



Prospect Child & Family Center

PROSPECT SCHOOL
Parent Handbook
2011-2012



TEAMWORK
COMING TOGETHER IS A

BEGINNING
KEEPING TOGETHER IS

PROGRESS
WORKING TOGETHER IS

SUCCESS

Dear Parents:

Fall 2011

Welcome to the start of the 2011-2012 school year! We are excited about the opportunities for all students enrolled in our education programs. As we begin this year together, please remember that you, as parents, are a very important part of your child's program. We will continue to make every effort to keep parents involved and informed of classroom activities/schedules, your child's progress and Agency events affecting your child's program.

*The Parent Handbook is both a reference and a means of encouraging ongoing communication between home and school. Special attention should be given to updated information on **emergency school closings**, progress reports, health policies, related services, Student Code of Conduct/Discipline, the student meal program, and revised Behavior Management Policy.*

We look forward to a busy and productive school year. If you have any questions regarding information contained in this handbook or about your child's program, please contact the Center.

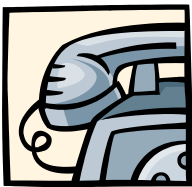
Sincerely,

*Sally Filicetti, M.S.
School Principal*

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WHO TO CALL WITH A QUESTION ABOUT...

798-0170

Larrie Gouge

Executive Director

- Any questions regarding general Agency activities

Eileen Wells, R.N., M.P.S.

Director of Programs & Professional Services

- Any questions related to agency programs and Professional Services

Patricia Thompson, R.N.

Director of Advocacy & Referral

- Any questions regarding other agency services, referrals, evaluations, etc.

Sally Filicetti, M.S., S.A.S.

School Principal

- Any questions regarding an issue related to students education program, i.e. placement, CSE/CPSE issues, etc.

Sarah Harrington, R.N., B.S.N.

Director of Health Services

- Any questions regarding student health, school physicals, medical clinics, illness, etc.

Colleen Gordon, P.T.

Director of Diagnostic & Treatment Therapy Services

- Any questions regarding Occupational Therapy, Physical Therapy and Speech Therapy.

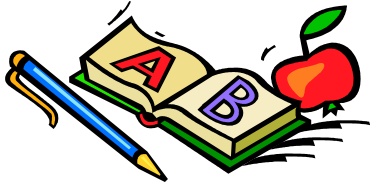
Transportation:

Pre-School Students

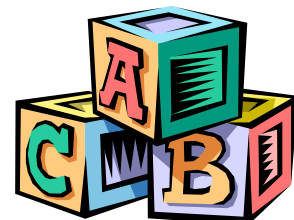
- Warren County: County Representative 761-6415
- Washington County: County Representative 746-2400
- Saratoga County: County Representative 584-7460
- Essex County: County Representative 873-3512

School-Aged Students

- CSE or District Transportation Supervisor – 798-0170



Education Services



EDUCATION SERVICES

Prospect Child and Family Center provides educational services to developmentally disabled students of any race, sex, religion, or ethnic origin who meet program and educational criteria between the ages of 2-21 years.

The Education Program strives to provide an environment that encourages each child's potential in all areas of development. This is accomplished through individualized intervention and a variety of small group experiences emphasizing each student's unique strengths and needs. We believe...

- That we are a community leader in advancing the status of individuals with disabilities through advocacy, education and innovation.
- That all individuals have a right to meaningful, appropriate educational and social opportunities alongside their non-disabled peers.
- That our consumers have the right and ability to shape their own futures through effective advocacy.
- That we must attract, retain and develop a highly skilled workforce committed to assisting our consumers in achieving their highest potential.
- That we must conduct our business in a fiscally sound manner to ensure the continued integrity, existence and growth of our organization.

CURRICULUM DESCRIPTION:

Prospect Child and Family Center Preschool Program provides each student with an enhanced learning environment in all developmental areas. Students displaying typical development with delays will benefit from this enriched environment of language activities, fine motor activities (i.e. cutting on a line, coloring within the circle) and gross motor activities (i.e. hopping, jumping, ball skills). Typical students, who present with language, fine motor and/or gross motor delays benefit from experience and practice over a period of time within their natural environment for skill acquisition.

The preschool curriculum is developmentally based, and utilizes a wide range of resources and assessment instruments appropriate for children from birth through 5 years. These include the Carolina Curriculum, the Early Learning and the Learning Accomplishment Profile, the Brigance Inventory of Basic Skills, and the Developmental Assessment of Young Children.

School-aged students, where appropriate, follow the curriculum from their home school district in the areas of reading and math at comparable grade levels. These materials are requested through the school districts for use during the school year through the Individual Education Plan process.

Within selected preschool and school age classes at Prospect School, a **center-based learning approach** is incorporated to enhance development of specific skills through a "hands on" approach. This environment is designed to better meet the individual needs of children and to foster exploration, creativity, and independence. The setting includes **learning centers, activity areas and discovery stations** with easily accessible, age-appropriate materials, toys, and manipulatives to encourage self-initiated learning and exploration.

In addition, the curriculum for all students strives to build strong positive self-image through incorporation of an **anti-bias and non-violent approach** to children’s activities and interactions. By incorporating these approaches, we hope to eliminate some of the stereotypes and associated behaviors students may reflect. Curriculums must begin to challenge the impact of stereotypes, prejudices, and discrimination practices on children’s development.

RELATED SERVICES:

Related services, as defined in Section 200.1 of the Regulations of the Commissioner, are developmental, corrective and other supportive services required to assist a student with a disability. At Prospect Child & Family Center, related services include:

- Speech Language Pathology
- Psychological Services
- Physical Therapy
- Occupational Therapy
- Counseling Services
- Orientation and Mobility Services
- School Health Services
- School Social Work
- Assistive Technology Services

Prospect Child & Family Center utilizes New York State Education Department document “Developing the IEP, NYS Guidelines” in developing related service recommendations for each student.

DAILY SCHEDULE:

Within each classroom, a daily schedule of activities is established by the teacher to address student’s IEP objectives. Each student will also have an individual schedule developed, including therapies and support services, which will be sent home to parents during the first month of school.

SCHOOL HOURS:

The hours for students attending Prospect School are as follows:

SCHOOL-AGED STUDENTS:

Primary (ages 5-11 years)	5 hours per day	8:30 a.m. – 1:30 p.m.
Secondary (ages 12-21 years)	5.5 hours per day	8:15 a.m. – 1:45 p.m.

PRESCHOOL STUDENTS:

Full Time:	8:00 a.m. – 1:30 p.m.
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EMERGENCY CLOSING:

In the event of inclement weather, or emergency school closings, area radio and television stations will carry announcements of Prospect School closings. A complete and updated listing of local stations will be sent home in the early fall.

Decisions to dismiss students early due to weather conditions are made by school districts and/or county transportation supervisors. Parents should be aware that no student will be dismissed from Prospect School without authorization from the child's school district or county transportation supervisor and notification of parents by transporters.

STUDENT DRESS CODE:

Comfortable play clothes! Activities may include painting or other art projects. Be aware certain paints, though described as washable, may be difficult to remove from certain fabrics. Please keep this in mind when selecting clothing. Coats, hats, boots, etc. **must be labeled** with the child's name. **A complete extra set of clothing should be left at school or sent back and forth in your child's bag each day, also labeled.** Diapers and training pants (when applicable) should be sent on a regular basis, if needed. **All students should wear closed toed shoes in school (i.e. sneakers) unless therapeutically or orthopedically indicated. Sandals, crocs or flip flops are not considered safe footwear for daily activities in the classroom and outdoors, even in warm weather.**

Student safety, comfort and respect are a primary focus in the classroom. Therefore parents are asked not to send their child to school in clothing that constitutes a safety concern, or that may be offensive to others in any way.

In addition, children are required to be dressed appropriately in order to participate in outdoor play during the winter months. This includes winter coat, hat, gloves, boots, and snow pants for playing in the snow. Please check with your child's teacher regarding the frequency of outside play.

Due to allergic reactions of many of our students and staff, parents are to refrain from sending their child to school with perfume, cologne or scented lotions.

STUDENT MEAL PROGRAM:

Prospect School participates daily in a federally sponsored meal program for students, through the Hudson Falls School District. Enrollment information is available to parents. Monthly menus and sign-up sheets will also be sent home with your child. Families may be eligible for free and reduced priced meals.

When **sending** in breakfast or lunch, parents are reminded that food items must be sent in from home in proper containers to preserve items. **We do not have the kitchen facilities to heat, store, or prepare textures for foods** (refrigeration is available.) Parents are asked to notify Center if your child has **any** food allergies or sensitivities, or if assistance is needed in planning for your child's lunch.

Please note Prospect Child & Family Center is a **PEANUT FREE** facility. Any food that is brought into this facility must be free of peanuts, peanut butter, and peanut oil. All food items offered through the meal program are peanut free. Please contact the Director of Health Services if you have questions about acceptable food to send in for your child's breakfast and lunch.



SPECIAL FEEDING ISSUES:

If your child has oral motor issues requiring a specialized diet and/or special feeding techniques, a copy of a recent swallowing study may be required to be submitted to the medical director prior to your child starting at Prospect School. **Any special feeding utensils used by students (i.e.: individual cups, spoons, etc.) must be sent in daily with your child's lunch, and will be returned each day in your child's bag to assure proper cleansing of items.**

SPECIAL ACTIVITIES/EVENTS:

Parents will be contacted by note or telephone regarding special activities/events occurring in the classroom or at the agency. This may include a special permission form that must be returned to school in order for your child to participate. Students at Prospect School represent a wide range of abilities, with varied physical/medical needs, i.e.: allergies, asthma, and/or neuromotor dysfunction (requiring foods to be altered in texture.) In addition, special school-wide programs are planned on a monthly basis to allow our students opportunities to participate in typical preschool and school-age activities. These include such things as story time with Crandall Library, a visit by the fire department, a hot air balloon demonstration and presentations by Warren County Public Health. Other activities are scheduled periodically throughout the school year as well.

SCHOOL CELEBRATIONS:

Prospect School's approach to celebrations and holidays supports respecting individual differences and the diversity of our student population. In addition, some of our student's and their families' personal and/or religious values exclude the celebration of certain holidays. In order to incorporate activities that do not exclude any child's participation during scheduled program hours celebrations will emphasize cultural themes, rather than religious symbols, i.e.: pumpkins vs. jack-o-lanterns, fir trees vs. Christmas trees. Special events in the classroom are also consistent with student's developmental levels.

Special activities in the classroom will focus on the observation of seasonal celebrations and themes (Fall Harvest, families, and friendship.) This may also include exploring how other children and families celebrate special occasions.

STUDENT BIRTHDAYS:

With parental permission, each student will be acknowledged in the classroom on his/her birthday. A birthday certificate, (also birthday crown and sticker, when appropriate), will be presented to the birthday "celebrity". "Happy Birthday" will be sung by classmates. However, due to multiple allergies and variations in food tolerance of our students, no foods may be sent in from home for classroom

celebrations. Therefore, a special “birthday treat” will also be provided by school in honor of the birthday student. Celebrations will generally be scheduled after lunch for approximately 20 minutes.

PERSONAL ITEMS:

Please be aware that despite our best efforts, the school cannot be responsible for lost or misplaced toys/objects children may bring from home. For the most part, children are requested to keep personal items in their bags or cubbies (due to distractions and safety concerns). Parents will be notified if your child is having any difficulty following this rule. Please ensure that any items sent in are of a non-violent nature (for example, toy guns, toy swords, dart guns, toy lasers, handcuffs, etc.)

PROGRESS REPORTS:

Prospect School will be reporting on student’s progress four times during the school year (Nov., Jan., March, June,) and the extended school year program in August. A report card format will be used listing your child’s goals, and objectives, with attached comments from teachers and related service staff. In addition, parents may request information at any time on their child’s progress from teachers and support staff.

OPEN HOUSE/PARENT’S NIGHT:

An Open House for parents/caretakers is planned each fall. This is an opportunity for parents to tour their child’s classroom, meet staff, review daily schedules/routines and ask questions.

PARENT/STAFF CONFERENCES:

Scheduled parent reviews/meetings will occur one to two times per school year. Parents may arrange to meet with staff members in addition to scheduled conferences at any time. While the above include our major means of communication, we urge parents to call and/or visit at any time during the school year.

PHYSICAL EDUCATION:

All school-aged students are required to participate in physical education instruction, as specified in New York State Regulations by grade level. For elementary aged students, instruction may be provided by the classroom teacher, under the supervision of a certified physical education teacher. Adapted physical education services are provided to students under the direction of a certified physical education teacher, as recommended by the student’s IEP.

Based on New York State Guidelines, major units include movement education, rhythmic, basic ball skills, team sports, games and physical fitness. The physical education teacher will also be consulting with your child’s classroom teacher to further incorporate concepts and goals during motor periods conducted within the classroom.

In addition, the physical education teacher will be working in consultation with the physical therapy department, to provide specific motor experiences and practice situations for children who are not exhibiting neuromotor involvement, but who are showing significant delays in overall gross motor functioning.

Preschool students will participate in classroom motor activities in consultation with the physical education instructor.

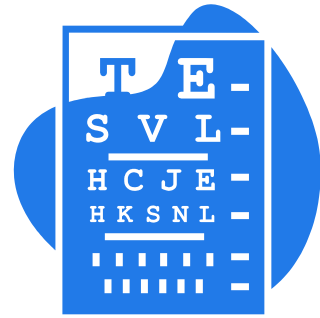
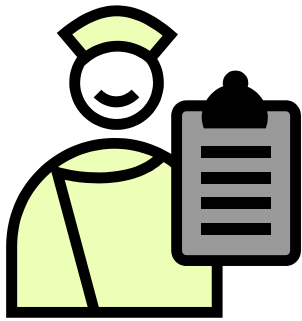
TOTAL COMMUNICATION:

All classrooms incorporate the use of verbalizations, manual sign language, facial expressions, body language, and other modes (pictures, objects, tactile, cues, assistive devices, etc.) to enhance receptive and expressive language skills in our students. The level of each approach is based on the functional language needs of the student.

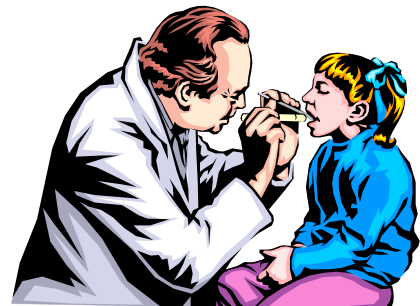
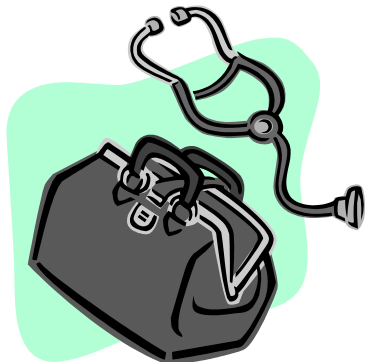
In addition to a total communication approach, other types of communication and transition systems are developed and implemented as needed. For example, children who are unable to use speech as a primary mode of communication are provided with an alternate mode, such as: picture boards, object boards, typewriters, electronic devices (when appropriate,) etc. All systems become part of the student's educational program and are utilized within the classroom on a daily basis.

COMPUTERS/ASSISTIVE DEVICES:

Computer stations have been established in all classrooms. Computers provide students with new opportunities to play, explore and problem solve using a variety of commercially available software. Computers are also being used to expand communication abilities for some students. Devices used with computers to allow for easier access include the expanded keyboard, and single switches. Appropriate software includes programs that reinforce early reading, math and interactive skills.



HEALTH SERVICES



HEALTH SERVICES

Sarah Harrington, R.N., BSN, Director of Health Services, is the direct supervisor for **all** school health services. All issues including medications during school hours, treatments, i.e.: suctioning, oxygen, special equipment, tube feeding, etc. should be directed to Sarah Harrington, who will assist you in transferring your child's health care needs from home to school.

If your child is to receive medications while in school, the Health Services Director **must** be notified ahead of time in order to complete **prior** arrangements. Once medication has been approved, the school nurse will work with you to fill the necessary requirements.

Registered nursing services are available throughout the school day to meet the direct care needs of the students in Education program.

IMMUNIZATIONS:

N.Y. State regulations mandate all students must have proof of updated immunizations **prior** to the starting date of enrollment. The immunization record on file for each student must meet the minimum immunization requirements mandated by the New York State Department of Health.

SCHOOL PHYSICALS:

All students **must** have an initial physical completed, or a verifiable date and time for completion. Yearly physicals are required for all students. School physicals may be scheduled with Guy Lehine, M.D., Medical Director at the Prospect Child & Family Center, during scheduled weekly Health Clinics on Fridays.

ILLNESS:

If your child should become ill while in school or should an emergency arise, an effort will be made to contact a parent immediately. It is therefore essential that we have both your home phone and work numbers, as well as an alternate local telephone number of a friend, relative or neighbor who can be reached in the event a parent cannot be reached. Parents are required to telephone the school nurse at 798-0170 between 8:00 and 9:00 a.m. if your child will not be attending that day due to illness. A **written note stating the reason for the absence is required and must be sent to school when your child returns.** If your child is absent with a contagious or communicable disease, parents may be requested to submit a signed statement from your child's physician indicating the date your child may return to school, in compliance with N.Y. State regulations. Children should not return to school unless free from temperature elevation, stomach or bowel upset.

Parents are asked to contact the school health office if your child is absent more than 2 consecutive days.

MANAGING SEIZURES IN SCHOOL:

A student health history is completed with each parent prior to student entry. If your child has a seizure disorder and is seizure active, a seizure health care plan will be completed with input from your child's primary care physician and neurologist. The appropriate emergency care response will be determined based on your child's needs and diagnoses.

PEDICULOSIS (head lice):

Pediculosis is a public health nuisance that requires constant vigilance. It is recommended that parents check their child's hair weekly, i.e. every Friday night. Look for "dandruff-like" eggs that are stuck onto the hair shaft, close to the head, especially in the nape of the neck. If you discover nits, please notify the school nurse. Information about treatment can be obtained from the nursing staff, physician or pharmacist. In addition, all students will receive periodic head checks at school. Parents will be contacted regarding follow-up or treatment if necessary.

ATTENDANCE:

Students are expected to attend school on a regular basis. Daily attendance records are maintained for all students enrolled in Prospect School, in accordance with New York State Education Department regulations. In order that each child's educational placement may provide a continuum of quality programming, it is essential that consistent participation and attendance occur. New York State Education Law requires regular daily attendance. **A written excuse must be sent in upon your child's return to school.** Unexplained or excessive absence will be reported to the student's home school district.

* Parents who bring their child late or pick up early will be asked to sign in/out at the reception area. Children must be accompanied to and from the classroom by an adult.

ABSENTEEISM:

In the event that your child will be absent from school on any given day due to illness, parents are requested to notify the Health Office. If your child is absent from school for any reason other than illness, parents/caretakers are requested to contact the School Principal. **It is the responsibility of parents/caretakers** to notify their school district's transportation department or private transporter if your child is unable to attend school, and when your child is ready to return.

WRITTEN EXCUSES:

New York State Education Law requires a written excuse signed by the parent or guardian, stating the reason for absence. This must be sent to school upon your child's return to school.

The State Department of Education recognizes as a legal excuse only the following: sickness of pupil, sickness or death in the family, religious observance, impassable roads, quarantine, required to appear in court, attendance at organized clinics, and remedial health treatment.

New York Law requires that a child attend school every school day except for illness. Parents are discouraged from removing children from school for the purpose of family vacations as the instruction, continuity, and reinforcement of the basic educational program is interrupted.

MEDICAL CLINICS:

School physicals and/or health assessments are available through our Center provided by Dr. Lehine M.D., Pediatrician. The following medical services are available through Article 28 Services:

- | | |
|-----------------------------|-------------------------------|
| 1. Ophthalmology | 6. Orthopedics |
| 2. Audiology | 7. Neurology |
| 3. Ear, Nose & Throat | 8. Psychiatry |
| 4. Aquatic Physical Therapy | 9. Occupational Therapy |
| 5. Physical Therapy | 10. Speech Language Pathology |

Please contact Patricia Thompson, Director of Advocacy & Referral Services, if you are interested in more information or an appointment.



TRANSPORTATION



TRANSPORTATION

Prospect School does not directly provide transportation for any student attending the Education program. Local school districts are responsible for transportation arrangements for all school-aged students. The Committee on Preschool Special Education of each local school district is responsible for transportation arrangements in conjunction with the county for children ages 3-5 years.

SPECIAL TRANSPORTATION NEEDS:

It is the responsibility of the students' CSE or CPSE to develop recommendations for special transportation. The CSE/CPSE considers the needs of the student relating to his/her disability in the following areas:

- Mobility – e.g. non-ambulatory, requires a wheelchair lift
- Behavior – e.g. fearful, self abusive, low safety awareness
- Communication – e.g. non-verbal, limited understanding
- Physical – e.g. requires assistive devices to maintain a sitting position, requires assistance walking up and down the stairs
- Health needs – includes: seizures, fatigue, specialized equipment i.e. oxygen, use of inhaler

The IEP must include specific transportation recommendations to address each of the student's needs as appropriate. Recommendations of the CSE/CPSE may include the following considerations: special seating; equipment needs; adult supervision; type of transportation i.e. door to door; smaller vehicle; and other accommodations necessary for the student's safe transport.

STUDENT PICKUP:

In order to assure the safety of students, no student may be released to the custody of any individual who is not the parent or legal guardian of the student, without stated permission from the parent and proper identification.

In the event your child will be leaving school with someone other than a parent, a note or phone call must be made indicating the adult who will be picking your child up. Identification will be requested at the time of pickup to verify who the person is.

If a child is to be dismissed early from school, parents are requested to send a note with your child on the day of the dismissal indicating the reason and dismissal time. Unless otherwise indicated in the note, parent/guardian must appear at the school office to pick up your child. Your child will not be allowed to leave the school without a parent, guardian or designated adult.

ANNUAL EMERGENCY RELEASE DAY:

In the fall, Prospect School participates with other local school districts in an “Emergency Preparedness Drill.” Students will be released 15 minutes earlier than their normally scheduled departure time in order to test the early dismissal response of the School District’s Emergency Management Plan.

Parents will be notified ahead of time to make appropriate arrangements for the earlier arrival of your child as a result of this drill.

IMPORTANT:

Parents are requested **not** to provide their child with any edible substances and/or fluids during transport periods to and from school for safety purposes. In addition, small, pellet-sized objects, **i.e.: pegs, coins, hard candy, etc.**, should not be given to your child when en-route to school since the developmental level of many of the children leads to mouthing of such items.

Parents should notify transporters if you are planning to transport your child to or from school on a given day. **Also, parents must notify transporters when transporting their child to school late or their child is not going to be transported home by bus.**

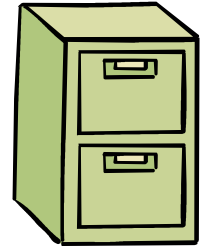
Transportation:

Pre-School Students

- Warren County: County Representative 761-6415
- Washington County: County Representative 746-2400
- Saratoga County: County Representative 884-4180
- Essex County: County Representative 873-3512

School-Aged Students

- CSE or District Transportation Supervisor- 798-0170



General Information



GENERAL INFORMATION

STAFF CONTACTS:

All information for staff concerning your child should be by note or phone. Parents are asked not to rely on transporters to deliver “verbal” messages. Parents/caretakers may contact the school principal between the hours of 8:00 a.m. – 3:30 p.m. Teachers are **not available** for phone contact during program hours, but may be reached between 2:00 and 3:30 p.m.

STUDENT RECORDS:

Parents may inspect, receive a copy of, add to, or request deletion or amendment of any relevant comments, information, or other written materials on the student record kept by the school. Parents and eligible students are allowed access to student records within two consecutive workdays of any initial request. Test results are available to parents at any time upon request.

The Family Educational Rights and Privacy Act (FERPA) of 1974 mandates that student records be made available to parents of students under 18 years of age, and to students and former students over 18 years of age. In addition, the Act provides that the confidentiality of educational records with respect to third parties must be maintained.

SCHOOL VISITS/SAFETY:

As always, Prospect School welcomes and encourages parent contacts and observations at any time. There is a sign-in system at both sites for all visitors, including parents. Upon entering or leaving the Main Center or Prospect School buildings, all visitors (parents, professionals, etc.) are asked to report to the receptionist and sign in/out at the front desk, in keeping with fire code regulations. This includes parents who are on site to pick up their child from school. Visitors will receive a nametag for identification. If a parent has made an appointment, the receptionist will notify the appropriate professional of your arrival. Waiting room areas are provided for visitors at both Prospect School and the Main Center. For observations, visitors will be directed to the appropriate observation booth. A written Administrative Approval Pass is required for **all in-classroom** visits or contacts, to ensure continuity of classroom programming and instruction.

No visitor will be permitted to enter either school building without a specific reason and/or prior approval. Staff is required to wear their photo ID badges for easy identification. We appreciate everyone’s cooperation in keeping our center safe.

HOME/SCHOOL COMMUNICATION:

Regular communication between parents and the education staff is encouraged. It is also our goal to provide parents with adequate information regarding their child’s daily schedule, classroom routines and activities in order to facilitate parental awareness of their child’s program. An appropriate communication system will be implemented through your child’s classroom. This may include one or more of the following: individual home/school notebook, daily communication sheets, weekly schedules reflecting classroom activities, and monthly schedules outlining overall themes and activities. Specific

information regarding your child's day can be written as needed, as well as, information from home regarding your child's behavior, medical appointments, etc.

SCHOOL ENVIRONMENT:

Prospect Child & Family Center is a smoke-free environment. There is no smoking in the Center or on the Agency grounds.

ASBESTOS:

All public and private schools in New York State must comply with EPA and State regulations pertaining to asbestos. Our Agency has been found to be in full compliance with these regulations. Please direct any questions to Larrie Gouge, Executive Director.

COMMITTEE ON SPECIAL EDUCATION: (ages 5 years and up)

The Committee on Special Education (CSE) is a Committee appointed by the Board of Education from each school district. The CSE follows state mandated procedures in recommending services for school-aged students between ages 5 and 21 years. Parents of school-aged students with special needs will be invited to attend an annual review meeting (usually scheduled in early spring) to determine specific services your child is to receive for the upcoming school year.

There will be an annual meeting scheduled to review your child's program and progress during the spring by the CSE.

COMMITTEE ON PRE-SCHOOL SPECIAL EDUCATION: (ages 3-5 years)

The Committee on Preschool Special Education (CPSE,) from each local school district is responsible for recommending special education services for preschool-age children who are between 3 and 5 years old. The voting members of the CPSE consist of the chairperson, a parent appointed member, and a representative of the evaluation team responsible for assessing the child. Upon referral to the CPSE, parents will be invited to attend a review meeting to discuss services their child is eligible to receive.

There will be an annual meeting scheduled to review your child's program and progress in the spring by the CPSE.

PARENT PROGRAMS/INSERVICES/WORKSHOPS:

Periodic presentations on special topics in areas such as behavior management, sign language instruction, child development, parent advocacy, and other areas of interest may be offered to parents during the school year. Parents will be notified of dates and times. Respite services are usually available at the Center for children and siblings during scheduled in-services.

INDIVIDUALIZED EDUCATION PROGRAMS (IEPs):

Based on New York State Education regulations (amended in April, 1991,) there is now a combined, single-phase Individual Education Plan developed for every child who receives specialized services.

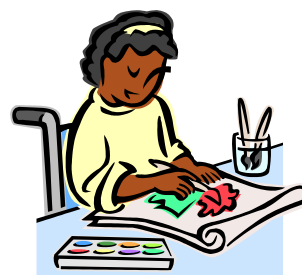
The IEP must list annual goals and corresponding short-term instructional objectives, along with appropriate objective criteria and evaluation procedures. **Annual goals** are statements describing what a student will reasonably be expected to accomplish during the year. The **short-term** instructional objectives must be measurable, intermediate steps toward achieving the annual goal.

Any changes to a student's IEP must be made through a formal CSE/CPSE process.

An annual planning conference will be scheduled in the spring with your child's educational team at Prospect School to review progress and plan your child's IEP for the upcoming school year.



Behavior Management



PROSPECT CHILD & FAMILY CENTER
BEHAVIOR MANAGEMENT POLICY

I. OVERVIEW

Prospect Child & Family Center has long been a pioneer in its insistence on the use of a non-aversive approach to helping our students/consumers cope with the challenges of life. Students/consumer need to develop positive humanizing relationships in which they are valued and in turn they value others if learning is to take place. These relationships and accompanying coping skills will not develop if restraints and/or external controls are the mode of “teaching” and all interactions. We are invested in helping our students/consumer in the long run to value human interaction. We are not interested in the temporary quick fixes provided by aversive techniques. A focus on unacceptable behavior and the use of punishment has been found to negatively affect students’/consumers’ self-images and lead to the development of maladaptive behavior as a way of life (i.e. negative attention seeking).

Agency wide, we want to provide our populations with safe environments where they have ample opportunities to develop valuing relationships and coping skills. At Prospect Child & Family Center, our approach to teaching and all interactions is based on a “Coaching Philosophy”. This “Coaching Philosophy” supports students/consumers growth by teaching them to value relationships by providing abundant opportunities to be rewarded, and by gently guiding them through their day. Ours is an active approach. Though consistency is valued we are always seeking new ways to redirect and reward our population’s efforts.

The following agency wide behavior management strategies/tactics will not be tolerated at anytime:

- 1. Aversive Interactions-** intended to induce pain or discomfort for the purpose of eliminating or reducing maladaptive behaviors.
- 2. Negative derogatory remarks-** Negative derogatory remarks about a student/consumer either to a student/consumer or to another staff member will not be tolerated.
- 3. Physical restraints-** No wrap around, wrap up or take downs will occur agency wide. The School Principal on site should be contacted at the time of occurrence for behaviors that require further intervention.
- 4. Time out-** No student/consumer will be placed in a time out situation.
- 5. Denial of activities-** No student/consumer will be denied the opportunity to participate in special activities, treats, outdoor play, etc. with their classmates/other consumers. This includes the delay of such activities due to behavior issues.

The care of students/consumers will be carried out in such a manner as to insure their well being and dignity at all times.

STUDENT CODE OF CONDUCT/DISCIPLINE

Prospect School implements a wide range of practices to promote and support the responsible behavior of its students. These practices support positive approaches within a safe environment where students are provided opportunities to develop internal controls and coping skills, at the same time ensuring the student's well being and dignity.

State regulations require that a student with a disability may not be removed or transferred from an approved private school without the recommendation of the CSE/CPSE of the school district contracting for the student's educational program. If a student with a disability violates the school's policy on school conduct and discipline, the school does, however, have the authority to suspend or remove the student in accordance with Part 201 of the Regulations of the Commissioner.

It is the responsibility of every student, and staff member of Prospect Child & Family Center to maintain an orderly environment, conducive to learning and respectful of the rights of others. Student Behaviors that are disruptive to the learning environment include: potentially harmful towards self and others, verbal abuse (ie. swearing).

Every effort is made to consider alternative interventions before removal or suspension of a student. This includes analysis of the behaviors in question including review of other issues that may be influencing a student's behavior, i.e.: health, changes within the family, sleep disturbance, etc. A student with a disability may be suspended only in accordance with the requirements of State and federal laws.

In light of the above, however, a student's problematic behavior will warrant further action including possible suspension from school when the following occurs:

1. A student acts in a threatening manner, either verbally or physically, toward staff or other students.
2. A student's behavior poses a danger to others or self.
3. The student carries a weapon to school or to a school function. No student shall have in his or her possession upon school premises any object which is not necessary for school activities and which could be used as a weapon. A weapon is defined as any explosive device or any other instrument capable of inflicting bodily harm (ex. knife, dart gun, toy swords, etc.)
4. The student knowingly possesses or uses illegal drugs or a controlled substance at school.
5. A student acting in such a way as to interfere or disrupt the well-being of other students.

Any student who violates Prospect School's policy of school conduct and discipline may be subject to suspension or removal in accordance with Part 201 of the Regulations of the Commissioner. In the event that a student is suspended for disciplinary reasons, the Prospect School Principal will immediately notify and communicate with the student's CSE/CPSE.

In addition, the following steps will be taken:

A written parent notice will be sent, along with a phone call, regarding the reason for removal.

An informal conference with the parents will be conducted upon request. Parents will receive notification of procedural safeguards should the disciplinary action result in a change of placement.

Prospect School will participate in meeting with the school district to determine a plan of action in returning the student to school, or in determining alternative educational programs appropriate to the student's needs.

CLIENT RIGHTS POLICY

In holding with Prospect Child & Family Center's philosophy of services to any disabled individual in a manner that recognizes one's basic human rights; and in compliance with New York State Office of People with Developmental Disabilities and New York State Codes and Regulations for Diagnostic and Treatment Centers, the following policy is established and upheld surrounding client's rights.

Each client served by Prospect Child & Family Center shall, of himself or herself through as legal guardian or client representative, have the right to:

1. receive services without regard to age, race, sexual orientation, color, religion, marital status, sex, national origin or sponsor,
2. be treated with consideration, respect, and dignity, including privacy in treatment,
3. be assured of confidential treatment of their disclosures and records, have access to their individual records and, except when required by law, be offered the opportunity to approve or refuse releases of records,
4. be informed of the services at the clinic,
5. be informed of the provision for off-hour emergency coverage,
6. be provided with complete information concerning their diagnosis, treatment and prognosis in terms the client can be reasonably expected to understand. When it is not advisable to give such information to the client, the information shall be available to the client's legal guardian or representative,
7. be informed of the charges for services, eligibility for third party reimbursement, refunds and the availability of free or reduced costs for care; receive an itemized copy of his/her account statement upon request,
8. receive information necessary to give informed consent prior to the initiation of any procedure and/or treatment, with the exception of emergency care. An informed consent shall include, as a minimum, the provision of information concerning the specific procedure or treatment or both, the reasonably foreseeable risks involved, and alternatives for care or treatment, if any, as a reasonable medical practitioner under similar circumstances would disclose in a manner permitting the patient to make a knowledgeable decision;
9. refuse treatment after being fully informed of the consequences of such action,
10. refuse to participate in experimental research,
11. have an explanation of the contents of his/her diagnosed condition and personal situation,
12. access his/her medical record pursuant to the provisions of section 18 of the Public Health Law, and Subpart 50-3 of this title.

13. receive treatment and services appropriate to his/her diagnosed condition and personal situation,
14. have prepared and kept current a complete record of his/her condition and treatment plan,
15. receive assistance in protecting the rights guaranteed to him/her and in seeking action if rights are violated, express complaints about the care and services provided and to have the center investigate such complaints with a written response provided within 30 days. If facility staff have not resolved the problem, you may contact the New York State Department of Health at 1-800-804-5447 or you may file a complaint in writing and send it to:

New York State Department of Health
Centralized Hospital Intake Program
433 River Street – 6th Floor
Troy, New York 12180

Questions or Comments: hospinfo@health.state.ny.us

16. voice grievances and recommend changes in policy and services to Prospect Child and Family Center staff, governing authority and the appropriate state and local supervising agency, without fear of reprisal.
17. contact an on call administrator for after hour's emergencies at (518) 668-4533.

CLIENT GRIEVANCE POLICY/PROCEDURE

It is the policy of Prospect Child & Family Center that all clients are informed of their right to air and resolve any grievance in a timely manner. The client and/or guardian(s) (per regulation) are informed of their rights and of grievance procedures upon admission to the Agency and also as changes occur. In an effort to resolve grievances and maintain good communication, the Agency encourages the following:

- 1) Any concerns should be brought to the attention of the involved professionals or administrative staff, so that a mutually agreeable solution can be devised.
- 2) Clients are encouraged to complete survey cards to comment on the quality of services they have received.
- 3) Yearly client surveys will be conducted to assess level of satisfaction, unmet needs, etc.

Any unresolved complaints regarding the client's care, treatment or plan of service shall be brought to the attention of the Executive Director. The Executive Director and Director of Program Services will investigate the issue. A response will be forthcoming within 5 days, including the findings of the investigation. These findings will be discussed with the complainant.

If resolution cannot be reached through the above basis, the objecting party may submit a formal, written objection requesting a hearing to the Executive Director or designee. Within five (5) working days of receipt of a formal written objection, a hearing shall be scheduled before the Executive Director or designee, with no less than ten (10) days' notice. A written decision by the Executive Director or designee shall be sent to the involved parties within ten (10) working days of that conference.

If the complainant is not satisfied with the Agency's response, he/she may file a section 504 complaint with the office of Civil Rights, U.S. Department of Human Services; notify the New York State Department of Health Office of Health Systems Management; notify the Commission of Quality of Care; and/or may appeal in writing to the D.D.S.O. Director within ten (10) working days. In the event of our appeal to the D.D.S.O. Director, within five (5) working days of receipt of a request for an appeal, a hearing will be scheduled before the D.D.S.O. Director or designee with no less than ten (10) days' notice. The D.D.S.O. Director shall send a written decision to the involved parties within fourteen (14) days of the conference.

If the objecting party is not satisfied with the decision, he or she may appeal it within ten (10) working days to the Commissioner of O.M.R.D.D., who will issue a final written decision to all parties within ten (10) working days of receipt of the appeal. The Commissioner may, at his or her discretion, call a conference of all parties to review the objection. In this event, the decision will be sent to all parties within ten (10) working days of that conference.

The Commissioner's decision is the final administrative remedy available.