

SCOTT COUNTY

— SCHOOL DISTRICT —



Office of Special Education

2016-2017 Preschool Services

Dustin C. Marshall
Director of Special Education
dmarshall@scsd2.k12.in.us
812.752.8953 x8310

JoEllen Clem
Administrative Secretary
jclem@scsd2.k12.in.us
812.752-8953 x8300

Emily Jordan
Preschool Coordinator
ejordan@scsd2.k12.in.us
812.752.8953 x8330

Janice Huter
School Psychologist
jhuter@scsd2.k12.in.us
812.752.8953 x8320

Pamela Akemon
Special Education Preschool Teacher
pakemon@scsd2.k12.in.us
812.752.8923 x3107

TABLE OF CONTENTS

Introduction	2
Overview of Preschool Services	3
Referrals	6
• First Steps Referrals	
• OVO Referrals	
• Parent Referrals	
Transition from Early Intervention Services	7
Evaluations	9
• When my child qualifies	
• When my child does not qualify	
• Development of the IEP	10
Enrollment Process	10
• Documentation	
• Pre- Enrollment	
• Turning 3	
• Typical Peer	11
Curriculum	11
Transition to Kindergarten	12
Contact Information	13

Introduction

Scott County School District 2 (SCSD2) Preschool services are available for children ages 3-5 who have disabilities that impact their educational learning, as well as children ages 4 by August 1st of the school year that will be transitioning to Kindergarten the following year. These services are provided to eligible children, free of charge, by SCSD2 as required by Indiana Department of Education (IDOE).

Children may be eligible for preschool special education services if they show a delay of either two (2) standard deviations below the mean in one of the following developmental areas or one and one-half standard deviations below the mean in any two of the following developmental areas: **gross or fine motor development** (vision, hearing, movement), **cognitive development** (thinking and learning), **receptive or expressive language development** (understanding and learning language), **social or emotional development** (getting along with other people), **self-help or other adaptive development** (independent living skills, toileting, eating, dressing). Eligibility for special education as a student with a developmental delay or other disability areas shall be determined by the student's evaluation results and by the Case Conference Committee.

If a parent feels that their child is showing significant delay/s, SCSD2 takes parent referrals for educational evaluations to determine eligibility for special education services. If the child is found eligible, SCSD2 will work with the parents to create an **Individualized Education Plan** (IEP). An IEP is a plan that discusses a child's disability area/s and sets forth services that will be provided to the child in an educational setting at SCSD2.

The preschool years are a critically important time to provide special education services to children with disabilities. At this early age, children's brains are going through their most important periods of development, so this is the time when services can make the biggest impact. This guide explains how parents can help to ensure preschool children receive the services he or she needs to make academic, social, and emotional progress and enter kindergarten prepared to succeed.

Overview of Preschool Services

What are preschool services at SCSD2?

The preschool special education program is part of a national law called the Individuals with Disabilities Education Act (IDEA). IDEA states that children with disabilities have the right to a free, appropriate public education (FAPE). The law provides services for children ages 0-3 (First Steps Early Intervention), ages 3-5 (preschool special education), and ages 5-21 (school-age Special Education). Preschool special education services must be provided in each child's least restrictive environment (LRE), which means, to the maximum extent possible, a student who qualifies for special education services should be educated alongside students who do not have disabilities.

Alongside special education services, our preschool offers education to children who do not have disabilities. There are selective spots for non-disabled peer students and the process for how the spots are filled are described further along in this manual.

Who oversees the preschool program at SCSD2?

At SCSD2, all departments and staff collaborate in overseeing the preschool program to give the students everything they could need to flourish before moving on to Kindergarten. Johnson Elementary (JES) is where the preschool classroom is located, therefore JES principal and preschool teacher are the direct overseers of the program. The Office of Special Education (OSE) Director and Preschool Referral Coordinator (PRC) oversee the referrals for evaluation, the evaluation process, the IEP compliance, and services provided to the children who receive those services.

When are children eligible for preschool services?

- Children can begin receiving preschool special education services in the year when he or she turns 3 years old if they have been evaluated and found eligible. They can start the day of their third (3rd) birthday.
- Children who are four years old (4) and are evaluated and found eligible, they can start the next school day or whenever their IEP states as the start date of services determined by the Case Conference Committee (CCC).
- Children who are 3 and have not been evaluated and found eligible for special education services, are not eligible to be enrolled into JES preschool program.
- Children who are 4 years old must meet the following criteria to be eligible to enroll in the preschool program:
 - Must be 4 by August 1 of the upcoming school year

- Must live in the area zoned for JES and/or plan on attending JES for Kindergarten (Office of Special Education can provide you with the zoned lines)
- Children who turn 5 years old after August 1st of the current school year and are not eligible for Kindergarten until the next school year.
- Children who are 3-5 years old and have an Individualized Education Plan (IEP) for Developmental Delay, Other Health Impairment, Autism, Blind Low Vision, Hearing Impairment, Specific Learning Disability, Cognitive Disability, Multiple Disabilities, Orthopedic Impairment, or Emotional Disability are eligible for preschool services.
- Students with IEP's for only a Speech or Language Impairment will not be eligible to attend preschool at JES, unless they meet criteria for a child who is 4 years old as stated above, and if the preschool has an open enrollment spot available.

Some young children may already be receiving services through the First Steps (FS) program, which serves children ages 0 to 3 with disabilities. If a parent wants their child to receive special education services after FS ends, they will need to contact the Office of Special Education (OSE) to set up an Intake Meeting to complete the necessary paperwork for their child to be evaluated. Services with FS will not continue automatically. Parents should make sure that contact with OSE happens well before their child's third birthday in order to avoid a gap in services. See "Transition from Early Intervention" on page 7.

How does a child receive special education services?

There are four steps in the preschool special education process:

1. Referral (page 6):
 - a. *First Steps*- For children who received FS services, parents must sign a release of information with FS in order to share their child's information with SCSD2. At 30 months, if there is a release on file, FS will notify OSE with 30 month referral paperwork. This will include all FS eligibility and services. The Preschool Referral Coordinator from OSE, will send out letters to the address provided through the mail as a way of contacting the parents. After the second attempt if no response from the parent has been obtained, the PRC will contact the FS Service Coordinator to make contact with the parents and have the parents contact the OSE office. Once the PRC has received contact, there will be an Intake Meeting set up to complete the referral paperwork; this meeting typically takes place at SCSD2's Office of Special Education.
 - b. *OVO Referral* - Children who attend OVO Head Start in Scott County are assessed at the beginning of the school year by OVO staff. Children who show delays in their development are referred to OSE, after parental consent to release information to OSE is obtained. Once the consent is received, the PRC will contact the Center Director for OVO to give necessary paperwork for the parents

to complete. After the parents complete the referral paperwork, the OVO Center Director will bring back to PRC to process the referral.

- c. *Parent Referral*- Parents who are concerned about their child's development, can call the OSE and request that their child be evaluated. The PRC will set up an Intake Meeting and conduct an educational screener to determine if a further educational evaluation is warranted. If further evaluation is necessary, then PRC will assist the parent in completing a Structured Developmental History, and prepare the referral paperwork for parental consent.
2. Evaluations (page 8): The areas that are being evaluated will determine the assessments used for the evaluation. If a full educational evaluation is necessary, an Arena will be ordered for the child. Arena is the term that is used to describe the team approach of assessing a child. During the Arena, the child will attend the JES preschool program for three (3) hours for three (3) days. The preschool teacher, Speech and Language Pathologist, Occupational Therapist, and if needed, the Physical Therapist, will assess the child across various domains of development. If a speech or language (only) evaluation is necessary, the Speech and Language Pathologist housed at the child's home school will contact the parent to agree to a meeting time for the evaluation to take place at a school within the district.
3. Development of the IEP (page 9): Once the Evaluation has been completed parents will meet with the assessment team, including the Public Agency Representative (PAR), who make up the Case Conference Committee (CCC). The CCC will review the evaluation findings and determine if the child qualifies for services according to Indiana Special Education Law, Article 7. Once qualification has been determined the CCC will develop the Individualized Education Plan to meet the child's specific needs. If the CCC find the student ineligible for special education services, a Notice of Ineligibility will be created and sent to the parent.
4. Enrollment Process (page 9): For children who are not yet three (3) years old, services will commence on their third birthday, unless an alternate date is determined by the CCC. For students who are 3-5 years old, services will commence on the day after the IEP has been accepted and signed by the parent, unless an alternate date is determined by the CCC.

Referrals

If there is a concern with a child's development and special education intervention is necessary, contact should be made to the local Office of Special Education. SCSD2's Office of Special Education handles all special education referrals for grades Preschool through Twelfth (12) grade. All educational evaluations brought to the attention of SCSD2 OSE, will be carefully reviewed and will follow the same procedural process outlined in the SCSD2 OSE Procedure and Compliance Manual. These procedures are outlined by Indiana Article 7 Special Education Law.

First Steps

SCSD2 is obligated to offer FAPE (Free and Appropriate Public Education) to any student with a disability, which begins on the student's third birthday. First Step services are considered children who received First Steps services, parents must sign a release of information with FS in order to share their child's information with SCSD2. At 30 months if there is a release on file, FS will notify OSE with 30 month referral paperwork. This will include all FS eligibility and services. The Preschool Referral Coordinator from OSE, will send out letters to the address provided through the mail as a way of contacting the parents. After the second attempt if no response from the parent has been obtained, The PRC will contact the FS Service Coordinator to make contact with the parents and have the parents contact the OSE office. Once the PRC has received contact, there will be an Intake Meeting set up to complete the referral paperwork.

OVO Referral

Children who attend OVO Head Start in Scott County are assessed at the beginning of the school year by OVO staff. Children who show delays in their development are referred to OSE after parental consent to release information to OSE is obtained. Once the consent is received, the PRC will contact the Center Director for OVO to give necessary paperwork for the parents to complete. After the parents complete the referral paperwork, the OVO Center Director will bring back to PRC to process the referral.

Parent Referral

Parents who are concerned about their child's development, can call the OSE and request that their child be evaluated. The PRC will set up an Intake Meeting and conduct an educational screener to determine if a further educational evaluation is warranted. If further evaluation is necessary, then PRC will assist the parent in completing a Structured Developmental History, and prepare the referral paperwork for parental consent.

Transition from Early Interventions Services

The parents of children who received First Steps services must sign a release of information with FS in order to share their child's information with SCSD2. At 30 months, if there is a release on file, FS will notify OSE with the 30 month referral paperwork. This will include all FS eligibility and services. The Preschool Referral Coordinator from OSE, will send out letters to the address provided through the mail as a way of contacting the parents. After the second attempt, if no response from the parent has been obtained, the PRC will contact the FS Service Coordinator to make contact with the parents and have the parents contact the OSE office. Once the PRC has received contact, there will be an Intake Meeting set up to complete the referral paperwork.

Students transitioning from Part C (First Steps) to Part B (School Services):

- Once the SCSD2 Office of Special Education is notified of a 30 month referral from the First Steps Service Coordinator, the filing and notification process will begin.
- A file will be created, an Initial Contact Letter will be sent out to the parent, and the referral will be placed on the referral log for that school year.
- If parents do not respond within one month of the Initial Contact Letter, another letter will be sent. If no response within one month of the second Initial Contact Letter, a phone call will be placed and a third letter will be sent out. If no response within one month, an email notifying the First Steps Coordinator will be sent asking for assistance in obtaining contact with the parents.
 - After the third attempt to contact parents without a response, the file will be closed. If the parents wish to pursue an evaluation, their request will be taken as a Parent Referral and on a 50 day timeline.
- Once contact is made with the parents, an Intake Meeting will be set up with the Preschool Referral Coordinator to complete/process the paperwork, and obtain consent for the Arena.
- The initial evaluation must be completed, CCC convened, and services made available by the child's third birthday. The 50 school day timeline does not apply, and it is possible that a situation arises where the timeline could be less than 50 days for the initial evaluation to be completed and the CCC convened.
- All attempts to contact and obtain the parent's consent will be documented in the child's file.
- If the parent does not return the signed consent for initial evaluation within a reasonable period of time, the Preschool Referral Coordinator must make a good faith effort to contact the parent to obtain consent including phone calls, emails, and written correspondence.
- As soon as the parent consent is obtained, the file will go to the Preschool Teacher. The Preschool Teacher will then schedule the Arena and Initial CCC meeting. The Preschool

Teacher will notify the Arena members the dates of the testing and CCC meeting. The Preschool Teacher should schedule the CCC meeting enough in advance so that:

- the required Notice of Initial Findings and Proposed Action can be sent to and received by the parents at least 5 school days prior to the CCC,
 - If requested, the evaluation report can be provided to the parent at least 5 school days prior to the CCC meeting, and
 - If requested, a meeting with the parent to review the evaluation results can be conducted at least 5 school days prior to the CCC meeting.
- All other procedures and notices should be completed consistent with the procedure for Initial evaluations and within the 3rd birthday deadline.

Students ages 3-5A not transitioning from First Steps programs (parent, doctor's offices, etc):

- A file will be created, an Initial Contact Letter will be sent out to the parent, and the referral will be placed on the referral log for that school year
- These referrals will be required to go through the Battelle Developmental Inventory - 2 Screener to determine eligibility for further assessment given by the Preschool Referral Coordinator.
- Parent consent will need to be obtained before administering the screener.
- The screener will be scored and results will be given to the parents following the administration of the assessment.
- If the results from the screener warrant further testing, all procedures and notices should be completed consistent with the procedure for initial evaluation as indicated above. The evaluation must be completed and a case conference convened within 50 instructional days of the date written consent is received from the parent.
- If the results from the screener do not warrant further testing, strategies and suggestions will be given to the parents, but no further assessments will be administered.

Students referred for an evaluation for speech and/or language impairment only:

- All of the “SI/LI only” evaluations are completed by the SLPs at the home school, OVO, or agreed upon location in the school district.
- The SLP must complete the evaluation and convene the CCC within 50 school days of the date the school receives the parent’s consent.
- All other procedures and notices should be completed consistent with the procedure for initial evaluations indicated above.

Evaluations

An initial evaluation is an evaluation for a student not previously identified under Special Education. An evaluation can be initiated by either a parent or a school. Article 7 identifies thirteen areas of eligibility, each with specific criteria used to determine eligibility. The areas of eligibility outlined are: Autism Spectrum Disorder, Blind or Low Vision, Cognitive Disability, Deaf or Hard of Hearing, Deaf-Blind, Developmental Delay (early childhood), Emotional Disability, Language and Speech Impairment, Multiple Disabilities, Other Health Impairment, Orthopedic Impairment, Specific Learning Disability, and Traumatic Brain Injury. The following procedures outline the necessary steps to process the referral and complete the evaluation:

Through child find procedures, any child within Scott County School District 2 area whose parents have developmental concerns or who have been referred to SCSD2 by an outside agency, are given an opportunity to be evaluated by our special education staff. If eligible, those students will be given the opportunity to attend our inclusive developmental preschool with supported services and assistance. Each child will be given a chance to flourish in the preschool environment before going to kindergarten.

SCSD2 Early Childhood Services also provide stand alone speech and/or language services. These services are provided in a different location than the preschool classroom, such as OVO Headstart, one of the SCSD2 elementary schools, or at the Special Education Office. If the child is found eligible for speech and/or language services based on the evaluation, the SLP and parent will mutually agree upon one of the three service site options for the child to receive services.

When my child qualifies

- Eligibility area is determined
- IEP is developed (see Development of the IEP)
- Start date is agreed upon
- Enrollment paperwork is provided (See Enrollment Process section)
- If needed, transportation is set up

When my child does not qualify

- Notice of Ineligibility is created
- Resources are given to the parents to help support the child at home
- If needed, information is given to help seek outside evaluation for related services
- Discuss with the parent if the child does not show age appropriate progress that a new initial referral for evaluation can be conducted in six (6) months to a year.

Development of the IEP:

The CCC, including the parent/s, will discuss assessment results for the student, and his/her individual needs. The CCC will develop goals based on those needs and the student's present levels, address accommodations, determine the LRE for the student, and provide information on provisions for services. If parents agree to the IEP services proposed at the CCC meeting, their signature will need to be obtained before services are implemented.

Enrollment Process

After the evaluation is completed and the student is found eligible, the enrollment process will begin. All registration and documentation will need to be completed and turned in prior to the child start date and attendance at Johnson Elementary School. The following documentation is required along with online registration:

Documentation:

- Official Birth Certificate
- Copy of Social Security Card
- Shot Record
- Any past outside evaluations conducted by an outside agency
- Any medical information (including diagnoses, medications, allergies, or any other instructions for medical care while enrolled at school)

Pre-Enrollment:

Students who will be entering the Preschool Program as a non-disabled peer will need to attend the Pre-enrollment date in the spring to secure a spot in the Preschool. Children who are 3 and have not been evaluated and found eligible for special education services are not eligible to be enrolled into JES preschool program. Children who are 4 years old must meet the following criteria to be eligible to enroll in the preschool program:

- Must be 4 by August 1 of the upcoming school year
- Must live in the area zoned for JES and/or plan on attending JES for Kindergarten (Office of Special Education can provide you with the zoned lines)
- Children who turn 5 years old after August 1st of the current school year and are not eligible for Kindergarten until the next school year.

Turning 3:

Only students that have been evaluated by the Case Conference Committee, and have been found eligible for preschool services will be admitted into the Preschool at age three (3). These students are eligible to begin on the day of their third birthday or on the date that is agreed upon by the Case Conference Committee during the initial conference.

Typical Peers:

Students that do not qualify for services, and wish to attend the SCSD2 Preschool will need to attend the Preschool Pre-Enrollment date the spring prior to the upcoming school year. Students that do not enroll at this time will not have a guaranteed spot. Those students will be placed on a waiting list, and will be selected for enrollment when an available slot opens. Students will be selected based on the criteria as mentioned in the Pre-Enrollment section above.

Curriculum

Math Curriculum:

In the classroom we use a math program called Touch Math. Touch Math is designed to simplify math and counting for young children. This program requires no writing, which means that children who do not write can still participate fully in all learning activities. The Touch Math program uses dots we call “TouchPoints” on numerals. Each TouchPoint on the numerals 1 through 5 represents one counting number. Numerals for 6 through 9 use double TouchPoints that are touched and counted twice. The zero has no TouchPoints, so you “STOP” and never touch a zero. Students will learn to touch and count each TouchPoint on the numerals up to the total number that the numeral represents. This approach involves your child not only mentally, but physically by touching the numerals and working with objects.

Writing Curriculum:

The writing curriculum used is called Handwriting Without Tears, Pre-K. This curriculum simplifies writing for the student, and utilizes a variety of learning styles to reach each child. This curriculum allows the children to learn in a three step process which engages them visually, auditory, and kinetically. Handwriting Without Tears begins with preparing the child by using wood pieces and dough to create letters on letter cards and mats. The next step is to show students how to use a crayon to make scribbles, and color shapes and various pictures. The final step is where the student begins writing. This step uses a lot of teacher modeling to teach correct orientation and formation habits.

Language Curriculum:

Building Language Throughout the Year: The Preschool Early Literacy Curriculum is utilized in the classroom as their Language Curriculum. This particular curriculum encourages a vocabulary enriched environment to enhance early literacy. Students will be utilizing music and rhythm during circle time to learn, as well as story time to model voice, appropriate reading, and correct positioning of a book. Opportunities to look/read through books will be embedded into the daily routine. Students will also be engaged in various questioning and answering throughout the day. This will use open ended questions to assess what the child knows, and encourages critical thinking on how to respond. Included in the theme for each week is a letter the students

will be learning. Students will learn the sounds of this letter, and also connect these letters to other words they hear every day.

Transition to Kindergarten

According to Indiana Special Education Law, Article 7 Sec. 6. (a) Developmental delay is a disability category solely for students who are at least three (3) years of age and not more than five (5) years of age, or five (5) years of age but not eligible to enroll in kindergarten. Therefore, before a Preschool Special Education student enrolls into kindergarten, a reevaluation will need to be completed. If a student has a different eligibility area other than Developmental Delay, that eligibility will stay with the student as they transition to kindergarten unless a reevaluation is warranted by a CCC decision. The process for the reevaluation is as follows:

Students who are Kindergarten eligible for the upcoming school year:

- Students who will turn 5 years of age on or before August 1st who are transitioning to Kindergarten the following school year, will be referred for an evaluation and be evaluated by the School Psychologist, Preschool Teacher, Occupational therapist, Speech Language Pathologist and/or Physical Therapist, Vision Specialist, and/or Hearing Specialist if needed, depending on the disability area chosen, who serves SCSD2 by the end of their Preschool year.
- The Preschool Referral Coordinator and Teacher should follow the Reevaluation procedures described below:
 - All necessary forms will be sent home with the student prior to having a Revise IEP meeting to discuss and request reevaluation.
 - At the Revise IEP meeting, the parent will either give permission or reject permission for the reevaluation to take place.
 - If applicable, upload any existing report(s), such as outside evaluations, to IIEP.
 - After parent consent is obtained the file will go to the school psychologist for evaluation.
 - Once the evaluation is completed,
 - The evaluation report will be sent to the parent along with a conference notice no less than 5 school days prior to the conference.
 - After the conference, the Special Education Secretary and Preschool Referral Coordinator should be notified of a new IEP. The new IEP will need to be entered into Harmony.

The new IEP that is created at the Reevaluation conference will be implemented and carried over into the the following school year.

Contact Information

At any time, if there are concerns with your child's development, there are multiple resources for you to access to express your concerns and become more knowledgeable about early childhood development.

Visit our website:

www.scsd2.k12.in.us > Our Schools > Office of Special Education to find printable resources for before, during, and after the decision to pursue possible evaluation and special education services.

Call or Email our office:

Our office hours are during SCSD2 school calendar days from 7:30-4:00. We can be reached during those times at 812-752-8953. Ask to speak to our Preschool Referral Coordinator to get any information you may need. You can also set up an appointment to come in and talk about the options we offer before you make a decision to pursue special education.

You can call Johnson Elementary School 812-752-8923 and ask to speak with the Preschool Teacher to obtain more information.

You can also email the Preschool Referral Coordinator or Preschool teacher at the emails listed on the cover of the manual.