

SPECIALIZED PROGRAMS PARENT HANDBOOK



**Early Childhood
Special Education Program**
Revised July 2019



Willamette
EDUCATION SERVICE DISTRICT

www.wesd.org



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a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4) The right to file a complaint with the US Department of Education concerning alleged failures by the WESD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

-Grade level

1 These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or a ***Willamette Education Service District (Willamette ESD)*** Custodian of Student Records a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal or a ***Willamette ESD*** Custodian of Student Records clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;

CONTACT INFORMATION

Early Intervention/Early Childhood Special Education (EI/ECSE)
Marion, Polk and Yamhill Counties

ECC Center
2600 Pringle RD SE Suite 100
Salem, OR 97302
(503)385-4675
Fax: (503)363-0061

Yamhill Center
2045 SW HWY 18 Suite 100
McMinnville, OR 97128
(503)435-5900
Fax: (503)435-5920

Marion County:

Tonya Coker, Program Coordinator, EI/ECSE Services & Evaluations
(503)385-4586 or 1-888-560-4666 ext. 4586 tonya.coker@wesd.org

Jackie Bauman, Lead Therapeutic Intervention Coach, ECSE Services
(503)385-4837 or 1-888-560-4666 ext. 4837 jackie.bauman@wesd.org

Christina Angeles, Senior Clerical Specialist (Marion Center)
(503)385-4593 christina.angeles@wesd.org

Elsa Flores, Bilingual Senior Clerical Specialist (ECC Center)
(503)385-4675 elsa.flores@wesd.org

Julie Meraz, Bilingual Senior Clerical Specialist (ECC Center)
(503)540-4425 julie.meraz@wesd.org

Polk and Yamhill Counties:

Robin Simmons, Program Coordinator, EI/ECSE Services
(503)435-5941 or 1-888-560-4666 ext. 5941
robin.simmons@wesd.org

Ruby España, Senior Clerical Specialist (Yamhill Center)
(503)435-5901, ruby.espana@wesd.org

EI-ECSE Referral\Evaluations

(503)385-4714 or 1-888-560-4666 ext. 4714

Marion Fax: (503)540-2959 **Polk/Yamhill Fax:** (503)540-2958

EARLY CHILDHOOD SPECIAL EDUCATION SERVICES INFORMATION AGES 3 – 5 YEAR OLDS

Welcome to the Willamette ESD Early Childhood Special Education program! We are pleased to have the opportunity to serve your child. Services for children, who qualify for ECSE (3 to Kindergarten age) are first provided where your child spends the majority of their time. In some cases the IFSP team may determine that services need to be provided in an alternate setting such as a community preschool or a specialized setting.

Specialized Preschools

Specialized Preschools are a highly restricted placement that serve children eligible for special education between the ages of three and five. Specialized Preschool classrooms are geographically located in Marion, Polk, and Yamhill Counties. The curriculum is designed for children who have significant delays in multiple developmental areas. Related services are provided as indicated on the IFSP.

Speech/Language Groups

Speech/Language groups offer a preschool like setting for children who are experiencing speech delays. Groups are taught by a speech/language therapists.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Willamette Education Service District** with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However, Willamette ESD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.** The primary purpose of directory information is to allow the **Willamette ESD** to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings. A parent may advise the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want **Willamette ESD** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **October 15th of each year.**

Willamette ESD has designated the following as directory information:

- Student's name
- Student's Address
- Student's Telephone listing
- Student's Photograph
- Degrees and awards received
- Date and place of birth
- The most recent, previous or program attended
- Dates of attendance

Strep Throat - If strep is diagnosed, wait at least 24 hours from the first dose of antibiotics before returning to school, and child is fever free.

Communicable Diseases - (Impetigo, Pink-eye, Scabies, etc.)--Please send a note from your physician when your child returns to school.

Head Lice

If a child is found to have head lice (live bugs), the parent will be contacted and given instructions on treating head lice. If child returns to class and still has head lice, parent will be called to pick up child from school. Child will have to be brought by parent upon returning to school to check the child before readmitting to the classroom.

If you have questions, please contact your child's teacher.

PARTICIPATION IN PROGRAMS



To receive the greatest benefit from his or her program, your child should attend regularly scheduled sessions. We realize that sometimes things come up that require a parent to keep a child home from class however, consistent attendance is important to your child's progress.

Change of Address or Phone Number

We need your help in keeping our records updated with your current address and phone numbers. It is important for you to call us if you are planning on moving, this applies whether you are moving within the same town or to a new town. If you are moving out of our service area, we will gladly help with the transition.

School Calendar/Class Times

A yearly school calendar will be given to each child's family. Class times and locations may vary from one calendar year to the next. Your child's Individualized Family Service Plan (IFSP) will designate the amount and frequency of services.

Child Abuse Reporting Policy/Mandatory Reporters

WESD staff are mandatory reporters of any suspected child abuse or neglect incident. If an EI/ECSE staff person suspects that a child has been abused or neglected, Oregon State law requires that the suspected abuse be reported to the Department of Human Services or a local law enforcement agency.

Immunizations

Oregon law requires that we make sure all children who attend one of our classroom have been immunized. For those children who are not in compliance with the immunization law, parents will be notified regarding the immunizations they need. If a child's immunization record is incomplete, the child will be excluded from school. Willamette ESD is legally bound to adhere to all immunization mandates and requirements. For more information, go to <http://www.healthoregon.org/imm>.

To view immunization rates reports for your county, go to our Early Intervention and Early Childhood Special Education Immunization section under www.wesd.org.

COLLABORATIVE PROBLEM SOLVING (CPS) AND POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Collaborative Problem Solving (CPS) is an evidence based approach founded in the belief that all people do well if they can. We firmly believe that if your child is not doing well that is our job to help figure out what is getting in their way and to work with the child and family to remedy the problem.

Positive Behavior Interventions and Supports is an evidence-based approach that focuses on teaching children what is expected from them in the places they go. Children are acknowledged with specific feedback so that they understand when they are or are not meeting the expectations. Using this approach enhances the capacity of schools, families, and communities to develop environments that encourage learning academically and socially.

Our three program-wide expectations are:



***Safe *Friendly *A worker**

When families are meaningfully involved in educational activities, their children do better in schools. Families play an important part in their child's education and social development. Social learning and positive discipline at home can be built on the same framework that is used for the classroom. Your child's teacher can help you access resources or provide more information.

Three things to think about doing at home if you aren't already are:

☺ **Set up clearly defined expectations in your home**

☺ **Teach your children what the expectations mean at home and in the community.** Example: we are safe in the parking lot by always waiting on the curb and then holding hands. Then remind your children of the expectation before getting out of the car.

☺ **Celebrate your family's success!**

Example: When your child has helped with a task, say something like, "Thank you for moving the chair so I could vacuum under it. That was hard work!"

HEALTH GUIDELINES

Your child's health is very important to us. Children are susceptible to contracting contagious illnesses when they begin attending preschool. It is extremely important that when ill, children are kept at home. It will help them recover more quickly as well as help keep their classmates and teaching staff from becoming ill.

If your child becomes ill at school and is contagious, you (or a person on your emergency form) will be contacted to come and get your child. We cannot put ill children on the bus and so it is your responsibility to pick up your child from school in a timely manner if they are ill. If your child is not picked up, DHS may be notified. **It is important to keep us informed of phone number changes and emergency contact information.**

Student should not be sent to school with any of the following symptoms:

- Fever (100.4)
- Vomiting
- Stiff neck or headache with fever
- Any rash with or without fever
- Jaundice (yellow colored skin or eyes)
- Diarrhea (3 watery or loose stools in one day with or without fever)
- Skin lesions that are "weepy" (fluid or pus-filled)
- Colored drainage from eyes or ears
- Brown/green drainage from nose with fever or complaints of illness
- Difficulty breathing or shortness of breath; serious sustained cough
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or student requires more care than the school staff can safely provide

Please observe the following guidelines when deciding to return you child to school:

Fever - Free of fever for 24 hours before returning to school.

Nausea, Vomiting, or Diarrhea - Free of symptoms for 24 hours.

Colds - A child should stay home if he or she has green nasal discharge, fever, or is too uncomfortable to pay attention, participate in daily activities, or go outside to play.

Inclement Weather

The decision about school closures for children enrolled in a **WESD classroom based** will be determined by the school district where you live and where your child attends preschool. **If the decision is to delay school opening there will be no morning preschool program that day. Afternoon session will run unless there is word of early afternoon dismissal**

School delays and closures will be listed on the **Willamette Education Service District website** at www.wesd.org and click on the Flash Alert. This information is updated frequently throughout the early morning so please check more than once. You may also call our main line for closure information at 503.588.5330. Please sign up for email and text alerts about school or community emergency closures at <http://flashalert.net>.

If your child attends a community preschool or a Head Start Program, please check with them for specific inclement weather directions. For children receiving ECSE services, if public schools are delayed two hours, there will be no AM ECSE services that day. If the school district is closed, transportation will NOT be available.

Emergency School Closure

Sometimes it is necessary to close a school or all schools without prior notice. This may be due to a loss of electricity or water, snow or icing conditions, or impending natural or nuclear disaster. If it becomes necessary to close school, it is your responsibility to make a contingency plan for your child.

SPECIALIZED PRESCHOOLS & SPEECH GROUPS INFORMATION

Registration for Preschool Classes

Parents must complete a registration packet that includes general, emergency and immunization information annually before the first day of attendance at the specialized preschool or speech group.

Safety

Safety is our number one priority. To ensure that the building is safe visitors and parents are escorted to and from the classrooms by a staff member. After your child's first day, we ask that you say goodbye to your child in the lobby so that a staff member can take your child to their classroom. This allows your child to be as independent as possible and ensures that all children are safe in the building.

On your child's first day, you are welcome to bring them to their classroom and stay for 30 minutes or less. Your child may be upset when you first leave. Staff are trained and prepared to comfort and support your child.

Video Cameras

The Willamette ESD board authorizes the use of video cameras on Willamette ESD property to ensure the health, welfare and safety of all staff, students and visitors to Willamette ESD property, and to safeguard Willamette ESD facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Parent/Preschool Communication Procedure

All concerns regarding the child's preschool program should be directed to the child's teacher first. A bus rider or instructional assistant is not expected to relay important information to the child's teacher. All communication that involves changes in established daily medical routines (e.g., tube feeding, amount, time of administration, etc.) must be relayed directly to the EI/ECSE nurse and teacher. Medical changes will not be implemented until the nurse has reviewed the proposed changes. Please allow at least 48 hours for these changes to be made in the classroom.

Communication with staff should be done either by phone, email, or at a scheduled time. At pick up and drop off times staff are focused on getting all children where they need to go safely and so they are unable to talk at that time. **Any changes in drop off or pick up procedures must be provided in writing.**

Attendance in Willamette ESD Preschools and Groups

In order to be sure all children are safe, contact the teacher to excuse your child from school; otherwise, s/he will be marked absent. Also if you need to change the pick up or drop off for the day, send a written note in your child's backpack. **We ask for your assistance by calling or emailing your child's teacher before 8:00am if your child will be absent that day.**

Harmful Items

The EI/ECSE staff strives to provide a safe educational environment for all of our children. On the rare occasion that the staff observes that a child has brought some kind of harmful item to class, that item will be removed from the child's possession and the parent will be contacted.

Transportation Guidelines

Your local school district provides busing if transportation is included on your child's IFSP. They will contact you with pick up, drop off times and location to wait for the bus.

Bus Company Procedures for Parents

- Wait with your child at the designated pick up location at least 10 minutes prior to scheduled time.
 - The bus will wait approximately one minute past scheduled pick up time. In the event an authorized adult is not at the designated drop off, dispatch will attempt to call you or the emergency contact(s).
 - The district may call either the police or child welfare services if they are unable to reach you or the emergency contact(s).
- Call bus dispatch at least one hour prior to pick up time if your child is sick.
 - Transportation may be cancelled due to multiple absences without reporting.

Notify your child's teacher of any transportation changes. The school district needs 10 days' advance notice to make any changes in pick up or drop off location.

School attire\clothing

Your child will need a backpack large enough to carry clothing, notes, and papers to and from school.

In general, children should wear clothing that is comfortable and easy to clean. Children will be participating in a variety of activities, some of which may be "messy." These experiences are wonderful for young

children but can be hard on clothes. Feel free to dress your child in clothes that are easily washed or can take a little extra wear and tear. It is requested that each child bring a complete change of clothing, extra diapers, and diaper wipes each school day.

Please mark your child's personal items with his/her name so that they can be easily identified.

Snack

We know parents like to help out and classroom contributions are always appreciated. We offer limited healthy snacks (for example, crackers, canned fruit, go-gurt) as an opportunity to practice social and adaptive skills during our short classes.

Due to potential allergies, we sometimes need to avoid food products with nuts or peanuts.

Visitors Guidelines

Safety and adherence to confidentiality and legal regulations are a high priority for the building. Visitors are disruptive to your child as well as to the classroom as a whole. Occasional visits may be allowed for parents of registered children on rare occasions for specific purposes. In order to assure confidentiality and minimize classroom disruption the following must be adhered to:

- The visit must be arranged at least a day in advance with your child's teacher. State when you want to visit and for what purpose. The teacher is required to get administrative approval prior to the visit.
- Sign in at the front office to get a visitor's badge.
- Visits must be 30 minutes or less to minimize the disruption of the learning environment.
- Staff cannot talk to you during the visit as they are focused on the children. Questions should be asked of staff after class.
- Our children and families have legal rights to privacy, and we cannot identify other children. As a visitor, you agree to maintain confidentiality as outlined in FERPA in respect to privacy and identifying a child with a disability. Any violations of confidentiality will result in the denial of visit requests.

Phone calls to staff

Your child's teacher will give you the classroom telephone number to call before and after class. Staff are unable to answer during class time to limit interruption to the lessons. If an **emergency** requires that you speak with someone immediately, please call your child's front office listed on page 1 of this handbook.