

Acknowledgement Page\*

I received the 2024-2025 Outreach Parent Handbook and agree to abide by New Story Schools of Ohio - Outreach Program's policies set forth therein.

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Student name

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Parent/Guardian Name

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Parent/Guardian Signature

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Date

Thank you for supporting New Story Schools of Ohio – Outreach Program!



## **2024-2025 OUTREACH PARENT/GUARDIAN HANDBOOK**

\*THIS VERSION SUPERSEDES ALL PREVIOUS VERSIONS

### **Non-discrimination Statement**

New Story Schools of Ohio - Outreach Program recruits and admits students/clients of any race, ethnicity, natural origin, religion, gender, disability, age or ancestry to all their rights, privileges, programs and activities. In addition, New Story Schools of Ohio – Outreach Program does not discriminate based on race, ethnicity, natural origin, religion, gender, disability, age, or ancestry in the administration of their educational programs. Furthermore, New Story Schools of Ohio – Outreach Program is not intended to be alternatives to court, or administrative agency ordered, or public school district-initiated desegregation. New Story Schools of Ohio – Outreach Program will not discriminate based on race, ethnicity, natural origin, religion, gender, disability, age, or ancestry in the hiring of their certified or non-certified personnel.

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## **HISTORY**

New Story Schools is an educational organization comprised of special education schools in Ohio, Pennsylvania, New Jersey, Virginia, and Massachusetts. We offer an academic learning environment integrated with behavior support services for students ages 5 through 21 experiencing social, emotional, educational, and behavioral challenges. As an alternate educational placement, we work closely with families, school districts and other professionals to create an individualized program unique to each student.

New Story Schools educates students with serious and complex behavioral and educational challenges. We provide the necessary supports to help students and their families create new stories of success and growth.

Our vision is for all students to grow and to develop as individuals to prepare for meaningful adult lives. Since the company's inception in 1997, our highly skilled educators and therapists have been working with students and their families to provide personalized education and support to help them overcome challenges and achieve success.

## **STATEMENT OF PURPOSE**

New Story Schools focuses on removing barriers for all children. We provide an environment that promotes academic, social, and emotional growth for all individuals with autism spectrum disorders and emotional support needs. New Story Schools Ohio focuses on using behavior science and an approach that is customized to the needs of each student to build success.

## **MISSION STATEMENT**

New Story Schools educates students with serious and complex behavioral and educational challenges. Our vision is for all students to grow and develop as individuals to prepare for meaningful adult lives.

## **PHILOSOPHY**

New Story Schools of Ohio – Outreach Program takes a comprehensive approach to educating students. We go the extra mile and do what is necessary to make sure each student's needs are met, and they have the necessary supports to learn, grow and achieve their goals. Our employees are dedicated to ensuring that each student can reach their fullest potential.

Integrating intensive and individualized educational and behavioral services in a unique learning environment ensures every student overcomes challenges and achieves success across all areas of their lives. This unique blend provides students with the tools, skills, and confidence to become effective and independent learners, able to succeed in school, find fulfilling careers, and contribute to their communities.

- A focus on each individual student
- Academic commitment
- A strong behavioral foundation
- Therapeutic integration
- Transition readiness
- Expertise builds a good experience
- Setting for success

## **CALENDAR**

1<sup>st</sup> Quarter: July 1<sup>st</sup> – September 30<sup>th</sup>

2<sup>nd</sup> Quarter: October 1<sup>st</sup> –December 31<sup>st</sup>

3<sup>rd</sup> Quarter: January 1<sup>st</sup> –March 31<sup>st</sup>

4<sup>th</sup> Quarter: April 1<sup>st</sup> – June 30<sup>th</sup>

No services on Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day or Juneteenth.

## STAFF

All individual New Story Schools of Ohio – Outreach Programs are administered by Intervention or Behavioral Consultants and implemented by Tutors. Consultants are responsible for assessing the child, creating the program, hiring, and training tutors, and monitoring the program in an ongoing manner.

Consultants are the parent(s)/guardian(s)' point of contact for all matters pertaining to their student(s)' program and can assist with any questions or concerns. Tutors report directly to Consultants. All Consultants and tutors are employed by New Story Schools of Ohio. This means that they are classified as employees for tax purposes and are fully covered by the companies' workman's compensation and liability insurance policies.

The chart below contains additional details on employee titles, services provided, qualifications and direct supervisors:

<i>Organizational Level:</i> Staff
<i>Staff Title:</i> Aide/Tutor
<i>Services Provided:</i> Aide Services
<i>Staff Qualifications:</i> Individuals must hold an associate degree or higher from an accredited institution of higher education; OR have completed at least two years of study (defined as 48 semester hours or 72 quarter hours) at an accredited institution of higher education.
<i>Supervisor:</i> Educational/Behavioral Consultant

<i>Organizational Level:</i> Staff
<i>Staff Title:</i> Teacher
<i>Services Provided:</i> Aide Services and/or Intervention Services
<i>Staff Qualifications:</i> Individuals must hold a degree from an accredited institution of higher education and hold a current teaching license.
<i>Supervisor:</i> Educational/Behavioral Consultant

<i>Organizational Level:</i> Senior Staff
<i>Staff Title:</i> Intervention Consultant
<i>Services Provided:</i> Intervention Services and Intervention Supervision Services
<i>Staff Qualifications:</i> Individuals must hold a degree from an accredited institution of higher education, hold a current teaching license and have significant experience.
<i>Supervisor:</i> Director

<i>Organizational Level:</i> Senior Staff
<i>Staff Title:</i> Behavior Consultant
<i>Services Provided:</i> Behavioral Services, Intervention Services and Intervention Supervision Services and is often supervised by an overseeing Psychologist.
<i>Staff Qualifications:</i> Individuals must hold a master's degree in Applied Behavior Analysis from an accredited institution of higher education and/or hold a BCBA certification
<i>Supervisor:</i> Director

**Staff Training:**

All Consultants and Tutors undergo initial training and on the job/location training to best accommodate students' academic and behavioral needs.

**General Staffing Protocol:**

New Story Schools Ohio – Outreach Program holds all our employees to a high standard of excellence and takes great pride in finding the best possible candidates to work with each individual enrolled in the program. Certain areas of Ohio, however, have proven difficult to find qualified Tutors. Due to this we would like you to be made aware of the staffing protocol. Consultants have six weeks to find or replace Tutors. If unsuccessful, the student is moved from the “active” list to a “wait” list. The overseeing Consultant will contact the parent(s)/guardian(s) weekly with an update regarding staffing. At the six-week mark, the parent(s)/guardian(s) must decide to continue to remain on our wait list or choose to find services elsewhere. During each four-week period – the Consultant will make at least one visit to work with the student and collect data on their IEP objectives.

## **PROGRAMS**

### **Home-Based 1:1:**

An Intervention or Behavioral Consultant is assigned to a student to develop and oversee a home-based program. Tutors are hired and trained to work 1:1 with a student in their home for 10-15 hours per week. The program for the student is developed specifically around IEP goals and objectives.

### **Private School Educational Service:**

An Intervention or Behavioral Consultant is assigned to a student to develop and oversee a program that is run within the student's private school location. The Consultant will collaborate with teachers and school personnel to develop appropriate services within the classroom to meet the needs of the student. Tutors are hired and trained to work 1:1 with a student for 10-15 hours per week, depending upon the need within the classroom environment. The program for the student is developed specifically around IEP goals and objectives.

Note that the two programs can be paired together.

### **Home ABA Services: Home Applied Behavior Analysis (ABA) Programs:**

New Story Schools provides Home Applied Behavior Analysis (ABA) services to individuals on the autism spectrum and other developmental disabilities in the state of Ohio. Home ABA Programs are based and developed on the principles of Applied Behavior Analysis. ABA is derived from a science called Behaviorism which focuses on determining what motivates individuals' behaviors and how they learn. Programs are provided in the child's home by Behavior or Intervention Consultants, Tutors and any other applicable employee of New Story Schools.

### **Goals Of Home Applied Behavior Analysis Programs:**

New Story Schools' Home ABA Programs strive to develop interventions that decrease individuals' socially inappropriate, aberrant, and challenging behaviors utilizing positive reinforcement strategies across all environments. Home Applied Behavior Analysis Programs also include interventions to help with communication deficits and increase appropriate social skills.

Tools such as discrete trials and task analysis are tailored to the individual when enrolled in the program through New Story Schools. Data is taken continuously to ensure that the individual is receiving effective ABA interventions across all tasks, environments and people. New Story Schools' Home Applied Behavior Analysis Program provides a Behavioral or Intervention Consultant to the individual and their family. This Behavioral or Intervention Consultant is not only responsible for the program design, implementation, and evaluation, but also acts as a guide and mentor to parent(s)/guardian(s), family members, teachers and others who are involved with the individual daily. This is to ensure that treatment is specialized.

**Therapy Services** – Services including, but not limited to, physical, speech, occupational and adapted physical education are **not provided** through New Story Schools of Ohio – Outreach Program. Third-party service providers may be used at the discretion of the parent(s)/guardian(s) but funds must be allocated accordingly.

**Progress Reports** - Students' progress on IEP goals and objectives is reported to The Ohio Department of Education quarterly during the academic year. Progress reports are also uploaded to our School Information System (SIS) so that parent(s)/guardian(s) are able view them within two weeks of the quarter's end. See Appendix A for how to access the SIS. Consultants will review the progress reports with the parent(s)/guardian(s) as well and answer any questions or concerns. Hard copies can be provided upon request. All school districts of residence also have access to the IEP Progress Reports for students.

## FUNDING

New Story Schools – Outreach Program provides services using the funding sources listed in the chart below.

Name	Type	Approved Use	Authority	Notes	Amount
Autism Scholarship Program (ASP)	Educational Voucher provided by the Ohio Department of Education (ODE)	Educational and behavioral programs based on the students' Individualized Education Program (IEP)	Ohio Department of Education (ODE)	The student's IEP can be modified to allow for additional services in some cases.	\$32,455 yearly
Private Pay	Out of Pocket	Any services	Parent(s)/ Guardian(s)	Payment can be made via cash, check or credit card. A \$1000.00 deposit is required at the inception of the program.	Varies
District Contracts	Contract provided by the school district of residence	Educational and behavioral programs based on the students' Individualized Education Program (IEP)	School district of residence	The student's IEP can be modified to allow for additional services in some cases.	Varies

**Billing Policy:**

The billing rates are as follows for in person services.

- Aide Services: \$52.50 per hour
- Senior Aide Services: \$90 per hour
- Education, Behavior, or Intervention Services (performed by licensed teacher or BCBA): \$120 per hour
- Program Supervision (performed by a Consultant): \$270 per hour
- Other services: billed on a per-hour basis at various rates (service estimate may be provided)

**Notes:**

- All New Story of Ohio – Outreach Program services are billed on a per-minute basis.
  - Example: A Consultant or Tutor or other member(s) of the New Story team works with a student for 50 minutes the funding source is billed for 50 minutes and is **not** rounded to 1 hour.
- Rates vary based on the service being provided and the staff.
  - Example: The rate for intervention services (Consultant) is different than the rate for aid services (Tutor).

## GENERAL POLICIES

### General Student Health and Safety:

#### Health & Safety Reports:

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

#### Sick/Illness Policy:

Any student who has a fever of 100 degrees or higher, two or more episodes of vomiting/diarrhea, or has signs and symptoms of a possible communicable disease, should not have a session. Please do not resume sessions until they are symptom free for 24 hours or have had 24 hours of treatment.

This policy is the same for employees of New Story Schools. If a staff member is experiencing any of the listed symptoms, they should not be in the home or school of the student until they are 24 hours symptom free.

Please see the following list that provides guidelines and recommendations for exclusion from sessions.

The following list gives guidelines and recommendations for exclusion from/canceling sessions.

Disease or Symptom	Does the session need to be cancelled?
<b>Diarrhea - watery stools</b>	<p>Yes: The sessions should be cancelled if the stool is not contained within the student's diaper, or the student has twice the number of stools that is typical for them. The student may return to in person sessions 24 following the resolution of the diarrhea.</p> <p>No: The student can continue with sessions if they are only having occasional loose stools that are not explosive and/or watery.</p>
<b>Fever</b>	<p>Yes: Sessions should be cancelled, and the student may return to in person sessions 24 hours following the resolution of the fever.</p>
<b>Vomiting</b> (2 or more episodes of vomiting in 24 hours)	<p>Yes: Sessions should be cancelled until 24 hours following the resolution of vomiting. Note: Observe for other signs of illness and for dehydration.</p>

<b>Chicken Pox</b>	Yes: Sessions should be cancelled until blisters have dried and crusted (typically 6 days).
<b>Conjunctivitis (Pink Eye)</b>	Yes: Sessions should be cancelled until 24 hours after treatment. If your health care provider decides not to treat your child, please provide a doctor's note.
<b>Coughing</b> (severe, uncontrolled coughing or wheezing, rapid or difficulty in breathing)	Yes: Sessions should be cancelled if the cough cannot be suppressed with over the counter (OTC) meds/drops and until 24 hours following the resolution of coughing.

<b>Coxsackie's Virus (hand, foot and mouth disease)</b>	Yes: Sessions should be cancelled until a doctor provides a written release.
<b>Strep Throat</b>	Yes: Sessions should be cancelled until a doctor provides a written release.
<b>Hepatitis A</b>	Yes: Sessions should be cancelled until a doctor provides a written release. Note: Medical attention is necessary. Note: children with asthma may attend with a written health plan and authorization for medication/treatment.
<b>Herpes</b>	No: Unless the student has mouth sores or is drooling – the student is no longer contagious once the symptomatic rash appears.
<b>Body Rash with fever</b>	Yes: Sessions should be cancelled until a doctor provides a written release and/or 24 hours following the resolution of the illness.
<b>Impetigo</b>	Yes: Sessions should be cancelled until 1 week after onset of jaundice and when the student is able to participate in sessions.
<b>Lice</b>	Yes: Sessions should be cancelled until 24 hours following the resolution of the lice and proof of treatment must be supplied such as receipt of purchase for treatment supplies or a doctor provides a written release.
<b>Ringworm</b>	Yes: Sessions should be cancelled if the area is oozing and cannot be covered.
<b>Scabies</b>	Yes: Sessions should be cancelled until 24 hours following the resolution of scabies. Note: seek medical attention. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated.
<b>Roseola</b>	Yes:

	Sessions should be cancelled until 24 hours following the start of treatment.
<b>RSV (respiratory syncytial virus)</b>	Yes: Sessions should be cancelled until 24 hours following the start of treatment. Note: Keep the area covered for the first 48 hours of treatment.
<b>Mild cold symptoms</b>	Yes: Sessions should be cancelled until the day after treatment begins.
<b>Upper respiratory complications</b> - large amount of yellow-green nasal discharge - extreme sleepiness - ear pain - fever (above 99 degrees)	Yes: Sessions should be cancelled until 24 hours following the start of treatment. Note: Seek medical advice.
<b>Pertussis (whooping cough)</b>	Yes: Sessions should be cancelled until the student no longer has a persistent cough and he or she feels well.
<b>Measles, mumps and rubella</b>	Yes: Sessions should be cancelled until 24 hours following the resolution of the illness.
<b>Yeast infections (thrush or candida diaper rash)</b>	Yes: Sessions should be cancelled until the infection is judged to be not infectious by a health care provider.

**Immunizations Policy:**

Parents/Guardians must supply New Story Schools of Ohio – Outreach Program with a copy of each student’s immunization records. The list below outlines the immunization requirements for students enrolled in Ohio schools. Parents may present a written statement 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 contraindicated.

The following are the state-required immunizations:

**DTaP/DT;Tdap, Td (Diphtheria, Tetanus, Pertussis)**Kindergarten

4 or more DTaP or DT or any combination.

Grades 1-12

4 or more or DTap or DT, or any combination. 3 does of Td or a combination of Td and Tdap is the minimum acceptable for children aged 7 and up.

Grades 7-11

1 dose of Tdap vaccine administered prior to entry.

**POLIO**K-4

3 or more doses of IPV. The final dose must be administered on or after the 4<sup>th</sup> birthday. If a combination of OPV and IPV was received, 4 doses of either vaccine are required.

Grades 5-12

3 or more doses of IPV or OPV.

**MMR (Measles, Mumps, Rubella)**K-12

2 doses of MMR. 1<sup>st</sup> dose after 1<sup>st</sup> birthday. 2<sup>nd</sup> dose 28 days after 1<sup>st</sup> dose.

**HEP B**K-12

3 doses of Hepatitis B. 2<sup>nd</sup> dose must be administered 28 days after 1<sup>st</sup> dose. 3<sup>rd</sup> dose must be given 16 weeks after 1<sup>st</sup> dose and at least 8 weeks after the 2<sup>nd</sup> dose.

**Varicella (Chickenpox)**K-4

2 doses of varicella vaccine administered prior to school entry. 1<sup>st</sup> dose must be on or after the 1<sup>st</sup> birthday. 2<sup>nd</sup> dose should be at least 3 months after 1<sup>st</sup> dose.

Grades 5-8

1 dose of varicella vaccine must be administered after the first birthday.

All new students who have lived in a foreign country during the past five (5) years are required to have a negative TB skin test, QuantiFERON, or chest x-ray given in the United States within the past 12 months before enrolling. Some students having traveled outside the United States 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 HCV) and Human Immunodeficiency Virus (HIV).

New Story Schools of Ohio – Outreach Program seeks to provide a safe educational environment for students and takes appropriate measures to protect those students and staff who may be exposed to blood borne pathogens in the home environment. While the risks of students being exposed to blood borne pathogens may be low, students and staff must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures to reduce such risks and minimize the potential for accidental infection.

We recognize that employees/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to employees/students of exposure to body fluids due to casual contact with individuals in the home environment is low, New Story Schools of Ohio – Outreach Program adheres to universally recognized precautions.

Whenever a student or employee has contact with blood or other potentially infectious material, they must immediately notify their Consultant.

The parent(s)/guardian(s) 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. Parent(s)/Guardian(s) are encouraged to consult with the student’s physician concerning any necessary post-exposure treatment.

Parent(s)/Guardian(s) 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, parent(s)/guardian(s) may be requested to have their student’s blood checked for HIV and HBV when their student has bled, and staff members have been exposed to their blood. Any testing is subject to laws protecting confidentiality.

**Control of Casual Contact Communicable Diseases and Pests:**

Because services are provided to numerous students, it is necessary to take specific measures when the health and safety of the students, their families or an employee of New Story Schools is at risk. The Outreach employee may choose to cancel services for a student who is ill, appears to

be ill, or has been exposed to a communicable disease. Students with evidence of pest infestation such as lice, scabies or bed bugs will also be excluded until treated.

Specific communicable diseases can include scarlet fever, strep infections, chicken pox, pink eye, whooping cough, mumps, measles, rubella, and other conditions as indicated by the local and state health departments. New Story Schools of Ohio – Outreach Program follows exclusion criteria for communicable diseases as directed by the Ohio Department of Health (ODH). Any cessation of services will be only for the contagious period as specified in the Ohio Department of Health guidelines.

**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, New Story Schools of Ohio – Outreach Program has the obligation to protect the safety of both employees and students. New Story Schools of Ohio – Outreach Program will seek to keep students and employees in session unless there is definitive evidence to warrant cancellation. Towards the end of course of the disease, the infected individual may have their health status reviewed by a county health department panel.

**Animals/Pets:**

New Story Schools of Ohio – Outreach requests that pets of any kind are secured during the times in home sessions are scheduled. Please note, that does not mean that an animal in the home is required to be in a cage, but rather gated in another room. It's best to ensure the sessions can take place in an area where the animal does not have access. Establishing this practice ensures the safety of all, including potential allergic reactions.

**Weather restrictions:**

If a county has issued a snow level warning above level one, where the student and/or employee reside, services are not guaranteed. If conditions (whether higher than level one or not) will put employees in danger, services can be canceled by family or employees themselves. Scheduling make-up sessions is encouraged.

It is recommended to follow the school cancellation policy for the district in which the student lives.

**Harassment:**

New Story Schools of Ohio – Outreach is committed to providing a safe environment for all it's employees free from discrimination on any ground and from harassment of any kind or threats of violence across all sites, including in home services. New Story Schools of Ohio – Outreach will operate on a zero-tolerance policy for any form of harassment towards employees and will terminate in home services immediately without the possibility of rescheduling and all future sessions will be cancelled.

**Weapons:**

All weapons, including, but not limited to firearms, tasers, mace etc. should be out of the environment where New Story of Ohio – Outreach employees will be meeting with families and students. If a weapon is out during an in-home session, employees will immediately terminate the session without the possibility of rescheduling and all future sessions will be cancelled.

**Illicit Drug Use:**

In compliance with the Drug-Free Workplace Act of 1988, New Story Schools of Ohio - Outreach has a longstanding commitment to provide a safe and productive work environment. If any of the following should occur during an in-home session, employees will immediately terminate the session without the possibility of rescheduling and all future sessions will be cancelled. The Tutor will also follow any reporting protocols.

- Use of, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Individuals present who are under the influence of alcohol or an illegal drug.

**Confidentiality:**

Parent(s)/Guardian(s) may request to inspect the records of their student. New Story Schools of Ohio – Outreach Program assumes that the parent(s)/guardian(s) of the student has the right to inspect that student’s record unless legalevidence to the contrary is supplied to the office. A parent(s)/guardian(s) has the right to request an amendment of the student’s records if they believe 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 New Story Schools of Ohio – Outreach Program refuse to amend the record, the parent(s)/guardian(s) will be informed of this refusal in writing. New Story Schools of Ohio – Outreach Program will not disclose a student’s records to persons other than the parent(s)/guardian(s) unless the parent(s)/guardian(s) directs New Story Schools of Ohio – Outreach Program to release those records to a third party with a Release of Information form. Parent(s)/Guardian(s) need to list on the Release of Information from all persons who they may want to observe their student in a session. 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.

New Story Schools of Ohio – Outreach Program will disclose records when required to do so by court order or subpoena.

**Student Discipline:**

New Story Schools of Ohio – Outreach Program does NOT discipline students. However, students who engage in aberrant, socially unacceptable behaviors, will be evaluated for the maintaining variable of that behavior. Upon the evaluation’s findings and observations an appropriate behavior plan will be written by the overseeing consultant and put in place. All

employees, parent(s)/guardian(s) and appropriate members of the student's team, will be trained on the behavior plan to be sure that it is run consistently to decrease target behaviors according to what is written. In terms of a situation that poses an inherent health and safety risk to the student, staff or others in the environment, staff will implement the needed CPI escort or restraint to keep all safe. If this occurs, an Unusual Incident Report or a Major Unusual Incident Report will be written and reported to the appropriate person(s) and/or organization(s) and a copy given to the parent(s)/guardian(s).

**Attendance Policies/Cancellation Policies:**

All scheduled sessions must be fulfilled by both the students and the New Story of Ohio – Outreach Program employees to maintain a consistent schedule. We require an attendance rate of 75% of scheduled sessions in a four-week period. If your student's attendance drops below 75%, a warning will be given. If cancellations continue at that rate, services have the possibility of being terminated. Parent(s)/Guardian(s) are required to cancel sessions at least 24 hours prior to the scheduled start time. Both the Consultant and Tutor need to be notified if a session is canceled. Any scheduled service hours cancelled within this time frame still are considered part of the 21-hour monthly service guarantee. The Tutor will attempt to reschedule time with the student to make up for the hours missed so they do not lose important instructional time. Once times are determined that work best for the Tutor and student, please inform the overseeing Consultant so that it can be accounted for. Tutors will use an attendance form to keep track of all sessions during the scholarship year.

**Termination Policy:**

If attendance falls below the 75% rate of scheduled sessions in a four-week period, a written warning will be given. If cancellations, per the parent(s)/guardian(s)' request, continue at that rate, services will be terminated. After the written warning is received, to continue services, the family will need to comply with the written attendance policy. If at any other point within the scholarship year, attendance once again drops below the 75% rate, it will be determined if services should be terminated.

**Other Miscellaneous Cancellations:**

As noted in the Control of Casual Contact Communicable Diseases and Pests section, it is required to cancel all sessions if the location of services has, or is suspected to have, any type of infestation (fleas, lice, bed bugs, etc.). Services will not resume until the infestation has been treated. It is required that the overseeing Consultant is informed immediately and then again within one week regarding the progress of the situation. Many New Story of Ohio – Outreach Program employees go into several other homes and locations, and it is imperative that everyone is taking the necessary precautions to not spread any type of infestation. All matters

must be remedied within a 3-week period or services may be terminated. Confirmation of treatment must be presented to the overseeing Consultant or Director.

**General Rule:**

The health and safety of all students and employees is a priority. If a situation arises where the home environment is either unsanitary due to an infectious circumstance or a student has a contagious illness, please make all Consultants and Tutors aware so they are not exposed. Sessions will be cancelled until all proper steps have been taken to assure a safe environment. This should be no longer than 3 weeks.

## **SESSION EXPECTATIONS**

### **General:**

When Consultants or Tutors are working with students during sessions, it is important that there is communication between the parent(s)/guardian(s) to best serve the student. To help meet the goals and objectives set forth in the student's IEP, employees must first gain instructional control, so it is asked that parent(s)/guardian(s) refrain from interrupting active sessions and ask questions, address concerns etc. during the student's down time or reach out directly to the overseeing Consultant.

### **Schedules:**

Due to Tutors often being scheduled with more than one student, all scheduling requests will be filled as best as possible. If a change needs to be made for appointments or other such things, it is best to work with the Tutor to reschedule if possible. If a more permanent schedule change needs to be made, please notify the overseeing Consultant. The parent(s)/guardian(s) will need to provide a written request of their permanent schedule change to the overseeing Consultant.

### **Materials:**

The Autism Scholarship only provides funding for direct services to meet IEP goals/objectives. The scholarship does not provide funding for materials, including, but not limited to, iPads, computers, tablets, sensory diet materials, and curriculum. Parent(s)/Guardian(s) are responsible for maintaining and returning any New Story Schools property placed in the home.

### **Communication:**

Consultants want to provide quality academic and/or behavioral services to their students and be available to meet their needs. However, please be courteous regarding the time of the phone calls and/or text messages. Most Consultants work extended hours, but it is advised to contact your Consultant during normal business hours or to follow the guidelines provided by each specific Consultant. If your Consultant is not available immediately, please leave them a message via text, voicemail or email and they will respond in a timely manner.

It is asked that the parent(s)/guardian(s) respond in a timely manner as well so that the program runs as smoothly as possible for all involved.

**Graduation/Credits:**

New Story Schools of Ohio - Outreach Program students receive a Certificate of Attendance. Students within this program are not provided credits to graduate. Therefore, this program is designed as a short-term program to ready students for a more mainstreamed classroom environment and is best suited for those who engage in behaviors that negatively affect their learning, individuals who require pre-requisite skills and classroom readiness skills.

**Transportation:**

Consultants and Tutors are not permitted to drive students and/or members of their families to activities, appointments, sessions, etc.

**Internal Monitoring:**

Consultants and Tutors will reassess and redesign the educational plans for a student if needed. This could include all areas of the educational plan for the student. Consultants will have active communication with parent(s)/guardian(s) monthly to assess consumer satisfaction.

## **IEP and ETR PROCESS**

### **District of Residence:**

The district of residence is responsible for testing and the writing of both the IEP and ETR. Both documents are to be written as if the student attends the district school. New Story Schools of Ohio – Outreach employees will implement a program to meet the IEP goals and objectives within a home setting as able. Objectives may be adapted and modified. The adaptations and modifications will be described in the student's progress report.

### **ETR:**

The Evaluation Team Report (ETR) is completed every 3 years by the district of residence and must state "Autism" as the eligibility category. This is needed for the student to be eligible for the Autism Scholarship Program.

### **IEP:**

The Individualized Education Program (IEP) is completed annually, and the correlating meetings are held by and at the school district. The IEP writing process is a collaborative effort between the school district representatives and the overseeing Consultant. The IEP meeting is first set, and then present levels of performance and other assessment scores are gathered by the Consultant and provided to the school district. The district will then write the IEP using that information as they see fit. The IEPs are then reviewed at the meeting and signed by all participating parties.

***\*\*Please note: It is the student's school district that is responsible for maintaining a current and valid IEP. If an IEP lapses/expires at any time, the student will not be able to continue receiving Outreach services and the services will be suspended until a current IEP is received.***

### **Moving/Change of Address:**

If the student relocates or moves anytime during the scholarship year, please notify the overseeing Consultant, and complete a Change of Address form to be returned to the Consultant. If the move is to a location that would change the school district, it is the responsibility of the parent(s)/guardian(s) to notify both the previous and new school districts of the change. The new district will need to adopt the student's educational documents (IEP and ETR) to reflect that district. The step of contacting both districts must occur before or immediately after the move. Change of Address forms are available upon request.

## **REPORTING POLICIES**

### **Reporting of child abuse/neglect:**

Any New Story Schools' employee who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student 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 and will also consult with our psychologist. Parents may receive a courtesy call once the report is made.

### **New Story Schools of Ohio Grievance Process:**

New Story Schools of Ohio – Outreach Program is committed to the satisfaction with services provided for all persons receiving intervention. Anyone receiving services, their parent(s)/guardian(s), or authorized representatives may use the following grievance process. The grievance process is in place to ensure fair hearing of complaints and quick resolution of problems regarding services provided both in person and virtually, without fear of reprisal on the part of persons receiving services, their families, etc.

## **New Story Schools of Ohio – Outreach Program Family Agreement** **Checklist**

At New Story Schools of Ohio – Outreach Program, one of the main core values is knowing partnerships with parent(s)/guardian(s) are necessary to maximize the success for each student. The Outreach Program strives to provide the best services in Ohio for all students with special needs. To achieve this, please read and acknowledge the list below so that a positive working relationship can be cohesively established.

\*Please initial next to each number as acknowledgement\*

\_\_\_\_\_ 1. A conducive learning environment will be provided for the student(s) and New Story Schools of Ohio – Outreach Program employees to learn and work. This space will be provided in my home or another location if needed.

Transportation will need to be provided for the student(s) if the learning environment is not at home.

\_\_\_\_\_ 2. My home is my student(s)' classroom and will reflect as such.

\_\_\_\_\_ 3. I understand services will be conducted by New Story Schools of Ohio – Outreach Program employees and I will only intervene, verbally or physically, when requested by employees.

\_\_\_\_\_ 4. I understand that any of my concerns will be communicated with the overseeing Consultant.

\_\_\_\_\_ 5. Conversations with New Story Schools of Ohio – Outreach Program employees will remain professional and appropriate.

\_\_\_\_\_ 6. I will notify (email, phone, or text) all necessary employees (Consultant and Tutors) if a session needs to be cancelled for my student(s).

\_\_\_\_\_ 7. I will provide a written request (email or letter) to the overseeing Consultant if I need to request a permanent schedule change.

\_\_\_\_\_ 8. I understand that Outreach Tutors often work with multiple families and that my schedule preferences will be filled as best as possible.

\_\_\_\_\_9. I understand and accept that if a situation occurs that poses an inherent health and safety risk to the student, staff or others in the environment, staff will implement the needed CPI escort or restraint to keep all safe.

\_\_\_\_\_10. I understand New Story Schools – Outreach Program’s cancellation policy is as follows: All scheduled sessions must be fulfilled by both the students and the New Story of Ohio – Outreach Program employees to maintain a consistent schedule. We require an attendance rate of 75% of scheduled sessions in a four-week period. If your student’s attendance drops below 75%, a warning will be given. If cancellations continue at that rate, services have the possibly of being terminated. Parent(s)/Guardian(s) are required to cancel sessions at least 24 hours prior to the scheduled start time. Both the Consultant and Tutor need to be notified if a session is canceled. It is requested that the Tutor reschedule time with the student to make up the hours missed so they do not lose important instructional time. Once times are determined that work best for the Tutor and student, please inform the overseeing Consultant so that it can be accounted for. Tutors will use an attendance form to keep track of all sessions during the scholarship year.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





