

Parent Handbook



**TUCKER
MAXON**



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INTRODUCTION

Tucker Maxon School was founded in 1947 by five families as a special school for the oral instruction of children who are deaf or hard of hearing. These families dreamed of giving their deaf children the gift of spoken language. Today, Tucker Maxon provides education for both hearing children *and* children who are deaf or hard of hearing. Over the years, the school recognized the value of cochlear implants in children, the importance of children learning to talk in real life contexts, and the need for today's children who are deaf or hard of hearing to learn with their hearing peers from an early age. At Tucker Maxon, children with hearing loss are surrounded by hearing peers. Infants and toddlers with hearing loss get started through our Early Intervention program, in which parents and other family members are engaged along with the child. Upon reaching the age of three, children enter our preschool program. Beyond preschool, the school offers an elementary program of kindergarten through fifth grade. Our goal is to give an equally outstanding education to both hearing children and children who are deaf or hard of hearing.

Tucker Maxon School is a community of learners. Children, parents and staff come together for the purpose of learning. The years you and your child spend at Tucker Maxon School will be some of the most rewarding years of your lives. You will meet inspiring families, dedicated staff, outstanding teachers, and great children.

This handbook was written to help answer questions about our school. Please keep this book in a handy place – you'll want to refer to it from time to time. We look forward to working with you during the year. YOU are an important part of your child's educational team!

Mission and Core Values

Mission:

To teach deaf and hearing children to listen, talk, learn, and achieve excellence together.

Core Values:

Confidence Creativity Conversation Community

School Philosophy

At Tucker Maxon School there is an intentional focus on listening and spoken language. A language-rich environment is created with many opportunities for open-ended discussion, hypothesis, and critical thinking. Vocabulary, abstract language and question comprehension are also critical to a child's success in school and occupy a prominent place in our curriculum.

A unique part of our philosophy is the co-enrollment of typically hearing students and students who are deaf or hard of hearing. Learning alongside students who are deaf or hard of hearing, our hearing students learn to value differences and communicate clearly. Likewise, learning alongside typically hearing students, our students who are deaf or hard of hearing improve their listening and spoken language skills. Any decisions involving the school are made based on what is best for *all* our families and their children.

ADMISSIONS

Tucker Maxon is open and shows unconditional respect to students of all racial, ethnic and religious backgrounds.

Admission of Children with Hearing Loss

- The visiting family tours the campus, visits with potential teacher(s), speech-language pathologist, audiologist, and any other appropriate staff.
- Signed “Release of information” forms and/or student records are requested. Parents of children who have hearing loss are asked to provide the school with all pertinent medical, psychological and educational files including audiology reports, speech/language evaluations, IEP (Individualized Education Program), IFSP (Individual Family Service Plan), Statement of Eligibility or Section 504 Plan (sometimes referred to as an EP or Education Plan), if available, prior to admission.
- Additional meetings, further assessments, and a classroom visit for the child will be scheduled as needed.
- The family submits an “Intent to Enroll” form and the enrollment fee when they are ready to apply for admission. Returning students must submit this form to the main office in March.
- After all pertinent information is received; the admissions team meets to determine whether Tucker Maxon is the right fit for the child.
- Upon acceptance, parents will complete all registration forms, including immunization and health and emergency information.

Admission of Children with Typical Hearing

- Upon initial contact by family, administrative staff completes a student inquiry form and appointment is made for a tour/visit.
- If the child has prior school experience, parents are to provide Tucker Maxon with all files and school records (*required for all elementary students*), including pertinent medical, psychological and educational records.
- The family submits an “Intent to Enroll” form and enrollment fee when they are ready to apply for admission. Returning students must submit this form to the main office in March.
- After all pertinent information is received and the family has visited the school, the admissions team will meet to determine admission.
- Parents will complete all registration forms, including immunization, health and emergency information.

Age Requirements for Preschool & Kindergarten

- Children with typical hearing should be three years old and potty trained to enter our Preschool.
- In accordance with the state of Oregon, a child must be five years old by September 1st in order to enter Kindergarten.

Tour Guidelines

Tucker Maxon strives to be as organized and communicative as possible to strike a balance of allowing guests to view the school/classrooms and respect the teacher's lessons and learning time.

The tour coordinator emails the staff of scheduled tours in advance. Usually visitors will look through the door or windows of the classroom unless the tour involves a potential student. In that case, parents and child will visit the specific classroom(s) that would be considered for the child's placement. Time in the classroom is limited and teachers continue to teach with the least amount of disruption.

For unannounced tours, visitors are shown the school and usually not allowed in classrooms so that lessons are not interrupted. Unannounced tours are infrequent, but the staff is open to special guests whenever possible.

Tuition & Finances

Annual tuition rates for Early Intervention, Preschool and Elementary School are printed on a rate card available in the main office. Enrollment contracts are signed as part of registration. The payment option decided upon needs to be adhered to faithfully as the school depends on these funds to pay operating expenses. A limited amount of financial assistance is available *to children with hearing loss*. If you have questions please contact our Finance Director. Financial assistance application forms are available at the main office. The annual deadline for financial assistance applications is the closest week day on or after March 15 and copies of the previous year's federal tax forms are due by April 15.

Families that pay their full annual tuition must pay by check and by the first day of school to qualify for a prepayment discount. Monthly tuition is payable in ten (10) payments due by the 1st of each month during the school year. Arrangements can be made to pay monthly by ACH at no additional cost. An administration fee will be charged for monthly payments made by check or credit card.

Statements will be emailed during the first week of each month and will include current charges for tuition, fees, extended care, audiology and speech. If current charges are not paid on time the school reserves the right to suspend all services, including school attendance, until your balance is paid in full. Tuition paid will not be reimbursed if a child is withdrawn prior to the end of the school year.

All tuition up to withdrawal date must be paid in full. Past due accounts will be charged interest as specified in the tuition statements and turned over to a collections agency after 91 days as described below.

Past Due accounts will be handled in the following manner.

For accounts **31 days past due**:

- The Finance Department will notify you.
- If you are having financial difficulties, it is your responsibility to schedule a meeting with the Finance Director.

For accounts **61 days past due**:

- Your account is placed on probation.
- You will receive a call from the Executive Director.
- You will be required to contact the Finance Director within three days to make payment arrangements.

For accounts **91 days past due**:

- You will be asked to pay your account in full or all services will be suspended including attendance until your account is paid in full.
- If your account is not paid in full within 15 days, your account will be sent to collections, and your student may not return.
- ***All payments will be applied to the oldest balance.***

SCHOOL CURRICULUM AND POLICIES

Discipline Philosophy & Policy

At Tucker Maxon, we believe that discipline should be derived from mutual respect, compassion and understanding of each other. We believe that everyone has the right to be safe and feel safe at school.

Parents, students, faculty and administration are expected to comply with all school policies. Parents and students are expected to support the disciplinary process and to cooperate fully with the administration and faculty in the enforcement of these policies.

Playground Rules and Philosophy

The school playground is an important part in each child's social and emotional development. Children need to feel safe, welcomed and valued by their peers in order to develop friendships, and good self-esteem. These are skills they will need and practice the rest of their lives. In order to create a playground which is all of the above:

- Anyone may play in a game if they wish.
- Children will take turns being the leader of the game.
- We will help the children take time to talk through their problems with their peers and come up with solutions and compromises.
- Some issues cannot be solved on the playground. Classroom teachers might need to take class time to help the group work through problems.

Delays/Closures due to Bad Weather

Since Tucker Maxon is located within the boundaries of the Portland Public School (PPS) District, we abide by their decisions in regard to delays and closures due to inclement weather. Therefore, if PPS schools close, Tucker Maxon is closed. If PPS has a delay, we have the **same length of delay from our 8:15 am start time. Please note, if there is any delay or closure, there will be no before care offered.**

Please note for children riding district school buses, if your school district is closed, they will not provide bus service that day.

REQUIREMENTS FOR CONTINUED ENROLLMENT

Retention

Students will remain at Tucker Maxon as long as both teaching staff and parents feel adequate growth is taking place. When either teachers or parents see insufficient growth, a conference will be convened with the parents and appropriate staff. A plan will be developed for educational assistance or placement in another program.

- All students, parents and staff are expected to follow a code of conduct that fosters a safe environment for all.
- Absence of verbal abuse
- Respect for one another
- Absence of threat of injury
- Absence of sexual harassment
- Respect for individual/group health and safety
- Respect for individual/group diversity and privacy
- Respect for personal/private property
- Honesty and integrity in all endeavors and situations
- Models of good citizenship
- Adherence to laws pertaining to weapons, alcohol, and drugs

Any form of abuse, threat of injury, and sexual harassment is never tolerated and is grounds for immediate removal from the school.

Student Responsibilities:

- Attend school ready to learn.
- Be prepared for each class with appropriate materials, assignments and equipment.
- Respect self and others including belongings and space.
- Be familiar with and follow school rules.
- Complete all class work and homework on time and to the best of your ability.

Parent Responsibilities:

- Ensure your child arrives at school prepared:
 - Healthy
 - Well fed
 - With a nutritious lunch (if not participating in the school's paid lunch program)
 - With hearing equipment or glasses (when appropriate)
- Be on time at drop off/pick-up.
- Attend parent meetings and other required meetings such as IEP, fundraising, and parent-teacher conferences, as well as keep informed of all school and classroom events.
- Let the school know of any home or health situations that may affect your child's ability to learn.
- Communicate openly with faculty as shared participants in the decision-making process and respond to faculty communication.
- Set aside time each day to help your child with homework in an area free of distractions.
- Promote language growth by carrying on real-life conversations and experiences.
- Make sure all emergency information is current and correct.
- Stay current on tuition and financial payments. Notify the finance department if there are any changes with the household situation that might affect the ability to pay.
- Be familiar with and follow school policies and rules.
- Participate in fundraising and other school activities.

Staff Responsibilities

- Provide a safe and neat learning environment.
- Be punctual and start class and lessons on time.
- Communicate and model school rules and policies and ensure that all rules are followed.
- Be a great leader – leading by example, with strong character.
- Involve families in the learning process by seeking active participation.
- Demonstrate interest and concern for students and families and assist them in finding appropriate services when needs arise.
- Communicate openly with parents as shared participants in the decision-making process and respond to parent communication in a timely manner.
- Keep parents informed of their child's progress.
- Provide instruction that reflects student's individual learning needs.
- Participate in fundraising and other school activities.

Daily Schedule & Attendance

- Full-day preschool: 8:30 am - 2:30 pm
- Kindergarten and Elementary: 8:15 am- 2:45 pm
- Extended Care is available at an additional fee as described below

Students are expected to be present every school day. When a child is absent or late, please call the school office before 8:30 am. If we don't hear from you, we will call you to determine your child's whereabouts so we know whether this is an excused absence.

Elementary students should not arrive at school earlier than 8:10 am unless they are attending Extended Care or are riding buses to school. Staff will be present in the gym to receive children from their buses from 7:45 am until 8:15 am. Children arriving after class begins should be taken to the office to check in before going to class. For safety reasons it is recommended that all children be accompanied by an adult and checked in with a staff member whether in Extended Care or in the classroom.

For those children who ride school buses, a parent should notify the school district as early as possible whenever a child will not be riding the bus.

Classroom/School Etiquette

Teachers plan their instructional time carefully. It is vital that classes start on time. Classroom doors open at 8:10 am. **Once the bell rings at 8:15, instruction begins.** If parents need to deliver a message or to discuss a concern with their child's teacher, that should happen outside of class time. A message may be left in the office. Calls will not be directed to classrooms during school time except for emergencies.

When parents bring children to school late, they must drop them off at the office to check in. Daily attendance is taken and reported to the office by 9:00 am. If a student is not present and no phone call or email has been received from the parents, the school office will call the phone numbers and people on file to attempt to determine the child's whereabouts.

Extended Care

Our Extended Care program is open to all Tucker Maxon families. Childcare is available before school from 7:30 am and elementary children are then escorted to their classrooms by 8:15 am. After school care begins at 2:30 pm for full-day preschool, and 2:45 pm for elementary and our daily program ends at 5:30 pm. Extended Care rates are available from the main office. Advance notice is requested but drop in care is also available, as space permits. Tucker Maxon follows the guidelines set by the Child Care Division of the Oregon Department of Education. **Please do not be late: Families picking children up after 5:30 pm will be billed at the rate of \$1.00 per minute.**

Arrival and Departure Policy for Extended Care

- Tucker Maxon requires that the person bringing a child to Extended Care remain with the child until staff accepts the child.
- Tucker Maxon shall release a child only to a parent or another person named and identified by the parent and appearing on our release forms. Staff shall verify the identification of any person, other than the parent, who picks up a child
- Daily Registration Book records are maintained in a notebook on site to document the arrival and departure of each child. Families are invoiced at the end of each month, based on each child's individual registration page.

The Use of Languages Other than English

The goal of Tucker Maxon, in partnership with families, is to facilitate natural language development by recognizing the need for children to be immersed in their home language from birth.

Tucker Maxon will therefore:

- Support parents in the use of other languages in the home.
- Use only English in the classroom and other instructional activities such as speech and individual language tutoring.
- At the family's expense, provide oral/signing interpreters and second language interpreters for parents for IFSP/IEP meetings and conferences upon request.

Dress and Grooming

The school does not have a dress code. We ask only that children are neat, well groomed (clean) and that clothing is appropriate for school and the weather. Children do need to wear appropriate athletic shoes (no flip flops or heels) on P.E. days.

Lunch

Students either bring their own lunch from home or select from our lunch program. If your child brings a lunch from home, please send drinks in leak-proof containers and avoid liquids that may stain clothing, floors, or carpet. We encourage lunches that are nutritious and balanced. We ask that students not bring food that needs heating or cooling, as we do not have the facilities to accommodate such items.

Please note that we have a **NUT-FREE policy** (all nuts, not just peanuts) at school. Please avoid bringing any foods containing nuts to school.

For children with food nut allergies, please be aware that while we ask families and staff to not bring any products containing nuts to school, we cannot guarantee a nut free environment.

Preschool Snacks

In preschool, parents are responsible for providing snacks for the classroom. Each family is in charge of bringing snacks for all the children on a rotating basis.

Each preschool teacher will have a sign-up sheet available for parents. Then prior to each family's designated week, teachers will provide a reminder and a more comprehensive list of foods along with any classroom allergy restrictions.

Supplies

Certain supplies are the responsibility of each family and are required. Supply lists for each class will be provided before the beginning of the school year. These supplies should be provided for each child the first day of school. Additionally, there is a book fee for consumable materials (workbooks and other books the children are required to write in).

FAMILIES WITH HARD OF HEARING STUDENTS

Audiology

Onsite audiological services are crucial for any school that has a population of students who are deaf or hard of hearing. Equipment malfunction needs to be resolved quickly so the child may hear throughout the school day.

An important part of the audiologist's job is to inform and instruct the student, family and teachers how to use and care for the equipment, and what new or additional devices are available that will help the child hear better. To achieve this, the audiologist needs to not only see the child in the "booth" but also in the classroom and on the playground.

Full Audiology assessments are performed once yearly just before the annual IEP conference. The assessments include speech perception testing both in noise and quiet. A report is generated and presented at the IEP/conference. Parents receive a copy of the report, and a copy of the report is kept in the child's student file.

The audiologist monitors the use of the FM system and sound field system in the classroom. The personal FM system helps the child with hearing loss hear the teacher better. The audiologist will help determine the most appropriate use of the sound field system and/or the FM system for each classroom.

Use of Hearing Aid(s) or Cochlear Implant(s) at School

All children with hearing loss must wear their hearing aid(s) and/or cochlear implant(s) at all times. When a device is forgotten, parents will be called immediately and asked to bring the hearing aid(s) or cochlear implant(s) to school as soon as possible. Adherence to this policy is mandatory.

Batteries

Batteries are available for purchase in the office. If a student needs batteries during the school day, the student can go to the School Office and get a pack of batteries. The student's account will be charged for the whole battery pack and the child will take the pack to the classroom for future use.

Loaner Amplification

The staff audiologist will place personal loaner equipment on children as needed and available. Parents will be sent a responsibility form, which must be completed and returned the following day. Families are responsible for damage to loaned equipment. Any damage to loaned equipment returned to Tucker Maxon will be repaired and parents will be charged for the cost of repair.

Listening and Spoken Language

Tucker Maxon is an auditory-oral school, which is another way of saying that **we focus on teaching children who are deaf or hard of hearing to listen and talk**. While we respect all forms of communication and parents' right to choose how to educate their child(ren), sign language is **not** part of our curriculum. Parents are asked to use only spoken language while on the Tucker Maxon campus. We ask you to be a good example of what we are teaching. Visitors or interpreters are excepted from this policy.

PARENTS AND COMMUNICATION

Telephone Calls

Except in emergencies, telephone calls will not be directed to the classrooms during school hours. Messages will be delivered.

Parent Volunteers in the Classroom

We are always in need of parent volunteers who can help take care of the school gardens, general maintenance, landscaping and plants located around the school, mailings, and some general building and ground maintenance.

Each year, teachers send home opportunities for parents to volunteer in classrooms and on field trips. All school volunteers who participate in the classrooms or field trips will need to have a Criminal History Registry number on file with the school. Directions as to how to apply to the Criminal History Registry can be obtained in the office. All volunteers and visitors need to check in at the main office and obtain a Guest Visitor badge.

Fundraising

Fundraising is a vital part of our school's success. The cost of providing a first-class education has grown well beyond the amount that tuition brings in. Our goal is to have every family get involved with at least one of our events. Besides helping our school, it's a great way to get to know other parents, and it's a lot of fun! Check with the Development Department for other volunteer fundraising opportunities.

Weekly Letter

Each teacher will send home a weekly letter that will keep parents informed of what the class is studying, field trips, conference schedules, class happenings, etc.

Grievance Procedure

At times a problem may arise. In order to minimize misunderstandings and solve problems in the best interest of the child, it is essential that the following procedure be followed:

- The parent and teacher first meet in an attempt to resolve the problem. Should the parent initially contact the Principal, the parent will be referred to the teacher. No action, unless necessary for the welfare of the student, will be taken at that time.
- If there is a lack of satisfactory progress, the Principal is asked to meet with the parent and the teacher.

- The Principal attempts to work toward a solution that is satisfactory to all. This may include all the staff members involved with the child.
- Parents may appeal a decision of the Principal to the Executive Director.
- Parents may appeal a decision of the Executive Director in writing to the Board of Directors.

SAFETY AND HEALTH

Safety

We want to provide a safe and happy place for children to learn. In order to do this, the following measures are in place:

- All visitors are required to check in at the office. They will sign in and print identification badges, which are to be worn during the length of their visit. Staff will stop all unknown persons not wearing an identification badge and will be alert to strangers in and around the campus.
- Children are allowed to leave the classroom only with permission from their teacher.
- In order to help assure the safety of our children and staff, the outside gates will be locked during all school hours except for the following:
 - Southeast (next to gym) gate will be open 7:30-8:45 am and 2:45-3:00 pm (or as needed for buses).
 - West (parking lot) gate will be open 7:30-8:45 am and 4:00-5:30 pm.
- Families should use the main entrance at all other times. A keyless entry pad and a doorbell are located on the side of the door for entry.
- No toys or electronic games should be brought to school, unless for a class project or Show & Tell. In particular, toys of a violent nature (guns, knives, swords, etc.) are not appropriate for school. Such toys will be kept in the office until a parent comes to get them.
- Lighters, knives or other weapons or weapon-like objects should never be brought to school; use of any object in a threatening manner is prohibited at school.
- Tucker Maxon complies with all federal, state, local laws and regulations regarding infectious illness.

In Cases of Legal Child Custody Orders

Request to release child

- Divorced Parents: The school will refuse to release a child except to the custodial parent. The school must have in its possession a copy of the current child custody order issued by the court. An exception can be made only upon written request of the custodial parent. The written request will be kept on file.
- Separated Parents: The school will release the child to either parent unless prohibited by a court order or court document. We must have a current court document on file in order to refuse release to a parent.

- Request to see child at school
 - Divorced Parents: The school will abide by the terms of the child custody order issued by the court.
 - Separated Parents: The school will permit either parent to visit unless prohibited by a current court order or court document.

Medical emergency

- Divorced Parents
 - The school will use emergency information listed on a student's registration packet signed by the custodial parent.
 - The non-custodial parent may be contacted if listed on the emergency form or if all attempts to contact the custodial parent and others on the emergency form have failed. The exception would be if there were current court documents preventing the school from contacting the non-custodial parent.
- Separated Parents
 - The school will use emergency information listed on student's registration packet.
 - The school may contact either parent unless prohibited by a court order or document.

Child Abuse and Neglect

Oregon Law (ORS 418.745) requires teachers to report all cases of suspected child abuse and neglect to the Department of Human Services (DHS). All staff members at Tucker Maxon have been trained to recognize the signs of possible child abuse and neglect through a mandatory workshop.

Please understand that Tucker Maxon does not make the decision that abuse or neglect has occurred. The Department of Human Services decides if the information provided is sufficient for further investigation.

In all cases of a staff member seeing signs of abuse or neglect, the staff member will first report to the Executive Director. The Executive Director will be present while the staff member reports to DHS.

Emergency Drills

In accordance with Oregon law (ORS 336.071), students, faculty and staff shall participate in fire (monthly), and earthquake and emergency drills (annually). Annual lock down/lockout drills are done by staff every August before the new school year begins.

Accidents/Incidents Protocol

There is no nurse present on the campus. Teaching staff are certified by the American Red Cross in first aid and CPR and each classroom has first aid kits that are visible and easily accessible. A copy of the Tucker Maxon incident policy can be found in the main office.

Immunization

Oregon State Law requires that all children be immunized against various childhood diseases. Immunization forms are updated every fall and are checked yearly by the County Health Department. Failure to have necessary immunizations will result in exclusion from school. The school secretary will send you notification of required immunizations for your child in the fall.

The state allows families to request an exemption for personal or medical reasons if they have made the decision not to vaccinate their child. The exemption form is available from the school office. This form is also updated annually and checked by the County Health Department.

Illness

If a child becomes ill at school or the parent notices any of the following at home, the child should not be at school:

- Fever of 100 degrees or more – do not allow the child to return to school until he/she has been free of fever for 24 hours (without fever reducing medication, i.e. Ibuprofen or Tylenol)
- Vomiting/Diarrhea – when occurs, keep your child home until he/she can keep food down.
- Chickenpox – child may return six days after all the blisters are scabbed over.
- Pink eye – if the eyes are watery or itchy but there is no fever, the child doesn't have to stay home. If the eye discharge is thick and white or yellow, the child must stay home until the discharge has stopped.
- Impetigo – child may return 24 hours after the start of antibiotic medication. Please include a physician's note to return to class.
- Strep throat – child may return 24 hours after antibiotics are started. Please send a physician's note to return to class.
- Common cold – keep child home until fever free for 24 hours (without medication). Your child may return to school with a slightly runny nose and cough. However, a child with a "severe" cold and a hacking cough belongs at home, even though there is no fever.
- Flu – child should stay home as long as symptoms are acute and fever is above 100 degrees (child should be fever free for 24 hours without fever reducing medication).

- Headache – a child whose only complaint is headache usually doesn't have to stay home. However, when a bad headache follows a fall or a blow to the head, your doctor should be contacted before returning to school. .
- Rash – do not send a child with a rash to school until your doctor has said that it is safe to do so. Please send a note from the doctor indicating the child is not contagious.
- Sore throat – if your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots and/or red throat and swollen glands can be seen in the back of the throat or if fever is present, keep the child home and call your doctor.

When children become ill at school the parents will be contacted and asked to pick up their child. If the parents are not available, the emergency contact will be called. It is vital that the emergency contact be a person who is able to come as soon as possible. If your emergency contacts or information changes, we ask that you update it in the office immediately.

Medications

Medications for children, prescription or over-the-counter, must be hand delivered by an adult to the school with a signed note from the parent or guardian stating the purpose and use of the medication. If possible, it is preferable for the medications to be in the original medicine bottle with all the directions intact. All medication will be kept and administered in the school office. (Medicines that need to be administered immediately may be kept in a safe, well-marked location in close proximity to the child involved.) Refrigerated medicines will be kept in the staff refrigerator, placed there and taken out only by the school secretary. No medication will be given to a child without the written consent of a parent/guardian.

Head Lice

Head lice are unfortunately a recurring problem in schools. When a case is discovered at school all families will be notified and provided with health department guidelines on treatment as warranted.

Children with live lice will not be allowed in the school and will be sent home. Children should receive treatment immediately. Follow the complete instructions on the product you are using for treatment of the child as well as for treatment of your home and child's things. Children will be rechecked before being allowed in class the following day.

Toilet-training

We understand that preschoolers will have an occasional accident at school and we will handle those occurrences. However, when a pattern develops, we will schedule a meeting with the family to confer about the problem.

Our policy is that all children at school will be toilet trained and wearing underwear or pull-ups. Diapers are not an acceptable option for school.

EVALUATION/PROGRESS REPORTS

Student Evaluation

All children at Tucker Maxon are evaluated annually. The purpose of this evaluation is to make sure the teaching each child receives promotes adequate learning and growth. The school strives to teach each child with the most effective instruction possible. Student evaluation provides feedback as to the effectiveness of our teaching curriculum and methods. We track both individual growth and that of the entire population of the school as a whole.

The preschool students are given the *Bracken Basic Concept Scale* and/or Boehm Test of Basic Concepts in the spring.

Students in Kindergarten-2nd grade are evaluated with the specific curriculum assessment at the end of each trimester.

Elementary students in grades 3-5 are given the *Smarter Balanced Assessment* (designed to assess the Common Core Standards) in May. This test is given to all Oregon Public School students, unless the parents choose to opt out.

Children with hearing loss are also tested in the areas of speech, speech perception, language and social development. The school's speech/language pathologist works with the teaching staff to combine the results of the testing into a Speech-Language Report twice annually for preschoolers and then once annually for the elementary children with hearing loss. The testing is done just before the child's IFSP/IEP due date. Audiology will provide speech perception testing each year. Children under two years-old will begin speech perception testing with the audiologist when they have acquired the appropriate skills required for evaluation. The case manager for each child with hearing loss has the responsibility to coordinate the completion of each child's annual testing in a timely manner in order for the results to guide the writing of the IFSP/IEP/Section 504 Plan.

Parent-Teacher Conferences

If students need services beyond what can be offered by the school, a meeting will be arranged to convey our concerns to the family and provide them with resources they may contact. It is possible that a student's acceptance in the program or continued enrollment may be contingent upon the family arranging additional services for the child.

- Conferences will be held in the fall and spring.
- Fall conferences will be to discuss progress to date and plan for the year.
- Additional conferences for children with hearing loss may occur throughout the year to develop Individual Educational Plans.
- During Spring Conferences, families will receive the results of end of the year testing and/or a completed grade level academic report.

IFSP & IEP

All children with hearing loss at Tucker Maxon have an IFSP (Individualized Family Service Plan), IEP (Individual Education Plan) or Section 504 Plan guiding their progress. Children in the Early Intervention Program and the preschool typically are on an IFSP. Starting at age 5, the children are placed on an IEP. Each of these plans describes the present level of the child's development in areas of educational concern and then sets forth specific long and short-range goals for the child to accomplish. Since the IFSP is geared for children under the age of five, the annual goals are from the areas of cognition, social-emotional, adaptive, gross motor, fine motor, and communication. For children five and older the IEP typically contains goals for speech, language, writing, math and reading. When a child tests age appropriate in all areas they are moved onto an Educational Plan or EP (also called a Section 504 Plan). This plan typically reports annual testing data and may contain advocacy goals. The main function of the EP is to make sure children stay age appropriate in all areas and if they don't, guide the child back to a limited IEP plan for those areas falling behind.

The case manager for each child is the teacher of the deaf working with that child. This person is responsible for the IFSP/IEP/EP and is to make sure a new student has a plan within 45 days of entering the school. The case manager ensures current students each year have a new plan written before the expiration date of the current plan, checks progress quarterly, arranges IEP meetings to report progress and a yearly IEP meeting to develop a new plan. Contracting school districts are required to attend each of these IFSP/IEP/Section 504 meetings and need to leave the meetings with a copy for their files. Each new plan requires a speech/language report and a yearly audiology report.

The Principal attends as many of the annual IFSP/IEP meetings as possible and is also a consultant for planning the IFSP or IEP with the rest of the team prior to the meeting.

As an additional resource, parents, educators, and advocates often refer to Wrightslaw for accurate, reliable and current information about special education law and advocacy for children with disabilities. You can find more information at the website: <http://www.wrightslaw.com/>.

Student Files

Student files are kept in the school office. The files contain all records pertaining to students. Parents have the right to review and propose amendments to their child's records held by the school. To review or amend their child's records, the parents need to contact the school Principal.

Confidentiality of Student Records

The school maintains for public inspection a current listing of the names and positions of the employees who may have access to personally identifiable information. The school ensures that the confidentiality of personally identifiable information is protected at collection, storage, disclosure, and destruction stages. The school ensures that each person collecting or using personally identifiable information shall receive training or instruction regarding the policies and procedures governing confidentiality of personally identifiable information.

The school will permit a parent to inspect and review any educational records directly related to the student, and only that student, which are maintained by the school. A parent may not inspect portions of a record if specific information violates the confidentiality rights of other students. The school will comply with a request to inspect and review any education records within 30 calendar days after the request has been made and before any meeting regarding an IEP or IFSP or hearing relating to evaluation or placement of the student.

A parent who believes that information in the educational records is inaccurate or misleading or violates the privacy or other rights of the student may request the school to amend the information. The school upon receiving such a request will decide whether to amend the information within thirty days from the date of receipt of the request. In order to amend the record, the school determines:

- That information contained in the record is “inaccurate” if, after review concludes that it is untrue or cannot be substantiated.
- That information in the record is “misleading” in that a person reading the record would likely arrive at an inaccurate conclusion.
- That information in the record violates the privacy or other rights of the student

The school will provide an opportunity for a student records hearing to challenge information in the record. If, as a result of a student records hearing, it is determined that the information is inaccurate, misleading or violates the privacy or rights of the student, the school will amend the information and will provide written notice to the parent. The school will give the parent a full or fair opportunity to present evidence.

All school staff sign an acknowledgement that they have read the confidentiality procedures and intend to comply with said guidelines and restrictions.

SPECIAL EVENTS

Special Observances – Holiday Activities

Tucker Maxon School will not conduct or arrange any religious observances that promote or favor any one religion or non-faith. Activities during the holiday season will be sensitive to the variety of beliefs of the community.

Fall Festival will be the last school day of October and will include some aspects of Halloween but will also include the theme of fall as a traditional time of celebration of the harvest. This event is special in that it is 100% created and run by our parent class representatives and volunteers.

Thanksgiving Feast is held during the school week prior to Thanksgiving. The Feast is a long-standing, school-wide tradition at Tucker Maxon. Each class signs up to prepare a certain dish. Parents are asked to donate the needed ingredients. Each child may invite one guest. We encourage the children to invite someone other than a parent, such as a neighbor or friend. We welcome anyone the children choose because in the end we all sit down together as one “family” and share a special meal together.

Cultural Night. Each year, a country is selected for the students in K-5 to study as a school-wide theme. The study immerses the children in the history, culture, geography, climate etc. of that country. The study will culminate with our Cultural Night presentations to families. The presentations will showcase the learning that has taken place through various skits or presentations based on historical events, cultural traditions, daily life, etc.

The **Spring Concert** is a school-wide musical event led by our music teacher that showcases all of the children singing a selection of folk songs, musical numbers and favorite songs.

Preschool Family Night is held in mid-May. Each preschool classroom puts on their own play for family and friends to see. Children, collectively as a classroom, write one unique story. They make their own costumes, sets and props.

The **Annual Year-End Celebration** is held at the end of the school year. This event serves two purposes. First it provides an opportunity to recognize the accomplishments of our graduating students. Each graduate receives a diploma and has the opportunity to speak for a few minutes about their experience as a student at Tucker Maxon School. Secondly, the Annual Graduation Celebration recognizes graduating high school seniors for their accomplishments following their time enrolled at Tucker Maxon.

Field Trips

Field Trips are planned to enhance the instructional program. The teacher will ask for volunteers to transport children on fieldtrips. If a parent volunteers to transport children on field trips, he/she must provide a copy of his/her valid driver’s license and current liability insurance prior to the scheduled field trip.

All field trip chaperones must have a Criminal History Registry number on file in the office.

A permission form must be signed by a parent/guardian allowing his/her child to participate in each classroom field trip. No child will be allowed to go on a field trip without a completed release form. Faxed or scanned and emailed permission slips are acceptable; phone permission will not be accepted. Parents are encouraged to attend field trips with their child(ren). All parents must abide by established classroom and school behavior policies. Parents must ask their child's classroom teacher if siblings are allowed to attend. Parents must provide their own transportation.

Parents will be notified of each trip at least two weeks in advance. Be aware that younger children will require car seats that parents must provide. Preschool and pre-kindergarten field trips require one adult for each two children present on the field trip. The adult will monitor the safety of assigned children closely at all times.



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Mission:

To teach deaf and hearing children to listen, talk,
learn, and achieve excellence together.

Core Values:

Confidence Creativity Conversation Community