

**FAMILY HANDBOOK  
OF POLICIES FOR THE “L”  
Parent Infant Program  
Preschool Program**

**2015-16 ACADEMIC YEAR**



***Teaching Deaf Children to Listen and Talk***

Marshall University  
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**WELCOME TO  
THE LUKE LEE  
LISTENING, LANGUAGE, LEARNING LAB  
AT MARSHALL UNIVERSITY**

*“A preschool for deaf children who talk”*

We are happy that you have chosen the Listening, Language Learning Lab (the “L”) at Marshall University, and we look forward to working with you and providing a nurturing, stimulating environment in which your child will grow and learn.

This handbook is designed to provide information regarding the operation of the “L.”

**Mission Statement:**

Teach children who are deaf or hard of hearing to listen and talk and train parents and professionals in auditory verbal methodology.

**Philosophy:**

Most deaf or hard of hearing children can learn to speak and understand others regardless of the severity of hearing loss. Developing the ability to speak makes it possible to communicate independently.

**Program Goals:**

Children who are deaf or hard of hearing are provided a stimulating learning environment where they can grow.

1. Provide immediate audiologic management and development of listening and spoken language for children as their primary mode of communication. (AG Bell, 2011)
2. Guide and coach parents/guardians to be effective facilitators of their child’s listening and spoken language development. (AG Bell, 2011)

3. Teach hearing impaired children to use listening and spoken language as their primary mode of communication.
4. Provide an individualized program that is flexible enough to meet each child and families needs.
5. Assist every child in reaching his or her full potential.
6. Prepare every child to be successful in a regular education classroom.

The goals of the lab program are reviewed and/or modified annually by the staff at the “L.”

### **THE “L” HOURS**

The “L” hours are 8:30 to 12:00 Monday-Wednesday for preschool class. Individual child and parent focused therapy sessions will be held Monday-Wednesday afternoons or Thursday or Friday for 1 hour sessions. Classes begin promptly at 8:30 a.m. If you arrive late, have your child go directly to class and please do not interrupt the teacher. It is very difficult for the children to stay on task when class is interrupted. Late arrivals often cause activities to be shortened or unable to be completed. Therefore, it is important that your child arrive on time each day.

Students of the “L” cannot be in the classroom prior to 8:20 a.m. A parent or responsible adult must escort students into the building. Do not let your child into the building alone.

At the end of the school day, parents are asked to wait for their child in the waiting area of the Marshall Speech and Hearing Center on the first floor of Smith Hall room 143. This gives parents an opportunity to talk with the teacher and find out about their child’s day. Parents should arrive no later than 12:10 p.m. to pick up their child. If you are unable to pick up your child that day and have made arrangements for another person to pick up your child, you must inform the teacher

prior to the pick up. In case of an emergency, please contact the teacher if you are going to be late.

Since the “L” is committed to quality and consistency we find it important to stay on schedule. It is difficult to maintain the amount of time designated for each subject if there are interruptions in the schedule.

### **PHONE CALLS**

The “L” does not have an administrative staff. Therefore, we ask that you speak to your child’s teacher in person when possible rather than calling during class. This applies to absences, late pick up/drop off, and/or any other matters concerning the “L.”

### **VISITING THE “L”**

We welcome family members, students, and school district personnel to visit the “L.” However, if someone other than a parent is planning on observing the classroom, please contact the Program Director in advance.

### **INDIVIDUAL THERAPY/PARENT COACHING SESSIONS**

Individual therapy sessions are required by all children who are in the preschool classroom. The Principles of Listening and Spoken Language Auditory-Verbal Education require that parents are taught to become effective facilitators of their child’s listening and spoken language development. This is essential for all hearing impaired children to be successful using listening and spoken language as their primary communication mode. Individual therapy sessions are one hour in length once a week during a regularly scheduled appointment. A parent or close family member is required to participate in each session. One focus will be to teach the

parent to facilitate listening and spoken language development at home using specific strategies to promote a language rich and optimal auditory environment for their child.

## **FINANCIAL**

Tuition: The “L” tuition for the 2015-2016 academic year is \$14,000. Tuition is waived for West Virginia residents. For families living outside of the state of West Virginia, funding may be available through your local school district. We will assist these parents in approaching their school district for funding if feasible.

Checks for tuition: Checks should be made out to

Marshall University Speech and Hearing Center  
(specify in the memo section: the “L”)

Marshall University  
Department of Communication Disorders  
1 John Marshall Drive  
Huntington, WV 25755

Failure to pay tuition on time may result in requiring a student to withdraw from the “L.” To ensure payments are received and applied correctly, parents and/or school districts should mail checks to the address shown above. **Do not send cash or checks with your child to the “L.” Do not give payments to teachers or staff.**

## **ATTENDANCE**

**Regular attendance is required and necessary for success and achievement of listening and spoken language.**

Children are required to attend class and therapy on a regular

basis. Regular attendance should enable progress to be made at a more rapid rate than when classes are missed.

Individual therapy sessions must include a parent or close family member. 85% attendance is required in individual therapy to continue in the “L” preschool class.

**When a child cannot attend therapy or class, please contact the “L” at 304-696-3455 and state the reason for the absence, prior to the class.** Illness, death in the family, emergency, or prearranged excused situations will be considered an excused absence. Failure to contact the “L” will be considered an unexcused absence. **Excessive unexcused absences of 3 or more may result in the child’s termination from the program.**

If a child is ill (especially in the contagious stage of an illness), we request that the child remain at home for his/her health and the health of the classmates. Please call us regarding the absence.

### **SICKNESS**

A child who shows any symptoms of illness should be kept home, not only for his/her own sake, but also in consideration of peers and teachers. A child needs to be at home when he or she:

- Has a fever or has had one during the previous 24 hours.
- Has a severe cold with heavy nasal discharge or a constant cough
- Is vomiting or has had severe diarrhea
- Is unusually fussy, cranky, or exceptionally fatigued

## **ILLNESS AT THE “L”**

If a child becomes ill at the “L,” we will contact a parent so the child can be picked up and taken home. Parents should pick up their child as quickly as possible. Keep in mind, once a fever has been detected or the child is exhibiting other symptoms, he or she is removed from the classroom and separated from others. The “L” is not staffed to provide care for an extended period of time.

If a parent cannot be reached, a person designated on the enrollment information form as an emergency contact will be called and asked to care for the student. **Parents please be sure to keep the “L” staff up-to-date on telephone numbers as they change.**

## **MEDICATION AT THE “L”**

If any medication is to be taken by a student during the day, it must be delivered to the “L” by a responsible adult. To ensure children do not have access to another’s medication, teachers don’t dispense medication in the classroom. All medication is dispensed in the teacher’s office.

Parents of students with health problems requiring medication daily during the academic year must provide a written statement from the doctor. No prescription drugs may be administered to students at the “L” unless authorized in writing by a doctor. Over-the-counter medications including cough medicines, aspirin, and so on, cannot be administered unless provided with written permission from the child’s doctor.

Short or long-term medication prescribed by a doctor to be given while at the “L” (i.e. antibiotics to be taken four times a day), must be brought to the “L” in a container from the pharmacy with complete and current instructions as to time,



dosage, doctor's name, date, etc. This must be accompanied by a completed OVER-THE-COUNTER AND PRESCRIPTION MEDICATION AND DOSAGE INSTRUCTION FORM. All medication must be in the original bottle from the pharmacy and labeled with the following:

- a. Child's name
- b. Doctor's name
- c. Name of medication
- d. Instructions for dispensing
- e. Date of prescription

### **COMMUNICABLE DISEASES**

Descriptions of the most common childhood diseases and their symptoms are listed below and on the following pages. Generally a student who has been exposed to a disease may attend class pending appearance of the symptoms described. Please contact a physician for accurate diagnosis and determine when your child may return to class after illness.

Chicken Pox: a highly contagious disease spread by direct contact or breathing in germs from someone's cough or sneeze. Gradual onset with general rundown feeling, low grade fever, runny nose, silent cough, decrease in appetite, and headache, followed by a red rash which turns into white blisters. The rash usually begins on the chest, abdomen, back, or face, eventually seen all over the entire body. Students should remain home seven days after the rash appears. Students may not return to the "L" until blisters have developed scabs which may take 5-10 days after the breakout.

Cytomegalovirus (CMV): Symptoms are usually not apparent, or are mild and flu-like, producing symptoms such as fever, sore throat, fatigue, and swollen glands. Because it is often impossible to observe symptoms when the virus is active and because the majority of young children may contract the virus

at some time, it is not necessary for a child to be kept home unless he or she is running a fever. CMV is spread from one person to another via close and prolonged contact with body fluids.

**Fifth Disease:** A viral infection that often infects red blood cells. One to two weeks after exposure, some children will experience a low grade fever and tiredness. By the third week, a red rash appears on the cheeks giving a “slapped-face” appearance. The rash may extend to the body and tends to fade and reappear. Sometimes the rash is lacy in appearance and may be itchy. Some children may have vague signs of illness or no symptoms at all. Students should remain at home until the rash disappears.

**Head Lice:** Nits (babies) are white, football shaped insects that look like dandruff, but vigorously hang on hair strands. Instructions for the use of lindane based shampoo, such as RID or KWELL, and recommended by your child’s pediatrician, should be strictly followed. Students will be checked by a staff member upon returning to the “L” to assure that all nits have been removed.

**Skin Lesions:** Two skin lesions to be aware of are impetigo and/or ringworm.

**Impetigo:** a skin infection caused by bacteria that is contagious. It forms round, crusted, oozing spots that grow larger day by day. The hands and face are the favorite locations, but it can appear on other parts of the body such as the arms or legs.

**Ringworm:** a fungal infection that grows on the outer layers of the skin, hair, or nails. It appears as a rash with patches that may be red, peeling, scaling, or have blister-like bumps on the edges. The skin is very itchy and the rash spreads quickly.

Students suspected of having impetigo and/or ringworm should not be in class until all lesions are healed or until a written note is received from a physician stating the student is receiving proper medical treatment and is safe to return to class.

Conjunctivitis (Pinkeye): Symptoms usually include redness in the white of the eye or inner eyelid, increased amount of tears, itchy eyes, blurred vision, swelling of the eyelid, matting and discharge. The student should remain out of class until medicated for 24 hours or until written permission is received from a physician.

### **IMMUNIZATIONS**

Required immunizations, plus the number of vaccinations required include:

- Poliomyelitis (1)
- Mumps/Measles/Rubella (MMR) (1)
- Haemophilus Influenza B (HIB) (3-4)
- Diphtheria/Pertussis/Tetanus (DPT) (4)
- Hepatitis (3)
- Varicella (1)

All required immunizations must be completed prior to enrollment. Students immunization records are verified by the “L” to ensure students have received required booster shots. Students are not allowed to attend the “L” without proof that they have been properly immunized or exempted.

### **PHYSICAL EXAMINATIONS**

Physical examinations are required for all students upon enrollment. New students must have been examined within one year prior to entering the “L.” Parents should inform the “L” whenever their child’s medical needs change (i.e.

allergies) or a change occurs in his or her immunization records.

### **EXCUSED ABSENCES**

If it is necessary for a student to leave the “L” early, a parent or other authorized adult should contact the teacher to make arrangements.

### **INCLEMENT WEATHER**

It is the responsibility of each parent to decide if road conditions are too hazardous for driving to the “L.” The “L” should be notified if the student will not be attending that day. **If Cabell County Schools are closed, the “L” will be closed. If Marshall University is on a 2-hour delay, class will be cancelled for the day.** If Cabell County Schools are on any type of delay class will be in session however each parent may decide whether or not road conditions are too hazardous for driving.

### **STUDENT CONDUCT AND DISCIPLINE**

Effective discipline and control require the cooperation and active participation of all students, teachers, and parents. The “L” has a responsibility to students and staff to ensure a safe and orderly place at all times.

If a student’s action is deemed to be of concern, the staff will inform the parents of the circumstances and a conference may be arranged. If a student is considered dangerous to himself or to others, or if the student’s behavior becomes such that the student is not benefiting from the program or is hampering other students from benefiting from the program, the “L” may require that the parents withdraw their child. Written notice will be given.

## **ABUSE OF STUDENTS**

Any form of physical or verbal abuse of students is totally contrary to the policies and philosophies of the “L.” Under no circumstances will physical or verbal abuse by staff members or others working on behalf of the “L” be tolerated.

Anyone suspecting abuse or neglect of a child has a responsibility for reporting the alleged violation to a staff member of the “L.” If at any time, there is repeated evidence that a child could be a victim of abuse or neglect by his or her caregiver, the “L” must by law report its suspicions to the proper authorities.

## **STUDENT PRIVACY AND DIGNITY**

It is the policy at the “L” to ensure privacy and dignity for all students during all aspects of toileting, diapering, and other activities of personal hygiene conducted during the day. When children have toileting accidents, they are removed from the classroom and taken to a private area where they are attended to by a staff member of the “L.”

The “L” adheres to congressional laws concerning privacy. These laws are designed to protect and safeguard student/family privacy with regard to records and other personal information.

## **PARENTAL INVOLVEMENT**

We at the “L” feel strongly that family support is essential to a child’s progress. Your involvement and participation is crucial to your child’s success. From time to time, we will be asking for your help on special projects and activities.



The Listening, Language, Learning Lab at Marshall University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the “L.” It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other related programs.