectations set by their teacher and for the display of desirable behavior, including academic behavior. These points can be redeemed for tangible items in our school store for reward minutes on classroom computers/wireless communication devices or in our Game Room or for many other potential rewards. Whether it is social or academic behavior, our approach is to teach students the appropriate behaviors and then reward them for displaying those behaviors.

Access to NSS OHIO technology is a reward under NSS OHIO 's behavioral management and is governed by this policy. In addition, this policy covers the use of all wireless communication devices by students at NSS OHIO .

2) Definitions

- 1) "Computer[s]" refers to any desktop, laptop, or other mobile computing device owned or issued by NSS OHIO .
- 2) "Computer Services" refers to the NSS OHIO network or Internet connections used to access school or Internet-based information.
- 3) A wireless handheld device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of a wireless handheld device:
 - a) Cellular and wireless telephones;
 - b) Pagers/ beepers;
 - c) Personal digital assistants (PDAs);
 - d) Blackberries/Smart phones;
 - e) Wi-Fi enabled or broadband access devices;
 - f) iPods;
 - g) iPads;
 - h) OS;
 - i) MP3 players;
 - j) Two-way radios or video broadcasting devices;
 - k) Laptops; and
 - l) Other devices that allow a person to record and/ or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

3) Acceptable Uses

Acceptable Uses of NSS OHIO computers and computer services:

- 1) NSS OHIO computers and/or Computer Services are provided for educational purposes and research consistent with NSS OHIO 's mission, curriculum and instructional goals.
- 2) Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using Computers and/or Computer Services, whether on or off school property.
- 3) Students also must comply with all specific instructions from school staff and volunteers when using the Computers and/or Computer Services.

4) Prohibited Uses of NSS OHIO Computers and Computer Services

Unacceptable uses of Computers, Computer Services, and/or wireless handheld device on school property or at a school-sponsored activity, include, but are not limited to, the following:

- 1) Accessing or Communicating Inappropriate Materials. Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video) or messages.
- 2) Illegal Activities. Students may not use Computers and/or Computer Services for any illegal activity or in violation of any Board policy/procedure or school rules. NSS OHIO assumes no responsibility for illegal activities of students while using Computers and/or Computer Service.
- 3) Violating Copyrights or Software Licenses. Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. NSS OHIO assumes no responsibility for copyright or licensing violations by students.
- 4) Authority of School Staff to Search. In the event school staff discovers inappropriate materials on a computer, the device may be confiscated and the materials removed without student permission, even if it means the loss of student-purchased material, and appropriate restrictions may be placed on the student's future Computer use. The school staff also has the right to confiscate or search Computers at any time with or without cause as part of an effort to deter violations of these rules and to confiscate and search wireless handheld devices on school grounds upon reasonable suspicion of a violation of this "Prohibited Uses" section.
- 5) Plagiarism. Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
- 6) Misuse of Passwords/Unauthorized Access. Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent the network security systems and/or Computer Services.
- 7) Malicious Use/Vandalism. Students may not engage in any malicious use, disruption or harm to Computers and/or Computer Services, including but not limited to hacking activities, "jail breaking", and creation/uploading of computer viruses.

5) Prohibited Uses of Personal Wireless Handheld Devices

Prohibitions in All Programs at NSS OHIO :

- 1) NSS OHIO restricts the use of classroom and Game room computers to promote positive behavior. Allowing students the use of their personal WCD would compromise the goals of behavior management. Students are not allowed to use their personal WCD for reward purposes or during free time, but may use NSS OHIO approved and provided devices. Parents should encourage their student to leave their personal wireless handheld devices at home.
- 2) Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures and video) of any student, staff member or other person on school property or while attending a school-related activity without his/her express prior notice and explicit consent.
- 3) The use of WCDs containing built in cameras is prohibited in locker rooms, classrooms, swimming pool, and bathrooms.
- 4) It is prohibited to use a WCD in any way to cause disruption to the learning environment or educational process within the school building.
- 5) It is prohibited to use a WCD in any way that may reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated as outlined in NSS OHIO 's Harassment, Intimidation, and Bullying Policy.
- 6) Possession of WCD during any standardized or summative assessments is prohibited.

Specific to Preschool, Elementary, and Middle School:

- 1) Students may use personal WCD while riding to and from school on a school bus or other vehicle provided by the district, at the discretion of the bus driver or teacher/coach.
- 2) Any student possessing a WCD on school property during school hours must either keep the device off or disable WIFI and cellular data. Students may enable these after leaving the building for the day.
- 3) The WCD must be kept in the students book bag or in his/her pocket for the entirety of the day. If staff observes a student with the WCD out, he/she will be prompted to put the item away.
- 4) The student will be provided time to put the item away. If the student refuses to put the WCD away after a reasonable amount of time has passed, staff will alert the Director/Coordinator of the program.
- 5) The Director/Coordinator will make the decision of how to proceed. Options for proceeding may be but are not limited to:
 - Removal of the item from student's possession by staff
 - Calling parents to notify of situation
 - Loss of privilege to have a WCD on their possession on school property
- 6) If NSS OHIO staff suspect a student has engaged in a prohibited action (listed in any of the sections in this policy), Director/Coordinator of the program will be notified. Federal law permits the search of WCDs on school premises/property with reasonable suspicion by administration.

Specific to High School:

Green Zones (areas identified as places students can use WCD)

- Students are able to use WCD devices until school starts at 8:30am.

- Students are able to use their WCD device during lunch period, but talking and interacting with classmates is encouraged during this time.
- Students are able to use WCD devices during dismissal.
- Students may use personal WCD while riding to and from school on a school bus or other vehicle provided by the district, at the discretion of the bus driver or teacher/coach.

Red Zones (areas identified as places students are not able to use WCD without permission from Director/Coordinator of the program)

- All classrooms are Red Zones starting at 8:30am. Devices will be put silenced or turned off and put away at this time unless used for a specific project/activity. Teachers are not permitted to allow students to use WCD as a down time activity during instructional times.
- Hallways and transitions from one class to another

Staff actions to address High School students not adhering to the WCD policy:

- a. Staff will remind student of WCD policy and prompt him/her to put the WCD away.
- b. If a student does not put the WCD away or has a pattern of repeated violations of the policy, teacher will request the student to hand the WCD over. The item will be taken by the teacher and given to the Director/Coordinator. At the end of the day, the Director/Coordinator will discuss the policy with the student and return the WCD.
- c. If the student refuses to put the WCD away after a reasonable amount of time has passed, staff will alert the Director/Coordinator of the program. The Director/Coordinator will make the decision of how to proceed. Options for proceeding may be but are not limited to:
 1. Removal of the item from student's possession by staff
 2. Calling parents to notify of situation
 3. Loss of privilege to have a WCD on their possession on school property
- d. If the student refuses to put the item away or hand over to staff, the Director/ Coordinator will contact the student's parent(s) or guardian to discuss the situation and determine how to proceed in the future.
- e. If a student has a pattern of repeated violations of the policy and the previous steps have not been effective, the teacher will request the student to hand the WCD over. The item will be taken by the teacher/staff and given to the Director/Coordinator. The Director /Coordinator will contact the parent(s) or guardian to inform of the incident. The cell phone will only be returned to the parent(s) or guardian by either being picked it up from NSS OHIO or the item will be mailed certified to the home address. If the student refuses to put the item away or hand over to staff, the Director/Coordinator will contact the parent to discuss the situation and determine how to proceed.
- f. If student has a continued pattern of repeated violations of the policy, not complying with request to put item away, and/or all previous steps have been implemented without the desired outcome, the student will not be allowed to have a WCD at school. If the student is found to possess a WCD after this decision, parent(s) or guardian will be called to come and pick the student up.

6) Misuse of Electronic Device Policy

1. Students receive 3 ED Policy Write-Ups in a 30-day period moves them to a Tier 2 Plan for EDs
2. Tier 2 includes:
 - a. Giving device to teacher or Jeff on arrival.
 - b. Student can access device during green zone times.
 - c. Student must return to teacher during red zone times.
 - d. The plan must be followed by the student for a period of 30 days to come off of the Tier 2 plan.
3. Three more write-ups (while on Tier 2 Plan) result in a Tier 3 plan
4. Tier 3 plan includes
 - a. Leaving device at home.
 - b. Leaving device at front desk all day.
 - c. 30-day period.
5. If students refuse to give device or put away when requested:
 - a. Results in a write up.
 - b. If already on a Tier 2 plan
 - i. results in a new write-up
 - ii. Parents are contacted each incident.
 - c. When on a Tier 3 Plan
 - i. Parents are contacted and must come pick up the device or the student.
 - ii. Device must be kept at home for at least 1 week after one refusal by student to follow plan.
6. Students failing to follow the device policy will be receiving 0's in class within the token economy system.
7. When plans are put in place, parents will be contacted each step.

7) Lost or Damaged Property

NSS OHIO is not responsible for damage, loss or theft of any personal wireless handheld device. This includes ALL electronic items including any student's communication devices and tablets.

8) Student Privacy and Safety

A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, e-mail address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

9) System Security

The security of the Computers and/or Computer Services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or system administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

10) Exemptions to this Policy

NSS OHIO educates students on the Autism Spectrum and with disabilities relating to communication. Some of our students use WCD as augmented communication devices to aide in communicating with peers, staff, and others in their community. These devices will not be subject to this policy. Students will have full access and usage to these items throughout the school day.

IX) Financial Information

A) Methods of Payment

1) Scholarship Programs

Parents are able to access funding to pay for services by using the Autism Scholarship Program (ASP) or the Jon Peterson Special Needs (JPSN) Scholarship, made available through the Ohio Department of Education (ODE) in all programs offered at NSS OHIO. School districts in Ohio with identified special needs children receive a certain amount of money from the state to provide for each identified child in their district. When a parent elects to use one of these scholarships, part of these funds is re-directed to the approved provider selected by the parent. For more information on the JPSN or the ASP, visit the ODE website at www.ode.state.oh.us. Funds cover for education services already rendered; they do not pay for future expenses. In order for NSS OHIO to receive the funds from ODE, parents must sign checks sent to us by ODE monthly. Please respond quickly to the request (sent via email or phone) from us to come in to sign a check. Or parents may sign the Check Consent Release (preferred method), which is located on the bottom portion of the ODE Acceptance Form. Once signed, the parent/guardian does not need to come into the office to sign these checks for the remaining scholarship school year. Additional forms are available at the school office if needed.

2) School Contracts

Districts of Residence (DOR) that contract with NSS OHIO to provide educational services for students are billed according to the written contractual agreement. NSS OHIO district contracts do not include transportation or therapy costs unless approved within the school contract. Districts must arrange separate contracts for these services.

3) Fee Schedule

New Story Schools Ohio (NSS OHIO) bills according to a fee schedule (see below) published at the beginning of each academic year. NSS OHIO accepts the Autism Scholarship Program (ASP), the Jon Peterson Special Needs Scholarship (JPSN), and private payments to cover educational costs. The following table shows the fee schedule the Columbus location. The tuition rate for scholarship is \$32,445 annually, for the following service(s):

- Education services according to student's IEP, and/or
- Behavior services according to student's IEP, and/or
- Intervention services according to student's IEP, and/or
- Aide services according to student's IEP, and/or
- Summer programming services based on student's IEP

B) Billing Policy

\$32,445 will be billed in ten monthly* installments of \$3,244.50 (August through May) to the student's Autism Scholarship. If a student enrolls or withdraws mid-month, fees will be pro-rated at a rate of \$324 per day for up to 10 days, including holidays and teacher workdays. If a student is enrolled for 10 or more days in a month, the full monthly installment of \$3,244.50 will be billed to the student's Autism Scholarship.

If a student has the Jon Peterson Special Needs scholarship, ten equal monthly installments totaling the entire scholarship amount will be billed to the student's Jon Peterson Special Needs scholarship. If a student enrolls or withdraws mid-month, fees will be pro-rated at 10% of the monthly installment per day for up to 10 days, including holidays and teacher workdays. If a student is enrolled for 10 or more days in a month, the full monthly installment will be billed to the student's Jon Peterson Special Needs scholarship.

Students who are enrolled at New Story Schools Ohio for the entire academic year will be eligible to attend summer school at no charge. Students who are enrolled at New Story Schools Ohio for nine months or less will be charged their regular monthly rate for optional summer school services.

1) Payment Responsibility Agreement

I understand that New Story Schools Ohio (NSS OHIO) is an educational and behavioral service provider and will provide services according to my child's IEP. These services may include: academic education (math, reading, writing, etc.), life skills training (daily living skills, independence skills, community skills, transition services, etc.), and behavior modification (behavior plans, assessments, etc.).

However, I understand that NSS OHIO will only provide the services in my child's IEP that NSS OHIO is equipped to provide and therefore may not address every IEP goal. Additionally, I understand that NSS OHIO is not obligated to provide services not listed in my child's IEP as an Autism Scholarship or Jon Peterson Special Needs Scholarship provider.

I understand that NSS OHIO will bill the Ohio Department of Education (ODE) Autism Scholarship Program or Jon Peterson Special Needs Scholarship Program for services provided to my child (as described above). I will certify scholarship payments and endorse checks when required. Alternatively, I may choose to forego payment certification for the Autism Scholarship or Jon Peterson Special Needs Scholarship and pay the fees out-of-pocket instead.

I understand that my child's Autism Scholarship or Jon Peterson Special Needs Scholarship expires each year and I must re-apply before it expires in order to renew it for the following academic year. If I fail to do so, my child may lose their placement for the next year at NSS OHIO.

I have read the Billing Policy and Fee Schedule above and understand/agree to the terms and rates.

If I wish to withdraw my child from an NSS OHIO program, I will submit written notice (email is okay) 14 days prior to the withdrawal date. Fees will be prorated at the rates specified in the billing policy and fee schedule.

I am responsible for any legal or collection fees incurred in settling delinquent accounts for out-of-pocket fees, such as afterschool care, summer program or private-pay services. I will be assessed a \$25 service charge on all returned/ bounced checks.

I understand that ALL payments are non-refundable.

2) Outstanding Balances

Students with outstanding balances are not permitted to register for a subsequent quarter or to continue with additional services until the balance is paid in full or a payment plan is enacted. Non-payments and delinquent accounts may result with a removal/suspension of services till account is back in good standing.

3) Returned Checks

The office will notify you immediately upon receipt of any check returned for insufficient funds and a \$25.00 initial fee will be assessed. A credit card payment for the amount of the returned check and the initial fee of \$25.00 will be due the following day. If more than two checks are returned due to insufficient funds, checks will no longer be accepted for payment. Thereafter, all payments will have to be made in cash or with a credit card.

4) Withdrawal of Student / Refunds

No refunds will be provided for withdrawals during a quarter. A written two week's notice of your intention to withdraw is required or please complete a Student Withdrawal Form which is available from the school office.

5) Fundraising

NSS OHIO does not conduct fundraisers. We participate in community fundraisers that benefit autism research or groups.

Appendix A

Observation Guidelines

Parents and family support persons are welcome to observe in the classroom. We ask that no student be observed the first two weeks of his/her enrollment to help both student and staff adjust. At the beginning of the school year, we allow observations after Labor Day. Please note: The following are guidelines for observations at NSS Ohio once you have signed in and obtained a NSS Ohio visitor badge:

1. In order to maintain an optimal educational atmosphere, no more than two people are allowed in a classroom to observe at time.
2. Observations are limited to one hour duration and one observation per week. If a parent or professional is requesting more than one hour/observation, a prior approval from the Head of School is necessary.
3. Parents and professionals need to schedule an observation 48 hours in advance (two business days) and must have a release of information on file.
4. All observers will be escorted to and from the classroom.
5. Siblings and other children are not allowed in the classroom during visits.
6. Please sit where you are comfortable yet allows for minimal distraction to the students.
7. Do not engage a student unless s/he engages you first and the teacher who is working with the child indicates that it would be okay to respond. Sometimes students with attention seeking behavior are on a plan to help the behavior decrease, so it helps us if you follow our lead.
8. Since teachers are providing instruction, all questions following the observation will need to be coordinated through the Head of School/Coordinator of the program. Reserve questions for the teacher/administrator at the end of your observation period. Do not interrupt teachers with questions/comments as they work. If you want to leave before the end of your hour, do so without comments/questions.
9. All requests to meet with teachers will be coordinated through the Head of School/Coordinator, again at the discretion of NSS Ohio, a supervisor may be part of these meetings.
10. Do not engage in conversation with other observers or staff.
11. Request to complete assessments and questionnaires coordinated through the Head of School/Coordinator. We require at least one week to return completed forms.
12. Refrain from eating/drinking while observing.
13. No photography within the classroom is allowed.
14. Do not remove anything from the room.
15. Sign this agreement and the Confidentiality Form. Respect the confidentiality of our students and do not discuss your observations with other parents or individuals outside of NSS Ohio.

Appendix B

How to Access PowerSchool Parent Portal:

Please login to the Parent Portal using the following steps:

1. Open the internet browser on your computer. Navigate to the following web address: <https://newstoryschoolsoh.powerschool.com>
2. For the username, enter the email address you provided the school.
3. For the password use the temporary password below.
4. The system will prompt you to set your own personalized password. Enter the temporary password as the current password and then enter your own personal password for the new one.

Username: Email address you provided the school

Temporary Password: Newstory123

District Code for App: DHKM

Once you have logged in, you will have access to student information. [Click on the LINK HERE for a brief video.](#) OR <https://youtu.be/OeeTHf086a4> . Within the portal, you will be able to access:

- **Grades and Attendance:** View current grades, attendance, and the current quarter attendance totals. Click on the blue percentage to view assignments that make up that grade. Grades are posted to the Parent Portal by your student's teachers. The teacher's grade book is a "snapshot" and does not always accurately reflect the student's overall progress or performance.
- **Grades History:** View all grades for the current school year.
- **Email notification:** Sign up for automatic email notifications.
- **Teacher Comments and Contact:** View all current teacher comments. To email the teacher a question or concern, please click the blue teacher's name link.
- **School Bulletin:** Announcements from the school
- **Assignments:** Please remember that all assignments will be posted as soon as possible, but some items will take longer to assess and post. If you have questions regarding an assignment, please email the teacher.
- **Re-Enrollment for the upcoming school year.**

If you have any questions or difficulties with the account, please contact the school office staff for assistance.

Appendix C

How to Access Ohio Department of Education (ODE) Parent Portal for Progress Reports/Billing:

Parents with children using state funded scholarships can directly access their child's scholarship information by setting up a Parent Portal account with the Ohio Department of Education. **The secure log-in is called a SAFE account. Each parent can create their own SAFE account by going to this link:**

<https://education.ohio.gov/Topics/Other-Resources/Scholarships/Autism-Scholarship-Program/Autism-Scholarship-Program-Information-for-Parents>

The ODE Parent Portal Manual can be accessed here:

<https://education.ohio.gov/getattachment/Topics/Other-Resources/Scholarships/Autism-Scholarship-Program/Autism-Scholarship-Program-Information-for-Parents/Parent-Portal-User-Manual.pdf.aspx?lang=en-US>

Please contact ODE directly with questions pertaining to the ODE Parent Portal.

Appendix D

Additional School Policies

[New Story Schools of Ohio 2024-2025 Medication Policy](#)

[New Story Schools of Ohio 2024-2025 Student Illness Policy in Accordance with Franklin County Health Department Guidelines](#)

[New Story Schools of Ohio 2024-2025 Asthma Support and Inhaler Policy](#)

[New Story Schools of Ohio 2024-2025 Bed Bug Procedure for School](#)

[New Story Schools of Ohio 2024-2025 Concussion & Head Injury Policy](#)

[New Story Schools of Ohio 2024-2025 Food Allergy Policy](#)

[New Story Schools of Ohio 2024-2025 School Lice Prevention and Detection Procedures](#)

[New Story Schools of Ohio 2024-2025 School Policy for Supporting Students with Diabetes](#)

[New Story Schools of Ohio 2024-2025 School Procedure for Bloodborne Pathogens Management](#)

[New Story Schools of Ohio 2024-2025 School Procedure for MRSA Prevention and Management](#)

[New Story Schools of Ohio 2024-2025 School Procedure for Seizure Disorder Support Policy](#)