



Future Ready. Community Strong.

2018-19

Early Childhood Special Education Student Handbook



Letter from the ECSE Program Supervisor

Dear Parents and Guardians:

Hello and Welcome! On behalf of the Burnsville Eagan Savage School District, we would like to sincerely welcome you to the beginning of the 2018-19 school year.

The Early Childhood Special Education (ECSE) Program is part of the district-wide early learning programs, in collaboration with Community Education Early Learning Services.

The handbook contains general information regarding the ECSE Program. Our team of educators is eager to get to know your family and child, and will provide specific information about your child's programming through meetings, phone calls and emails. We want you to know we are always available to clarify information and respond to your specific questions. In addition, we have cultural liaisons available for families to access for support.

We will work together with you to maximize your child's education and early learning. Parents are invited to visit the ECSE Program, participate in scheduled conferences, parent learning classes and other programs designed to meet your needs.

It is our hope that this handbook will be helpful to you. We strongly encourage and support the team approach in our educational program, with you as a key member of the team. We look forward to an exciting and successful year together.

Sincerely,

Jackie Smith

Jackie Smith
ECSE Supervisor

Contact ECSE

200 W. Burnsville Pkwy.
Burnsville, MN 55337
(952) 895-6610

www.isd191.org/ECSE

**If you need help with this handbook
or need it translated, please call us at
(952) 895-6610.**

**Si necesita ayuda con este manual
o necesita traducirlo, llámenos al
(952) 895-6610.**

**Haddii aad u baahan tahay in lagaa
caawiya buuga-gacanqabsiga ama aad
u baahantahay in lagu tarjumaano,
fadlan naga soo wac (952) 895-6610.**

IMPORTANT DISTRICT POLICIES TO KNOW

This following includes summaries of several Burnsville-Eagan-Savage School District 191 policies regarding student behavior and ensuring a safe and positive learning environment at our schools. The complete text of these and other District 191 policies can be found online at www.isd191.org/policies or upon request from a school or district office.

Questions regarding district policies or this handbook can be directed to the program administrator or superintendent's office at 952-707-2005.

POLICY 404: EMPLOYEE BACKGROUND CHECKS

Pursuant to this policy, District 191 shall seek criminal history background checks for all applicants who receive an offer to employment with the school district. District 191 also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other academic coaching services to the school district, regardless of whether compensation is paid, and those who volunteer to chaperone overnight field or extracurricular trips. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. District 191 may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

POLICY 413: HARASSMENT AND VIOLENCE

The policy of District 191 is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. Any such harassment or violence is prohibited. The school district will act to investigate all complaints of such harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

POLICY 419: TOBACCO- AND SMOKE- FREE ENVIRONMENT

As part of our work to keep a healthful learning environment for students and working environment for our employees, tobacco use of any kind – including electronic cigarettes and tobacco-related devices – is prohibited in all of our schools. This applies to all students, teachers, administrators and other District 191 employees.

POLICY 501: SCHOOL WEAPON POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

POLICY 505: DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The district seeks to protect students' and employees' rights to free speech while also preserving the integrity of the educational objectives and responsibilities of the school district. The district recognizes that students and employees have the right to express themselves on school property, including distributing non-school-sponsored materials at a reasonable time and place and in a reasonable manner. Distribution guidelines have been established by district policy and will be supervised by school administration.

Early Childhood Special Education Program Overview

A variety and continuum of special education services are provided to children and families through the Early Childhood Special Education (ECSE) Program. These services are designed to meet the individual needs of the children who participate in the ECSE Program. The birth to three-year-old services are primarily provided in the child's natural setting which can be the home, childcare setting or ECFE class.

Children ages three to five years of age have a variety of classes and services available to meet their needs which are provided in the morning or the afternoon. Based on each child's individual needs and determined by their Individual Education Program (IEP) plan team, a child may receive ECSE services one to four days per week. Services may be provided in center-based classrooms, community based settings, Voluntary PreK classrooms in the Elementary schools, and/or in the home. Services provided by the ECSE Program are described below.

Home Based Services: ECSE teachers and therapists may provide services in the child's home. These services focus on the individual needs of the child and related needs of the entire family. Home based services/home visits include direct services to the child as well as time for parent involvement and consultation.

Itinerant Services: Itinerant services are designed for children who have developmental needs and are currently enrolled in a preschool or daycare setting within the school district. An ECSE teacher, Educational Speech and Language Pathologist and/or Occupational Therapist travels to the preschool, daycare setting, or Head Start Program that the child attends. Direct service to the child, as well as consultation to the preschool/daycare staff, is provided. The frequency and amount of services provided in these settings is based on the individual needs of each child and determined by the child's IEP team, including parents.

Community Based Services: ISD 191's ECSE Program partners/collaborates with the District's Community Education Preschool Programs to provide services in inclusive settings with typically developing peers. Children receiving services in these programs receive support from both licensed and non-licensed ECSE and Early Learning staff. These programs are

located at Diamondhead Education Center, as well as the Voluntary PreK programs located in eight of the elementary schools.

Morning Session: 9:00 AM – 12:00 PM

Afternoon Session: 12:55 PM – 3:55 PM

Center Based Services: Some children receive services in a specially-designed ECSE classroom at Diamondhead Education Center. These children are working on individual goals in various areas of development based on their individual needs as determined by the child's IEP team, including parents. The center based class hours are:

Diamondhead Education Center:

Morning Session: 9:30 AM – 12:00 PM

Afternoon Session: 1:00-3:30 PM

Autism Services: These classroom based services are specially designed for children who need intensive programming to meet their needs and most often have a primary disability of Autism Spectrum Disorders. The emphasis of these classrooms is on the introduction to the classroom experience, communication, play development, cognition, motor, imitation, social interactions, independent work, and self-care skills. Staff provides families with information regarding specific research based strategies and methods for working with their child with Autism Spectrum Disorders.

Speech/Language Therapy Services: Educational Speech/Language Therapy may be provided in a variety of ways. Therapy services may be any combination of: a community setting, within a small group, or on an individual basis. Educational Speech/Language Therapy services are based on the child's individual needs and determined by the child's IEP, including parents. These services help in the development of communication skills such as vocabulary, sentence structure, dysfluency, and speech sounds.

Parent-Child Groups/Parenting Sessions: Group activities for children and their parents/guardians are scheduled throughout the year. During parenting sessions, parents have the opportunity to meet as a group to discuss practical and emotional concerns regarding their child's disability and participate in informational sessions related to specific disabilities and child development.

Support (Related) Services Staff:

The ECSE program employs various support service staff to meet the needs of the students. These support service staff may work with your child depending on his/her needs. They include, but are not limited to: Speech/Language Clinician, Occupational Therapist, Physical Therapist, Teacher of the Visually Impaired, Teacher of the Hearing Impaired, and School Nurse. The student's needs and IEP/IFSP drive the services the child will receive. Support service involvement in a student's educational plan is a team decision.

School Social Work Services: The ECSE program employs a School Social Worker to help families connect to community resources and provide supports. To contact the social worker, please call **(952) 895-6610**.

Cultural Liaisons: The ECSE program employs both Latino and Somali cultural liaisons. The role of the cultural liaison is to assist Latino and Somali students and families by facilitating communication between school staff and parents. Some of the duties of the liaison include: disseminating information to parents regarding special education services, school/community resources, and trainings; building a family/school linkage; facilitating communication and relationship building with families; interpretation services; and assisting staff in conducting culturally and linguistically appropriate assessments and education. To contact the cultural liaisons, please call **(952) 895-6610**.

Language Interpreters: When a student/family speaks another language (other than English) in the home and school environment, an interpreter will be utilized to help the family participate in all aspects of the educational planning for their child.

Educational Assistant (EA): Each ECSE classroom employs EAs to assist the educational team in the implementation of the IEP. The number of EAs assigned to a classroom is dependent on the students' needs within that classroom. Some of the duties of the EA include: helping to reinforce concepts taught by the teacher, implementing modifications and adaptations to enhance the instruction for students, assisting in physical management, and assisting with transportation needs.

Transportation: Transportation is provided within 191 school district boundaries to children attending

the district ECSE Program sites. All ECSE buses have a bus aide assigned due to your child's age. An Emergency Bus card must be completed and received by the school prior to the start of transportation.

Staff members meet the children at the bus when they arrive at school and accompany them to the bus at the end of the school/program day. Parent or daycare providers are responsible for walking children to the bus when they leave home and meeting the bus upon his/her arrival home (hand-to-hand contact).

Please contact your child's teacher if you have concerns or questions regarding transportation. All children sit on a Star Seat when transported by the school district. When your child is sick or will not be attending school, please notify the bus company and your child's teacher.

Schmitt and Sons Transportation Services
Phone Number: (952) 985-7513

GENERAL INFORMATION

IEP Meeting and Student Progress Reporting:

Two scheduled conferences to discuss your child's Individual Education Program (IEP) Plan or Individual Family Service Plan (IFSP) are held each year. Your child's progress and goals will be reviewed and new goals may be developed. These face-to-face exchanges are an important part of the IEP/IFSP process. Additional conferences may be held at the request of the parent or teacher.

Transition to Kindergarten: In the child's year before kindergarten, your child's IEP team will be having conversations with you regarding kindergarten transition processes, as well as proposed kindergarten placement decisions based on your child's educational needs. In the spring, families of students going to specialized kindergarten programs will have a transition meeting with their ECSE team and staff from the elementary school. These meetings will be held at the elementary school the child will be attending. Parents can share information and hear about kindergarten school services at that time.

Parents will have the opportunity to attend their school's kindergarten information night in January/February. Parents are strongly encouraged

to attend these informational nights to familiarize themselves with the school and classroom, as well as ask questions of the elementary staff

Interagency Services: HelpMeGrowMN.org

provides resources for families regarding developmental milestones, to learn if there are concerns, and to help support or refer a child for a comprehensive and confidential screening or evaluation at no cost to the family. Help Me Grow is an interagency service between the Department of Health and the Department of Human Services.

Parent Teacher Organization/Supports:

The District's *Special Education Advisory Committee* (SEAC) meets five times per year in the evening from 6:00-8:00 P.M. Parents, teachers and community members advise the district Individualized Student Services (special education) Department regarding services for infants, preschool, children, and young adults who receive special education services. If you are interested in serving on the SEAC, contact Stephanie White at 952-707-6261 or stwhite@isd191.org. Watch the newsletter for information about meeting times and dates. Everyone is welcome to attend.

Calendar: All families with children in the Burnsville-Eagan-Savage School District can access a school calendar on the district website (www.isd191.org). This calendar lists the major events at each of the schools. In addition, you will receive a program newsletter and information from you teacher regarding upcoming events and schedules.

Change of Address: Any change to student/family address or contact information must be reported to the school main office at 952-895-6610

Child Abuse/Neglect Mandated Reporting:

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, or sexual abuse. All district employees are mandated reporters and are required by State law to report suspected misconduct toward children and to maintain the confidentiality of such data.

Clothing: Play type clothing is suggested. Activities in the ECSE classrooms are many, varied and sometimes messy. Additionally, we encourage you to select clothing for your child that he/she can manage independently. When weather permits, children spend time outdoors on the playground. Please dress your child in outdoor clothing appropriate for the

weather. Clearly label all outdoor clothing with your child's name. Also, please send an extra set of clothing for your child (including socks and underwear) clearly labeled with your child's name.

ECSE Newsletter: The ECSE school newsletter will be sent home monthly with your child. This newsletter is also posted on the ECSE Program website. The newsletter will be translated upon request. We encourage you to let us know if our communications efforts meet your needs.

Health Screening: Students enrolled in ECSE are NOT required to go through the early childhood/kindergarten screening process. All areas of your child's development are assessed and monitored by his/her education team, including health screenings for: vision, hearing, height, and weight. These screenings are completed by the school nurse *at least once* before your child enters kindergarten.

In addition, students may also receive hearing or vision screenings upon request from their parents/guardians or at the request of a teacher. A teacher may request a screening if there is a hearing or vision concern that is affecting the student's ability to learn. If your child fails any part of the hearing or vision screening, the health office will re-screen the child within four weeks to verify the results. If the student fails the second screening, a letter will be sent home with the student outlining the findings and recommendation for follow-up with a physician.

If at any time you have concerns about your child's hearing, vision, height or weight, feel free to contact the health office. **If you do not want your child to participate in these screenings, please contact the ECSE health office at 952-895-6613.**

Illness and Injuries:

In case of a significant illness or an accident at school, you will be notified. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person whom you listed as the emergency contact will be called. This person should be willing and able to provide transportation and supervision of your child. Be sure the school has this information by completing the Health Office Emergency Information form. If emergency contact cannot be reached, 911 will be called as necessary.

If your child will be absent from school, please call the school. If your child should become ill with a

communicable disease, please notify the school. In most cases, children should be kept at home for at least 24 hours after antibiotics have been started, fever is resolved, and/or primary symptoms have resolved. For your child's protection, he/she should be free of a fever for 24 hours before returning to school.

Immunization Records: It is state law and school district policy that all students must be up to date on their immunizations or show proof of conscientious or medical objection. Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD # 191 policy (JHCB) and immunization form are available in the school health office or on the district website, www.isd191.org, as follows: Go to the "Services" tab, click on "Health Services" then click on the "Immunization" button on the left side.

Medications: If a child needs to take medication at school, a parent must contact the school nurse. Teachers cannot be responsible for a child's medication. Rather, medication must be brought to the school nurse in the original prescription bottle or original packaging along with a note from the parent/guardian providing permission for the medication to be administered during the school day. All medications dispensed at school require a doctor's order. This includes over-the-counter medications. Please refer to the district website for the medication policy and authorization form. For more information, contact the school nurse.

Snack Time: Snack time is a part of your child's school program. The State Department of Health requires that the food served in schools be obtained from appropriate sources. Food prepared in a home will not be distributed in school. Individual classrooms may have limitations on food items due to students with food allergies. If you would like to have your child occasionally bring a snack to share with classmates, you may do so if it is store bought. Families are encouraged to donate \$5.00 per month, as they are able, to the ECSE "Snack Attack" fund.

This fund is used to purchase food that is used during snack time in the classroom.

Student Data Privacy: The Burnsville-Eagan-Savage School District 191 Board of Education policy requires the district to comply with the Federal Family Rights and Privacy Act and the Minnesota Government Data Practices Act.

In District 191, educational data are recorded on individual students in areas related to health, academic progress, attendance, testing and special education. Most information in education records is considered private and available only to the student, the student's parents/guardians if the student is not yet 18 years old, and to the school staff who need the data to provide services to the student, unless permission is granted by the student or parent/guardian.

However, according to state and federal guidelines, information that is considered to be directory information may be released to the public without permission of the student or parent/guardian. This includes:

- Student's name
- Gender
- Address
- Telephone number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs for school-approved publications, newspaper and videotapes.

Visitors in Classrooms: All visitors must sign in at the main office. Parent involvement in their child's educational experience is encouraged. Visits must be prearranged with the program administrator and identification is required. No other children can accompany the parent during the visit.