



# Early Childhood Special Education

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BUFFALO HANOVER  
MONTROSE SCHOOLS

## **Early Childhood Special Education Program Handbook for 2022-2023**

Buffalo Hanover Montrose School District 877  
Special Education Services  
214 1st Ave NE  
Buffalo, MN 55313

## **Welcome to Early Childhood Special Education at Buffalo Hanover Montrose Schools!**

Our Early Childhood Special Education (ECSE) program provides supports and services to infants, toddlers, and preschool children with disabilities and their families. Early intervention at these ages has a significant positive impact on learning.

### **Our Mission**

The mission of Buffalo Hanover Montrose Schools Early Childhood Special Education program is to identify children that demonstrate a need for early intervention special education services. We establish a partnership that respects the family as the primary teacher, employing a variety of program options to best serve the needs of the child and family.

### **Our Philosophy**

We believe that you are your child's first and most important teacher, and that follow-through at home during your regular routines will increase a child's success.

We believe that when children are young, intervention makes the most impact on development.

We believe that all children and families are unique in their strengths, needs, and values.

We believe that with families and staff working together, we make up an important educational partnership that focuses on your child's needs and encourages their successes.

We believe that children learn from their peers and that services should be provided in the most natural environment.

### **Overview**

Our programs provide services to children ages birth through age 2 years and 11 months who show delays in one developmental area, and children ages 3 through 6

who show delays in two or more areas of development. Children in the ECSE program have received an educational evaluation to determine eligibility based on state criteria. Parents/guardians and staff work together to develop an education plan based on the child's strengths and needs. This plan may include supports and services provided by one or more of the following:

- Audiologist
- Developmental Adaptive Physical Education
- Early Childhood Special Education Teacher
- Occupational Therapist
- Psychologist
- Public Health Nurse
- Speech/Language Therapist
- Teacher of the Deaf and Hard of Hearing
- Teacher of the Visually Impaired
- Social Worker

### **Individualized Education Plan(IEP)/Individualized Family Service Plan(IFSP) Team**

When eligibility is determined, the IEP/IFSP team will develop an Individualized Education Plan (IEP)/ Individualized Family Service Plan (IFSP) to guide your child's program planning. Team members will include your service coordinator/case manager, appropriate service providers, and county service providers. You are an essential member of this team and you are welcome to bring along other people that are important in your child's life. It is important to us that you feel comfortable at team meetings and are empowered to advocate for your child's needs.

### **Services**

ECSE services support children in a variety of settings. Your child's IEP/IFSP team will meet to consider the most appropriate setting for your child.

- Birth to three services are home- and childcare-based, the most natural settings for learning. Our home based service model supports parents and care-givers to find ways to teach their child developmental skills during everyday activities and routines such as mealtimes, bedtime, and bathtime. The frequency of home visits is based on your child's needs and determined at your child's IEP/IFSP meeting. Home visits will be scheduled during mutually agreed upon times that fall within

the school day. Staff will also assist families to connect to community services and programs. The team can work with your child on-site if that is most appropriate for your child and family.

- 3-5 services support children in school based and community based programs. Services are individualized and based on your child's needs. Placement and program decisions are determined by your child's IEP/IFSP team. The team will consider the most natural setting for your child to make progress on his/her goals and objectives while considering their least restrictive environment.

-Preschool Readiness classes are offered 2-3 mornings or afternoons per week for ages 3-5, in a center-based preschool classroom with minimal inclusion.

-Talk and Play classes are offered 2-3 mornings or afternoons per week for ages 3-5, in a center-based preschool classroom to help young children with communication and interaction needs, routines, and pre-readiness skills.

-Preschool Classes (Early Childhood Family Education) are an inclusive setting with special education services provided in the classroom. The team may consider services in a separate setting during the preschool class, based on your child's needs. Schedule options may vary and are based on your child's needs. Teams may consider a Side by Side class option; a class that focuses on pre-teaching of the ECFE curriculum in a center-based classroom.

-Head start classes provide an inclusive setting with special education services provided on-site at the Head start location. Services will be determined by the IEP team and based on your child's needs. This setting is for children who qualify under the Head Start criteria.

-Community Childcare settings can be considered if that is most appropriate for your child and family. The team can work with your child at the childcare site.

## **General Information**

### Home Visit Information

Please have sidewalks and driveways clear and free of snow to prevent slipping and falling.

Please have any outside dogs kenneled and inside pets kenneled or in another area prior to staff arriving.

To support the services provided to your child, please reduce background noise including turning off the television/radio.

The parent/guardian role during a home visit is essential to the support to your child. You are your child's primary teacher and the information shared during the home visit will provide you with information to use strategies during daily routines to support the development of your child.

### School Calendar

Your child's case manager will provide you with a calendar specific to your child's program.

### School Closings

ECSE programs will follow late start or school closings due to severe weather. Closings are announced KRWC 1360 AM and WCCO 830 AM radio, the school website at [www.bhmschoos.org](http://www.bhmschoos.org), or TV channels 4, 5, 9, and 11. If school is late, morning classes/services will be canceled. Classes/Services that begin at 12pm or after will be held as scheduled. If school is canceled mid-morning or noon, afternoon classes/services will be canceled.

### Summer Services and Extended School Year

Birth to three services are year round services and determined by your IFSP team. Children ages 3-5 may be eligible for Extended School Year. Your child's IEP team will review data to determine eligibility based on state criteria.

### Toileting

Your child is not required to be toilet trained and if appropriate, the team may work on this skill. Please send diapers, wipes, and a change of clothing.

### Busing

Transportation is available to your child at no cost to you. Your child must be transported within the Buffalo Hanover Montrose district boundaries. It is the parent/caregiver responsibility to bring your child to the bus and to meet the bus during drop off. The bus driver will secure your child in his/her seat and will take them out upon arrival to the school. ECSE staff will meet the bus when transitioning a student into the school and during the transition back to the bus for the ride home. Parents/guardians

are required to follow the Special Transportation Guidelines. These guidelines will be sent to you from the Transportation office. Please have your child ready 5 minutes prior to your designated pick up time. If you need to connect with the Transportation office, you can reach them at 763.682.3232.

### Clothing

Please dress your child in play clothes for all of the ECSE classrooms. Paint smocks are provided for messy activities, but accidents can occur. Please send your children in soft soled shoes such as tennis shoes so that they are better able to run and climb on playground equipment. In the winter, please send boots, snow pants, mittens, and hats to allow for spontaneous outdoor activities. Please label your child's clothing and send an extra set along.

### Supplies

Your child will need to bring a backpack to school. If your child has a communication book, please send that back and forth each day.

### Snacks/Classroom Food

Children will have a daily snack in the classroom setting. Families may be asked to donate snack items. Families who bring a snack to share in their classroom must follow the state law that all food should be wrapped and commercially prepared; no home-prepared food can be shared at school. Please let us know if your child has any known food allergies or is on a special diet.

The BHM School District has a Wellness Policy that is implemented throughout all BHM schools. The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal.

Here are some important highlights of the policy:

- The school district will encourage and support healthy eating by students and engage in nutrition promotion.
- Students will be provided opportunities for physical activity during the school day.
- Celebrations and parties: The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Rewards and incentives: Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

Additional highlights for parents:

- Parents are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

Please reference the full BHM Wellness Policy 533, including additional wellness resources at: <https://www.bhmschools.org/policies>

### Photographs and Videotaping

Staff may occasionally use pictures and video recordings to assist with learning activities. In addition, staff use photographs to share classroom activities with parents. Your signed permission is required and obtained prior to taking, using, and/or sharing this information.

### Pyramid Innovation

The Pyramid Model is a framework for supporting the social and emotional development of our children. The goal of the Pyramid Model is to create an environment where every child feels good about coming to school. This is accomplished by designing classrooms that promote engagement in learning and by building positive relationships among children, families, and staff. In our use of the Pyramid Model, our classroom staff will work together to ensure that all children receive instruction in social skills and to help understand behavior expectations. To use the Pyramid Model, our program established a leadership team that will provide ongoing support to our staff and families. The Pyramid Model will support the team in the implementation of program-wide expectations, partnering with families, training staff in teaching strategies, providing classroom coaching to help teachers with the implementation of strategies, and use data to support decision-making.

### Abuse/Neglect Reporting

Staff members and volunteers are required by state law to report instances of observed or suspected child abuse or neglect. State Statute 626.556.

### Volunteering

All school volunteers are required to have a criminal history background check completed before volunteering. Volunteers pay the fee for the background check. If you

are interested in volunteering, please connect with your child's case manager/classroom teacher.

### Illness and Accident Procedures

If a child becomes ill at school the parent or emergency contact person will be called to take the child home. Please keep your child home if he/she has had the following symptoms within the last 24 hours or appears to ill to participate in class:

- fever over 100 degrees (before medication)
- vomiting/diarrhea
- excessive coughing (especially with whooping sound)
- untreated ear infection
- strep throat
- head lice until treated
- undiagnosed eye infections
- chicken pox
- other communicable diseases  
(ex., impetigo, hepatitis A, pink eye, etc.)

Antibiotic treatment for bacterial infections must be given for 24 hours before returning.

If you or anyone in your home is ill or you are not going to be home for a scheduled home visit, please contact your child's case manager/service provider.

Please notify your child's case manager/service provider to cancel if your child is ill. If your child receives special transportation, please contact the transportation company at 763.682.3232.

Please notify staff if your child is confirmed with a communicable illness. This allows staff to monitor others for symptoms as well as for tracking reportable communicable illnesses. In some instances, families will be notified of a confirmed communicable illness while respecting the privacy of all students.

In the event of a staff illness, services may need to be canceled. In the event of a cancellation due to staff illness, efforts will be made to reschedule the session. Staff members will notify you as soon as possible in the event that a session will be canceled.

In case of minor injury staff will give first aid and contact the parent/guardian. Please be sure your emergency contact information is up to date.



If the emergency is more serious, staff will call 911; call you and/or the emergency contacts provided.

### Chronic and Potentially Life-Threatening Conditions

When a student has a diagnosed chronic condition, it is necessary for parent/guardians to provide this information. If appropriate, students will receive a medical management plan stating what steps typically will be taken if an emergency situation occurs. This plan will be developed in collaboration with the school nurse, physician, parent/guardian and child. Student health information will be shared with appropriate school personnel with respect to confidentiality.

### Medications

The MN Department of Health and Education has legislation regarding medications to be administered in school.

Before prescription medication can be given at school, the health office must have:

- Written permission from physician and parent/guardian indicating medication, dose, frequency, side effects and termination date.
- Medication in original bottle with correct student name and medication instruction

Before over the counter medication can be given at school, the health office must have:

- Parent signature indicating medication, dose, frequency of medication and why the medication is needed.
- Medication in original container with label that includes instruction for appropriate dosage. Medications transported in baggies, envelopes, etc. will not be accepted.

### Potassium Iodide

The Department of Homeland Security has recommended that facilitates within a 10 mile radius of a nuclear power plant have potassium iodide (KI) available to all people in the event of a nuclear incident. Permission to administer KI is on the emergency/health form. No KI will be administered without the written consent of the parent/guardian.

### Immunizations

For each child enrolled, we must have a completed immunization status form on file. Minnesota Statutes 1980, sec. 123. 70, requires that all children enrolled in a Minnesota Education program be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hib and hepatitis, pneumonia and varicella.

### Affirmative Action

The Buffalo Hanover Montrose Schools ECSE program complies with all Federal and State laws prohibiting discrimination. Religious, racial or sexual harassment is a violation of state law and school district policy.

### MN Restraint Seclusion Law

In accordance with Minnesota Statute 1125A.0942, Subd. 1, BHM School District has a public plan that discloses its use of restrictive procedures. This plan specifically outlines the list of restrictive procedures that the school intends to use; how the district will monitor and review the use of restrictive procedures, including post use debriefings and convening an oversight committee; and a written description and documentation of the training and staff that have completed the training. A copy of this plan is available upon request.

### Fire, Severe Weather and Safety Emergency Procedures

In order to be prepared for a building emergency: ECSE classes will participate in fire drills, tornado drills, lock down and safety procedures as planned by the school building.

### Latex

All latex balloons, band aids, gloves, and other latex products are prohibited in any school building due to health and safety reasons. Mylar balloons are allowed.

### Animals in School Settings

The purpose of the district policy is to coordinate a district-wide effort to improve air quality by eliminating pets not directly used as part of the required District curriculum thus reducing the presence of animal allergens in the classroom. Animals may be used as an educational tool, when and where appropriate. However, alternative teaching methods should be utilized whenever possible.

### Tobacco Free/Chemical Free

Smoking and use of tobacco products, alcohol, and chemicals are prohibited on school district property.

### MN School Dangerous Weapon Law

Bringing a dangerous weapon on school property is a violation of MN law. This is any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. School property includes on a school bus, in a school building, in a private vehicle on school property, or on a school-sponsored trip. Parents please remember this when attending classes and/or entering school property. Children are discouraged from bringing toy weapons to school; these toys will not be allowed in the classroom.

### Annual Notifications from Building and Grounds

#### Asbestos: Annual Notification of Availability of the Management Plan and Related Activities

ISD 877 has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday from 8:00am to 3:00pm in the Principal's office at each school site. Copies of the management plan are available from the District for a nominal cost. As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. The most recent survey was completed in June 2011. A comprehensive inspection is conducted every three years. The latest inspection was completed in DEcember 2008. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. Asbestos-containing floor tile and mastic were removed from Discovery, Parkside, Tatanka, and Hanover elementary school during the summer of 2011. There are no current plans to remove remaining asbestos unless its condition deteriorates or it becomes necessary due to renovation. If you have any questions or concerns, please address them to the District "Designated Person" for asbestos management, Director of Building and Grounds, at 763.682.8773.

#### Janet B. Johnson, Parents Right-To-Know Act, August 2003

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact John Heltunen at 763.682.8773.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

ISD 877 is continuing to work closely with its health and safety resources to comply with integrated pest management guidelines. If you have any questions or concerns, please address them to John Heltunen, Director of Buildings and Grounds.

#### Indoor Air Quality Management Plan

As an additional requirement by the Department of Education, ISD 877 has developed and implemented an Indoor Air Quality Management Plan that addresses indoor air quality issues throughout the District. Walkthroughs and inspections of the buildings are performed annually to detect current problems and prevent future problems from occurring. Information is also available from the Minnesota Department of Health at <http://www.health.state.mn.us/divs/eh/indoorair/schools/index.html>.

If you have any questions or concerns regarding indoor air quality, please contact the District's IAQ Coordinator.

### Title IX

Title IX is a federal law that prohibits discrimination on the basis of sex by any education program or activity receiving federal funding. 20 U.S.C. § 1681(a).

Title IX applies to students and employees in “any academic, extracurricular, research, occupational training, or other education program or activity.” 34 C.F.R. § 106.31(a).

Additional information regarding Title IX including a copies of district policies, grievance procedures, and a Harassment/Violence/Bullying report form can be found at <https://www.bhmschools.org/title-ix-information>

### **Title IX Coordinator**

Amy Ernst  
Director of Special Education  
214 1st Ave. NE  
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### **Human Rights Officer**

Evan Ronken  
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### Digital Tool Inventory of Core Curriculum and Assessment Tools Utilized (Data Privacy Bill HF 2353)

The Buffalo Hanover Montrose School District utilizes a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools, which includes an outline of the student data elements within each tool, posted at the [following link](https://docs.google.com/spreadsheets/d/1wRNrEAQFh-ZGte33B2X1tdmxuddOReIXn3-LQ6p84TM/edit?usp=sharing) (<https://docs.google.com/spreadsheets/d/1wRNrEAQFh-ZGte33B2X1tdmxuddOReIXn3-LQ6p84TM/edit?usp=sharing>). This list is maintained and communicated annually to all families at the start of the school year via our school handbooks. Please feel free to reach out to your child's teacher or Principal for additional information regarding specific digital tools used in classrooms.

