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Staff Directory

SCHOOL

	PHONE EXT. 314/977-0xxx	E-MAIL xxxxx@cid.edu
Front Office: Linette Schaffer		
Donita Gibbs, Administrative Assistant	132	Ischaffer
Lynda Berkowitz, Principal	130	dgibbs
Amy Hudson, Primary School Coordinator	120	lberkowitz
Meg Samson, Early Childhood Center Coordinator	155	ahudson
Amy Knackstedt, Family Center Director	195	msamson
Patti Hoffman, Family Support Specialist	134	aknackstedt
Audrey Nemeth, Parent Coach	151	phoffman
Gabbie Eyler, Occupational Therapist	206	anemeth
Ari Carrillo-Jones, Registered Behavior Technician	144	geyler
	148	acjones
CID Audiology Department		
Susie Whaley, Audiology Admin. Assistant	104	swhaley
Brittany Wuebbles, Director of Pediatric Audiology	127	bwuebbles
Johanna Lowell, Audiologist	131	jlowell
Julie Thorne, Audiologist	172	jthorne
Laurel Fifield, Audiologist	138	lfifield
Speech-Language Pathologists		
Cassidy Baker, Speech-Language Pathologist	111	cbaker
Abby Osborne	146	aosborne
Jackie Unser, Speech-Language Pathologist	192	junser
Abbie Wells, Speech-Language Pathologist	190	awells
Business Office		
Amy Tighe, Chief Operating Officer	234	atighe
Saadia Walton, Accounting Supervisor	264	swalton
Jodi Larson, Accountant	227	jl Larson
Family Center		
Amy Knackstedt, Family Center Director	134	aknackstedt
Claire Soete, Family Center Intake Coordinator	175	csoete
Heather Grantham, Executive Director	223	hgrantham

The complete school directory is accessible on the CID website: <https://cid.edu>. Click on the Meet Our Staff link on the home page.



Program Schedules

CID School

School day:	8:30 a.m. – 3:00 p.m.
Before school care:	7:30 a.m. – 8:30 a.m.
After school care:	3:00 p.m. – 5:30 p.m.

CID Family Center Toddler Class Monday – Thursday

School day:	8:45 a.m.–11:30 a.m.
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Extended School Year Monday - Friday

Classes:	9:00 a.m. – 12:00 p.m.
Before school care:	8:30 a.m. – 9:00 a.m.
Summer Camp:	12:00 p.m.– 4:00 p.m. (ages 5 and older)

CID Overview

History

In 1914, Max Goldstein, MD, a St. Louis physician, opened Central Institute for the Deaf — a place for doctors and teachers to work together to improve ways to help deaf people, starting with children. Initially, he devoted two rooms of his medical offices to CID. His programs included auditory-oral education for children, teacher training, counseling, lip-reading and speech instruction for children and adults and research. These programs evolved over time, and CID built an international reputation as a demonstration school and research center, as the founding home of the science of audiology, and as a source of excellence in graduate training of speech and hearing professionals.

Today's CID

CID is a leading listening and spoken language school dedicated to the success of its students, families and professional colleagues. In keeping with our rich history and mission, we offer:

- Martha E. Jones Pediatric Audiology Center
- Joanne Parrish Knight Family Center for children, ages birth–3
- Anabeth and John Weil Early Childhood Center for children, ages 2–5
- Early Childhood Center peer program for hearing children, ages 3–5
- Virginia J. Browning Primary School for children, ages 5–12
- Emerson Center for Professional Development
 - Continuing education workshops and presentations for professionals
 - Consultation and training services for schools and school districts
 - Educational assessments, curricula, books, workshops, online courses and social media content developed at CID for use with children who are deaf and hard of hearing
- Washington University affiliation for graduate student training
- Evidenced-based practices and research collaborations

Our close relationship with Washington University, including the research, clinic and graduate programs begun at CID, supports high professional standards and our use of technologies and educational methods. CID is financially independent of the University.

Mission Statement and Core Values

Our mission is to teach children who are deaf and hard of hearing to listen, talk, read and succeed. We empower families and professionals in St. Louis and worldwide to help children reach their fullest potential.

Core Values

Respect: The voice of every child, family, employee, and professional is heard and respected at CID. We value fairness, tradition, diversity, manners and the needs of individuals, including the need for home and work balance.

Compassionate Individualized Education: CID is dedicated to educating the whole child by adapting services to meet the individual needs of each child and family. We are committed to providing these services attentively and selflessly while remaining true to our mission.

High Expectations: As members of the CID family, we demand excellence from ourselves and our co-workers and from the students, families, and professionals we serve. We are committed to being a professional learning community and therefore a leader in the field. We achieve this through personal and professional accountability, honesty, continual self-improvement/education, and all of the values stated herein.

Reflective Innovation: We value innovation that contributes to student achievement and the advancement of our field. We achieve this through ongoing evaluation of self, program, and organization. This reflective innovation is fueled by experience, intuition, creative thinking and evidenced-based best practices.

Communication and Collaboration: We value sharing and collaborating within and across departments and with families, community, universities, and professionals who can help children who are deaf or hard of hearing achieve their fullest potential. We further recognize that both formal and informal communication between CID administration and staff – from the top down and the bottom up – are paramount to CID's success as an organization.

School Departments

Joanne Parrish Knight Family Center: We believe parents are a child's first teachers, so giving them exactly the help they need to begin to work with their children at home is the focus of our caring and experienced Family Center staff. The program offers both home and virtual coaching sessions with flexible scheduling for families. Toddler classes are offered for children approaching their second birthday. Children receive small group and individual instruction with an emphasis on building listening and language skills through play. Parents and family members are encouraged to observe as their involvement is key to the children's success.

Anabeth and John Weil Early Childhood Center: The early childhood center is a dynamic, research-based program for 3- to 6-year-olds who are deaf and hard of hearing. The program integrates five vital components: (1) a strong speech, language and listening curriculum, (2) a solid whole child curriculum built on theme-based learning, (3) play-based, experiential learning, (4) peer program integrating children with typical hearing who serve as natural play partners and conversation partners, and (5) a strong focus on developing early literacy skills. The children develop speech, language, listening and social skills through fun, engaging, age-appropriate activities.

Virginia J. Browning Primary School: Our goal is to help our 5- to 12-year-old primary students build a foundation for success in education and in every area of life. CID teachers weave speech, language and listening instruction into a general education academic curriculum that includes reading, writing, math, science and social studies. Our comprehensive program includes gym, music, arts, health and growth, a social skills curriculum, computer instruction and activities ranging from dance to tennis.

Professional Development

Since 1914, CID – Central Institute for the Deaf has been committed to serving children with hearing loss who are learning to listen and talk. To support children beyond our walls, CID established the Emerson Center for Professional Development to specifically address the needs of teachers, speech-language pathologists, audiologists and early intervention providers worldwide. We offer a variety of curricula, online courses, training and a blog to support these educators. For more information, please contact Abby Zoia, Director of Professional Development. azoia@cid.edu or 314-977-0267

Martha E. Jones Pediatric Audiology Center

CID audiology is comprised of four full-time audiologists, a doctoral extern, and a part-time research audiologist who serves as our Director of Outcomes. Services provided include comprehensive audiologic evaluations, assistance in device selection, hearing aid and cochlear implant services, and DM evaluations and management, with a family-centered lens. Audiologic evaluations are completed annually, or more frequently as dictated by your student's needs.

- **Hearing and Device Services (School)** – Classroom teachers monitor devices daily and report concerns to the Audiology department. Each classroom has a lead audiologist assigned that serves as the contact person for all your child's audiologic needs, though a team approach ensures consistent access to care. CID audiologists further evaluate hearing levels and device function during back-to-school checks, annual audiologic evaluations, and/or as requested by the child, teacher, or parent. Audiologic testing and device management services are provided as part of each student's tuition. Equipment repairs and replacements that are not covered under the manufacturer's warranty will be billed to your child's insurance or to your family (private pay). These situations will be discussed with your audiologist and CID's Finance Department. Private pay items must be prepaid before a repair service is performed or new equipment is dispensed. In some cases, audiology equipment, supplies, or devices may be covered by grant funding or other third-party payers. Please discuss questions with your CID provider or CID's Finance department. CID reserves the right to bill accordingly.
- **Loaner Equipment (School)** – Students are fit with loaner equipment as dictated by the availability of equipment in CID's loaner stock, with the goal of minimizing any "off air" time during the school day. To receive loaner equipment for use outside of CID school hours, parents must have completed the CID Audiology Equipment Election Form and signed the CID Loaner Hearing Device Responsibility Contract. More information about these two forms is located below.
- **Toddler Class** – Audiology visits continue to be covered by the child's state early intervention program or insurance. CID audiologists monitor hearing and devices while the child is on-site and/or through the traditional appointment model in the audiology center. Loaner equipment is available through CID's loaner stock with the goal of minimizing any "off air" time during the school day. To receive loaner equipment for use outside of CID Toddler Class hours, parents must have completed the CID Audiology Equipment Election Form and signed the CID Loaner Hearing Device Responsibility Contract.
- **University Affiliations** – Many CID staff are instructors, professors or lecturers in the Washington University Program in Audiology and Communication Sciences (PACS). CID's audiology department serves as a practicum site for graduate students in the Au.D. programs at Washington University and many others, as well as an externship site for graduate students from universities across the country. Graduate students gain experience serving children with hearing loss under the direct supervision of the audiology team.
- **Applied Educational Research** – CID staff members collaborate on applied research studies designed to improve clinical techniques or classroom practices. With parents' express written permission, CID students or families may serve as volunteer subjects in such studies.

Audiology Equipment Elections

It is important that children consistently wear their hearing devices during **all waking hours** so that they have access to the sounds needed to learn language. When a device is lost or in need of repair, a child's access to sound, and therefore language, is also lost. Whenever possible, CID will provide loaner hearing device(s)/equipment for use during school hours if your child has lost/non-functioning equipment to enable them to participate fully in the classroom.

CID will also provide loaner device(s)/equipment for use during non-school hours, whenever possible. CID's bank of loaner equipment is available by donations and grants, limiting the quantity of loaner device(s)/equipment for each manufacturer and device type. Therefore, by signing the CID Audiology Equipment Election form as part of the registration process that authorizes your child to receive loaner device(s), you agree to take responsibility for any loaner device(s)/equipment, including ensuring their safe return to CID.

If you wish for your child to have access to loaner device(s)/equipment during non-school hours, please be sure to complete and sign the CID Audiology Equipment Election Form. If you have questions or need another copy of this form to complete, please contact Brittany Wuebbles or Lynda Berkowitz.

Loaner Hearing Device Responsibility Contract

The following statements and principles are outlined in CID's Loaner Hearing Device Responsibility Contract. This document is part of the registration packet. Taking care of all CID loaner equipment ensures that loaners remain available to all CID students to maintain access to sound that facilitates language and learning. A damaged or lost hearing device means that the next child in need may not be able to benefit from a loaner in a timely manner.

In the case that CID loaner equipment is needed, it is the family's responsibility to care for the loaner equipment and return it to CID. Care of devices includes checking the batteries, completing listening checks, using the dehumidifier, and storing device(s) in a safe location when not in use. If a loaner hearing device is lost or damaged in the possession of a family, the child may not be eligible to receive another loaner device outside of school hours and the family may be billed for the lost or damaged device.

Questions about loaner hearing devices can be directed to Brittany Wuebbles, Director of Audiology, or AudiologyDept@cid.edu.

Audiology Communications

When your child is seen in audiology for any reason, an update will be sent home via encrypted email and a paper copy sent home in the child's backpack. Encryption is utilized to protect your child's health information. Please notify our team if you have any difficulty accessing your child's information. If your child is seen for audiologic evaluation of any type, a copy of the results will be sent via encrypted email. Results of your child's annual audiologic evaluation will be compiled and sent home in a formal report format upon completion. Your child's audiologist can be reached via email or phone to discuss your child's audiologic care.

CID School Financial Information

Tuition and Fees

Generous community support makes it possible for CID to provide student scholarships. No child who is deaf or hard of hearing is turned away based on a family's inability to pay.

CID offers an extended day childcare program from 7:30 to 8:30 a.m. and 3:00 to 5:30 p.m. Families using extended day before or after school childcare must complete the extended day registration form. All childcare payments must be made in advance of the month your child will attend.

All peer tuition and fees are due in advance of the school month/semester, payable on the payment plan selected by the family.

Fees for all other services are due at the time of service.

CID releases reports to parents and/or records to other schools or professionals only when all balances due are current. Accounts in good standing are necessary for students to participate in the graduation ceremony*.

In the case of changed family circumstances, special arrangements for payment may be made by arranging a meeting with the chief operating officer or accountant.

Returned Check Policy

The first time a check presented to CID is returned by the bank due to insufficient funds (NSF), the finance office will contact the family for payment or permission to resubmit the check to the bank.

A subsequent returned check will result in the requirement that only cash, credit/debit card or money orders be accepted for payment. There will be a \$35 charge for all returned checks.

* Please refer to the school Billing and Collection Policy
attached to your scholarship award agreement.

General Information and School Policies

Arrival and Departure

Bus students, ECC and Primary Students:

- Drop off and pick up is in the circle drive on Clayton Avenue.
- Students will be escorted off buses beginning at 8:20 am, followed by children arriving by car.
- Dismissal begins at 3:00 pm.
- Cars should enter the circle drive and **pull all the way forward** along the right-hand curb. **Please remain in your car.** A CID staff member will escort all students in and out of vehicles.

Toddler Class Students

- Parents of toddler class students should park in the CID lot in a CID Parent/Visitor space.
- Parents should escort their child into the building at 8:45 am.
- Toddler class staff will be in the lobby to greet the children and escort them to the classrooms.
- Parents wishing to observe should sign in at the front office and receive a visitor badge.
- Due to space limitations and safety, only one adult may observe per child. Siblings under age 1 are allowed.

Attendance

At CID, education is a partnership between school and family. To ensure children are successful, CID is committed to providing a quality program with well-trained staff. To receive the maximum educational benefits, it is the parents' responsibility to make sure their child attends school regularly and on time.

If a child is going to be absent or tardy, parents must notify the school office at 314.977.0132 prior to 8:30 a.m.

Valid reasons for excused absences include:

- illness
- doctor's appointment
- death in the family
- dangerous driving conditions
- planned absences approved in advance by the department coordinator
- Absences that are not reported in a timely manner or that are not for the valid reasons stated above are unexcused.
- Coordinators will notify parents after two (2) unexcused absences.
- After four (4) unexcused absences in one semester (Aug.-Dec. or Jan.-May), a meeting will be held with the parents, principal, and department coordinator to discuss the serious problem.
- After six (6) unexcused absences in one (1) semester (Aug.-Dec. or Jan.-May), a child's enrollment at CID may be terminated.

Tardiness and Early Pick-up:

- When a child arrives at school after 8:35, he or she is considered tardy.
- If a child is going to be tardy or have an early pick-up, parents must notify the school office at 314.977.0132 as soon as possible.

- After 8:35, parents should park in a visitor spot in the main parking lot, walk their child to the front office, and sign in.

Excused tardies/early pick-ups include:

- doctor's appointment
- circumstances beyond the family's control (car trouble, weather) that occur unexpectedly and infrequently

• If a student must be picked up early, parents are required to send a note to the classroom teacher or call the school office at least 30 minutes prior to pick-up, stating the time and reason for the early release. Students may not be picked up between 2:45 and 3:00 p.m.

- Coordinators will notify parents after six (6) unexcused tardies and/or early pick-ups.
- After 12 unexcused tardies and/or early pick-ups in one (1) semester (Aug.-Dec. or Jan.-May), a meeting will be held with the parents, principal, and department coordinator to discuss the serious problem.
- After 18 unexcused tardies and/or early dismissals in 1 semester (Aug.-Dec. or Jan.-May), a child's enrollment at CID may be terminated.

Authorized Pick-Up

If there is a change in a child's transportation plans, parents must notify the school office. A child will be allowed to leave only with his or her parents or with persons they listed on the authorized pick-up form from their enrollment packet. Until we get to know these individuals, we will ask for a photo I.D.

If you want to have your child picked up by someone not on your authorized list, you must personally call the school office and give them the name of the driver in advance. A photo ID will be required.

Occasional late pick-up: Arrangements may be made in advance with the school office for occasional late pick-up, not to exceed 5:30 p.m. In these cases, parents are responsible for after school childcare fees. Please ask the school office for details.

Parental custody: By law, if parents are legally separated or divorced, each parent has equal access to the custody of the child unless a parent has a court order indicating which parent has custody of the child and/or that the parents have a specific custody schedule. To exclude a parent from picking up a child, the school must have a copy of the court order on file; otherwise, either parent may pick up the child from school with proper identification.

CID will follow the provisions and custody schedule set forth in the court order with respect to the release of children from school. Both parents must agree in writing that either parent may pick up the child at any time despite the court order, or that the parents will follow a different pick-up schedule than what is contained in the court order. If there is a dispute as to whether or not a certain third party can pick up the child from CID, then the parent with the sole legal custody shall make the final decision as to whether or not the third party may be authorized to pick up the child. If the parents have joint legal custody, then the third party may pick up the child only if agreed to in writing by both parents.

Before and After School Services

Childcare: Before and after school care is available from 7:30 to 8:30 a.m. and from 3:00 to 5:30 p.m. Toddler Class students are eligible for before-care only. Fees and payment plans related to the CID Extended Day Child Care Program can be obtained from the school office. Parents who enroll their child in the Extended Day Child Care Program must pay each entire month's fees in advance. Families not enrolled in the childcare program may arrange

occasional late pick-up by contacting the school office in advance. After school childcare fees will apply. Before and after care services are billed at a flat daily or monthly rate. Services are not pro-rated based on the time the child spends in the program on any given day.

All children must be picked up by 5:30 p.m. Families will be charged an additional \$20 for pick up after 5:30.

Please note: All students not picked up by 3:15 will be sent to the Extended Day Care Program and after school childcare fees will apply. Students will NOT be allowed to sit in the lobby or any other area at CID to wait for a late parent/guardian.

Behavior

As educators, it is our responsibility to ensure the physical safety and total well-being of all children within our care. CID uses a positive approach to behavior guidance, providing clear instructions and expectations and helping all students to follow these respectfully. Teachers place great emphasis on encouraging appropriate behavior of children to help them develop self-control, self-confidence, and self-discipline.

All CID teachers receive ongoing instruction in behavior guidance. CID staff and students are expected to interact in an atmosphere of mutual respect.

We are committed to helping children understand why some behaviors are not acceptable and suggest more desirable behaviors. Classroom rules are posted and reviewed often with students. CID students are taught to make good choices when problem solving.

Aggressive Behavior Policy

Aggressive behavior refers to any physical, emotional or verbal act which may result in a child placing him/herself, other children, and/or staff members in an emotional, physical, harmful, hurtful or unsafe situation.

If a child engages in aggressive behavior, the department coordinator will investigate the situation. In such cases, parents will be contacted to determine the best course of action. This action may include support from the occupational therapist, the registered behavior technician, the family support specialist, and/or developing and implementing a behavior plan.

The following guidelines will be used when disciplinary action becomes necessary due to recurrent aggressive behaviors:

- Separation from group with a call to parent or guardian and documentation.
- Parent/guardian conference to discuss corrective action and consequences for future incidents.
- Parent/guardian called to pick up child from school for remainder of the day.
- Repeated aggressive/maladaptive behavior in which parent/guardian has been contacted to pick up child from school on multiple occasions will result in a meeting with the school principal. The principal may require that the student withdraw from the program.

Bullying Policy

The mission of CID—Central Institute for the Deaf is to teach children who are deaf and hard of hearing to listen, talk, read and succeed. The voice of every child, family, employee and professional is heard and respected at CID. We value fairness, tradition, diversity, manners and the needs of individuals.

In order to achieve our mission, we must ensure students, families, employees and professionals are provided with a safe and healthy environment.

Bullying is unwanted aggressive behavior that involves a real or perceived power imbalance, causing embarrassment, pain or discomfort for someone. There are several types of bullying including: teasing, name calling, taunting, threatening to cause harm, physical violence, leaving someone out on purpose, making fun of someone's appearance or mannerisms and taking or breaking someone's things on purpose.

CID will not tolerate bullying of any kind and expects staff and students to immediately report any incidents of bullying to the principal or department coordinator. If a staff member is witness to any act of bullying, steps to intervene should be taken when it is safe to do so. All complaints of bullying should be documented and promptly investigated. This applies to incidents on school grounds as well as during school-sponsored activities.

Staff members should:

- foster in our students: self-esteem, self-respect and respect of others
- lead by example and demonstrate high standards of personal and social behavior
- be alert to signs of distress and other possible signs of bullying and deal with any observed instances of bullying promptly and effectively
- record and maintain a record of any and all bullying incidents
- address the issue with the students involved, their parents and staff members and give appropriate consequences in alignment with CID's conduct policy

CID will work together with students and parents to maintain a safe and healthy environment at all times. Please reference the full bullying policy available on the parent section of CID's website.

Communication

Teachers communicate with parents through formal and informal conferences, report cards, progress reports, written notes, e-mail and letters and phone calls. Parents who wish to communicate with a teacher are encouraged to make an appointment by telephone, e-mail or note. Once the appointment is scheduled, parents must notify the school if they will be late or if the appointment needs to be rescheduled.

When a problem or concern arises between parent and teacher, the parent and teacher involved should attempt to work out the issue together. These situations can usually be settled through sincere, open dialogue. If it becomes difficult to reach an agreement, or if the issue persists/escalates, the parent and/or teacher should approach a coordinator/principal for assistance, followed by the executive director if needed.

CID offers bilingual support to linguistically diverse families by hiring translators or interpreters for school programs when needed. These may include conferences, parent meetings or school activities. If necessary, written communication may also be provided in the family's native language. In addition, the staff is sensitive to linguistic and cultural diversity and can access support to assist families when necessary.

Conferences and School Reports

Conferences are scheduled at least once each semester with parents and the student's coordinating and classroom teachers.

Conferences are designed to report progress and to contribute to a better understanding of the student by all concerned. Each year, an Individualized Educational Plan (IEP) is developed and/or updated with the parents and appropriate staff. A written Educational Report or Progress Report is sent after the close of the school year. If you have questions about it, please contact a department coordinator.

Device Policy

CID is committed to the continuous use of appropriate listening devices for each child. CID and parents (caregivers) collaborate to ensure that children wear their devices all waking hours in order to maximize learning time.

The foundation for learning to listen and talk is consistent use of well-fit hearing devices. Consistent device use ensures your child has the best access to sound possible and will enable your child to hear the sounds needed to learn language.

It is the expectation that every child/student attending CID wear his/her hearing devices ALL WAKING HOURS. This includes all waking hours outside of the school day, weekends, holidays and school vacations. Parents/guardians must make device use a priority to maintain enrollment at CID.

Early Release

On designated days, school will be dismissed early to allow for staff professional development. On such days, the students will be released at 1:30 p.m. For specific dates, please refer to the school calendar on the inside front cover of this handbook. There is no after-school childcare on early dismissal days.

Illness

CID is committed to ensuring the health and safety of all students and staff while continuing to provide educational services. It is imperative that parents perform daily health screening checks with their child each morning and keep children home if they exhibit any symptoms of illness including:

- **Fever of 100.4 or above**
- Nausea or vomiting
- Diarrhea
- Sore throat
- New or worsening cough
- Shortness of breath or difficulty breathing
- Discharge from the eyes, including swelling and redness
- Muscle or body aches

If a child is going to be absent parents must notify the school office at 314.977.0132 prior to 8:30 a.m.

Students may return to school when fever-free, diarrhea-free, and vomit-free for 24 hours without medication, and/or when other symptoms are improving. Germs spread quickly in children. Please err on the side of caution if you feel your child may be ill.

Please review the information below regarding management of specific contagious illnesses and seek the advice of your health professional:

- **Strep Throat:** Must be on antibiotic treatment with no fever for 24 hours
- **Conjunctivitis (pink eye):** Must have received treatment for 24 hours and eyes must be discharge free
- **Head Lice:** Must be treated at home with lice shampoos or rinses that may be purchased without a prescription. Follow package directions carefully. Child may return to school the next day following treatment. It is parent/guardian responsibility to manage head lice by checking for live lice, as well as checking and combing out nits daily for 14 days following initial treatment.

If a student repeatedly has head lice infestations, the school may work with the family to determine additional steps or resources that may be necessary.

- **Ring Worm:** Must begin treatment and the infected area must be covered while in school for the first 2 days of treatment
- **Impetigo/Staph/MRSA:** Must have received treatment for 24 hours and wounds MUST be covered and taped on all sides
- **Communicable Diseases (chickenpox, measles, etc.):** Must be cleared by the doctor.

Instructional Materials

The school provides most books and many supplies needed for the regular instructional program. We ask parents to provide the items specified on the department supply list. Students are responsible for the care of all items provided by CID for their use, and parents are expected to pay for lost or damaged books and equipment.

Internet Access

Children age 3 and up sometimes have access to the internet for educational purposes. This always takes place with adult supervision. Parents are required to sign the Acceptable Use Policy before their child is allowed to use the internet.

Lunch

Children in ECC eat lunch at 11:30 a.m. Children in the primary school eat lunch at noon each day. Parents must provide a **lunch** and a **drink** for their child every day. We have limited access to heat up lunches and appreciate children bringing eating utensils if possible. There is no refrigerator space for student lunches. Please pack an ice pack if the food needs to be kept cool. We encourage you to send healthy food and drinks that your child likes. Soda is discouraged.

Medications

Prescription medications will be administered only with clear and proper written authorization from a doctor and must be in a pharmacy labeled container with specific dosage instructions. All prescription medication **will be dispensed by the principal or department coordinator**. Over-the-counter (OTC) medications will NOT be administered at school unless accompanied by a doctor's authorization with specific written instructions. In these instances, the school principal or department coordinator will administer the OTC medication.

Parents' Rights and Privacy Policies

Procedural safeguards: Parents are an integral part of the decision making process and should work cooperatively with school officials without forfeiting their own ideas or goals for their child. There may be a time when you and your public school system disagree on the course of your child's education. Many disagreements can be resolved by communicating with your public school principal or other school system personnel. Procedures are also established under state and federal law to address your concerns.

FERPA: Confidentiality of student information will be maintained at all times and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA). This act guarantees an individual protection of his/her privacy regarding educational, medical, legal and other matters. This protection results in the guarantee of privacy for school files containing identifying information about a student including, but not limited to, the student's name, address, disability, skills, progress, strengths, needs and finances. Relevant and specified school staff has access to the file information. This information will be kept confidential and discussed during appropriate times throughout the school day. The student's parent or legal guardian must sign a release for file information to be disseminated to a

person or agency other than the parent/legal guardian or the student's school district if that school district is the provider/payer for the student's appropriate educational program. Parents also have the right to request a list of the types and locations of educational records and a list of any parties who have accessed information in that record.

HIPAA: CID respects the confidentiality of your child's health information and recognizes that information about your child's health is personal. The federal Health Insurance Portability and Accountability Act mandates confidentiality regarding health and medical records, and CID adheres to the standards prescribed therein. Copies of the Notice of Privacy Practice are available in the school office.

Educational research: From time to time, CID staff may participate in educational, social and other types of research with the possibility to produce future benefits for children with hearing loss. Children's participation in research projects other than those involving the use of educational tests, surveys, interviews or observation of behavior will require separate parental consent. Only with prior written permission may CID students and families become volunteers for research studies.

Personal Care and Toileting

CID has developed guidelines to enhance safety and security regarding personal care for toddler, preschool, and school-aged children who require assistance with self-care. It is essential that every child/student is treated as an individual and care is given as gently and respectfully as possible. The personal care plan (i.e., toileting) for toddlers, preschoolers and school aged children is designed to lead to independence.

All CID children/students:

- Have a right to feel safe and secure.
- Should be respected and valued as individuals.
- Have a right to privacy, dignity, and a professional approach from staff members when meeting their personal care needs.
- Have a right to be accepted for who they are, without regard to age, gender, ability, race, culture, or belief.
- Have the right to express their needs, wants, concerns, and have what they expressed responded to appropriately.

Physical Examinations and Immunizations

Physical examinations, completed by a physician, are required for all students age 3 and older who are new to the CID school. Students must have been examined within one year prior to first entering school. Physicals are again required by the beginning of the school year following each student's fifth and tenth birthdays. Parents of Family Center students must submit immunization records before attending the Toddler class.

All students must meet immunization requirements, set forth by the state, prior to enrollment. Each student's immunization records should be updated annually to indicate that the student has received required booster shots. Students will not be allowed to attend school without verification that they have been immunized or properly exempted. Verification of immunization must show types and dates.

Recess and Physical Education

Outdoor recesses are scheduled each day. Parents should be sure their child's clothing is suitable for outside play activities every day. Indoor activities are planned during inclement weather when students cannot play outside. After an illness, a student who presents a written request from a parent will be permitted to remain indoors for the designated length of time. In some cases, a doctor's note may be required. **All students must wear or have gym shoes and socks for daily physical education activities.**

Safety

CID maintains an environment that promotes safety and ensures the protection of all students. The CID Emergency Guide provides information for school staff members who share the responsibility of implementing general safety policies. We also hold fire, tornado, intruder and earthquake drills regularly throughout the school year in accordance with state requirements to familiarize students and teachers with emergency procedures.

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of CID is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

School Closings and Announcements

Three inclement weather days are built into the CID School Calendar. All CID families are automatically entered into the Text Notification System upon school enrollment. In the event of a school closing or late start due to inclement weather, families receive an alert via text. Announcements are also made on local television stations. If a late start is announced, both Family Center Toddler classes and school classes will begin at 10:00 a.m. **On a given day, it is the responsibility of each parent to decide if the road conditions are too hazardous for driving.**

In order to ensure the safety of families and staff, CID may decide to close early on any given day due to impending inclement weather. In these instances, families will be notified via text through the Text Notification System with specific time of school closing. CID will notify school district transportation offices as well. We ask that parents make every effort to pick up their child by the early dismissal time so that staff can also get home safely. Parents may also pick up their child early due to impending inclement weather even if CID does not close early. There will be no after-school care these days. Designated CID staff will remain in the building until all students have been picked up.

In the event that school closes for more than 3 inclement weather days, CID will hold an alternative learning day. Details will be provided by your child's teacher and/or department coordinator.

Announcements regarding upcoming CID events and other school-related information are also sent to families through the Text Notification System.

Student Cumulative Records

In the event that parents are legally separated or divorced pursuant to a court order, with joint custody of the child, or with the noncustodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education, medical treatment and general welfare. A noncustodial parent without visitation rights pursuant to a court order is not entitled to access to his or her child's records or information unless such court order provides otherwise.

In the event that parents have never been married, and there is a court order establishing paternity of the biological father and custody of the child, with the parents having joint custody of the child, or with the noncustodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education, medical treatment and general welfare. However, a father of a child without a court order establishing paternity and custody shall not be entitled to a child's records or information absent a signed consent by the child's mother. A noncustodial parent without visitation rights pursuant to a court order is not entitled to access to his or her child's records or information, unless such court order states otherwise.

Volunteer Opportunities

CID appreciates the efforts of its volunteers, including parents who work on fundraising events or make themselves available to talk with other prospective parents, either by phone, in person or via e-mail. Other opportunities may include coaching, reading to the children or sharing information about a trip or occupation with students when it fits into their curriculum. If you just have an hour or two on your hands while waiting for your child to get out of school, you may want to spend it working on mailings or assisting with event preparations. Please contact the school office if you wish to become a volunteer.

Want more CID information? Check out CID on Social Media**<https://cid.edu>**

Please feel free to explore the CID website. Contact Kim Readmond at **977.0243** to provide or suggest content.

CID Voice e-newsletter

Sign up on the CID website to receive this email two or three times per year.

CID Facebook Page

Search Facebook for @CIDschool. Like us and watch for CID news. We'd love to share your posts as well. Contact Kim Readmond at **977.0243** to provide or suggest content for Facebook, *CID Voice*, *Sound Effects* or the CID website.

CID Instagram

Search Instagram for @centralinstitute for the deaf

CID LinkedIn

Connect with us on LinkedIn – <https://www.linkedin.com/company/central-institute-for-the-deaf/>

CID School Specialized Services

Building Language Together

CID's Building Language Together program creates a partnership with families to guide and support listening and spoken language skills outside of the classroom. Each caregiver is given the opportunity to meet with their child and an experienced educator/parent coach to pursue goals that the family sets for the child.

Educational Assessment

CID students are regularly tested on a range of skills and abilities so the teachers can constantly target instruction where needed for each individual child. We give parents detailed reports of their children's progress. Each year, we also use data from this testing and from other research to evaluate and improve CID programs for next year.

Family Support Specialist

CID's Family Support Specialist provides individual consultations and leads programs that provide social-emotional support to families and caregivers. These include, but are not limited to, individual caregiver counseling, grief support, and connecting families to additional community resources that meet their needs. CID offers facilitated group support on topics related to hearing loss through the Hearing from the Heart Program.

Parents may contact Patti Hoffman directly, or their child's teacher, parent educator or department coordinator with specific needs. Patti's contact information is listed at the front of this handbook.

CID knows the importance of meeting and socializing with other families with children who are deaf and hard of hearing and offers a variety of social events throughout the year.

Occupational Therapy

CID provides Occupational Therapy (OT) services and comprehensive evaluations as needed throughout the school year. Our teachers collaborate with the Occupational Therapist regarding individual recommendations. When appropriate, services are individualized to meet a child's needs at no additional cost to the family. Our OT staff is able to assess the children's motor and executive functioning skills and give the teachers therapeutic approaches to enhance participation and learning in the classroom.

Ready, Set, Go!

CID helps students, families, and professionals set students up for success as they prepare to take the next step in their educational journeys. Educators and therapists work with students to build listening, language, and self-advocacy skills required to navigate new academic and social environments. Administrators partner with families to share information on educational law and explore placement options. CID's family support specialist provides group opportunities to address caregivers' social-emotional needs and provides educational resources. CID collaborates with parents and receiving schools to create an Individualized Education Plan (IEP) that meets each student's specific educational goals. CID's professional development staff empowers professionals at the next educational setting to best support the student's progress.

Speech-Language Pathology

Students receive speech-language instruction as an integral part of their classroom education. Speech-language pathologists also provide individual speech instruction services for students

who require additional help in an effort to meet their speech goals. All children receive an annual speech and language evaluation. The results are reported to parents and discussed during the parent conferences.

In some cases, speech therapy services may be covered by individual insurance plans or other third-party payers. CID reserves the right to bill accordingly.

Summer Programs

Extended School Year (ESY): ESY is a four-week summer program open to CID students and other children ages 3-12 who are deaf and hard of hearing. The program features morning speech, language and academic instruction for all students and engaging camp activities for students five and older. ESY is important to keep students from regressing in their speech, language and academic skills over the summer as well as to learn new vocabulary and language. Families should plan vacations accordingly to ensure students receive full benefit from the ESY program. (The school calendar with ESY dates can be found on the inside front cover of this handbook).

Summer Enrichment Program: CID's summer enrichment program is open to CID graduates and other general education students who are deaf or hard of hearing between the ages of 6 and 15. The program is a way for students to reconnect with old friends, make new friends and enhance their communication, listening and peer relationship skills. The children participate in creative theme-based activities such as theater, art and journalism, culminating in a challenging group project/presentation.

NEWS, PR, DIGITAL MEDIA AND PROFESSIONAL INSTRUCTION

From time to time, we include unidentified student photos, videos, quotes and stories on the CID website, social media platforms, print and electronic newsletters, brochures, fundraising letters, public relations materials and other collateral. We ask parents to sign a general release giving CID permission to publish images and videos of their children with no names or other identifying information. Signing the release gives CID permission to both use and allow others to use anonymous video clips and images to promote CID and improve listening and spoken language opportunities for children globally who are deaf and hard of hearing. Signing also constitutes an agreement to release CID from all claims, liability, obligations, loss and causes of action related to such use. When a student transitions out of CID, images and video remain in the CID archives and may be used until permission is revoked in writing.

In cases of a story, video, article or news report with the potential to focus on a specific child and/or family, we interview the parents and obtain their approval before we refer, publish or share. After graduation, we ask for separate permission to publish each graduate's name among a list of their classmates' names, usually with a group photo.

From time to time, we incorporate photos and/or demonstration videos of CID students within presentations created to educate or share CID methods and knowledge with teachers, audiologists, speech-language pathologists and other professionals who serve children who are deaf and hard of hearing. These can take the form of professional tips and continuing education slideshows and online courses, recorded or presented live. We may also grant visitors limited permission to photograph or video children in a classroom for professional, educational or editorial purposes.

If professional classroom visitors ask to take pictures or video on CID property, the CID contact person has them sign an agreement outlining their responsibility to use the photo/video for educational purposes and not to share it on social media (business/personal) or for marketing any organization, including CID, prior to obtaining specific permission from CID. We do not give out children's names, but if someone in a video calls a child by name or a name appears on a child's clothing, backpack, badge, classroom wall or artwork, CID will omit it from public posts. We ask visitors to avoid photographing children's faces and to sign a release promising they will not reveal any names.

Please note that we DO allow visitors, volunteers, parents and staff to photograph and video groups of students at official CID-sponsored functions, typically but not always occurring on our property (ex: graduation and honors day ceremonies, children's performances). These are considered public events, so from time to time they may also be recorded by outside news media without consent, even if containing intrinsic identifying information.

In public places such as field trips and family outings, CID staff are not permitted to confront members of the public and have no control over whether students are photographed by others. We cannot control all images, and we make no guarantee that children who do not have signed releases will not be photographed while participating in public activities.

We invite you to follow and participate with us on Facebook, LinkedIn, Instagram and YouTube. If you add your e-mail address to the form at the bottom of our website, cid.edu, we'll send you e-blasts and e-news about happenings at CID.

For more information, please read our privacy policy at cid.edu. To suggest/share content or voice questions or concerns, please contact the communications director, Kim Readmond, at 314.977.0243 or kreadmond@cid.edu.

Parent Involvement

Parents Organization: The CID Parents Organization plans activities and special events such as fundraisers and social events for families. These events include annual fundraisers, t-shirt sales, back-to-school socials and staff appreciation events.

Family Events and Connection meetings: We encourage families to attend a variety of topical and social networking events throughout the school year. Hearing from the Heart is a family connection and support program that offers evening meetings for all CID families. Hearing from the Heart Family Connection meetings include dinner, childcare, support programs for children with hearing loss and their siblings as well as concurrent support meetings for parents. Notifications for all family events and connection opportunities are sent home in backpacks, via email or text, posted on the CID website and on the CID Family Facebook Group.

CID Families Facebook Group: Any family utilizing a CID service is invited to join the CID Families Facebook Group which can be accessed from the main CID Facebook page. This closed, private group offers families a way to connect with one another and share information.

CID Buzz Book: A CID Buzz Book is distributed annually to all Toddler Class, ECC and Primary School families. The buzz book contains contact information to enable families to connect with one another.

Accreditation and Awards

CID's listening and spoken language school program is accredited by the Missouri Department of Elementary and Secondary Education and the Illinois State Board of Education. CID Family Center Staff are credentialed providers for the First Steps program in Missouri and the Child and Family Connections program in Illinois. All CID teachers are fully accredited by the Council on Education of the Deaf (CED). Many CID teachers hold Listening and Spoken Language Specialist certification (LSLS Cert. AVEd). CID professional workshops and online courses are accredited by the American Speech-Language-Hearing Association (ASHA) and the A.G. Bell Academy.

The CID school was built with "quiet school" technology, specifically to meet the needs of children with hearing loss learning to talk. The building has received a Regional Excellence Award from *St. Louis Construction News and Review*, a Construction Keystone Award from the Associated General Contractors of St. Louis, an Eleven Most Enhanced Sites Award from the Landmarks Association and an Impact on Learning Award from School Planning and Management Magazine.

CID boasts the highest rating, Four Stars, from Charity Navigator, a leading charity evaluator as well as the highest Platinum level, Seal of Transparency from Guidestar. CID is an OPTION member

Board of Directors

CID is fortunate to have the ongoing involvement and support of community leaders who sit on the board of directors. The CID board is composed of 10 working committees that meet regularly and offer valued expertise. The current president of the CID board is Denny Reagan. The board helps facilitate and make executive decisions about planning, fundraising and financial investment and provides oversight of other activities. In addition to members of the St. Louis business and philanthropic communities, the board includes a parent representative as well as CID staff and alumni representatives.

Fundraising

Annual tuition for the 2024-2025 school year has been set at \$41,000. The actual cost to educate a student at CID is approximately twice the tuition rate. CID is able to underwrite the significant difference between the educational cost per student and any tuition we collect because of the tremendous community support we receive from our Board of Directors, the United Way and many other donors. Every student who attends CID benefits from this generous support.

For many of our students, their school districts contract with CID for services. Those school districts pay tuition to CID. For those families whose district does not contract with CID, CID will provide 100% tuition scholarship of \$41,000.

The CID development office facilitates community support through:

- CID OUT LOUD! signature fundraising event held every spring
- CID Young Professionals Trivia Night fundraiser held every winter
- direct mail annual appeals for donations
- named tribute and scholarship funds
- online giving opportunities
- events and activities for our 1914 Society annual donors of \$1,914+
- corporate and foundation grant proposals
- Legacy Society of individuals naming CID as a beneficiary in their estate plans

CID is a proud member of the United Way of Greater St. Louis.

CID School Handbook Highlights

CID partners with families to help children communicate to achieve their fullest potential. In order to do so, both the staff at CID and the family agrees to the following responsibilities and expectations as they represent our core values.

- I will make sure my student is at school on time (8:30 a.m.) every day, ready to learn.
- I will make sure my student is picked up every day promptly at 3:00 p.m.
 - If my student is picked up after 3:15 p.m., he or she will be sent to aftercare and there will be a \$20 late pick-up fee charged to my account
- If my student attends aftercare, he or she will be picked up by or before 5:30 p.m. If a student is picked up after 5:30 p.m., an additional late pick-up fee will be charged to my account.
- If my student does not normally participate in the before or aftercare program and needs to attend on a particular day, I must notify the school office and pay the fee (\$5 for before care and \$20 for aftercare).
- I will make sure fees are paid in a timely manner. If unable to keep up with payments, it is my responsibility to contact the Finance Office to work out a reduced payment schedule until I am able to get all payments up-to-date.
- I will not send my child to school with any symptoms of illness as outlined in the school handbook.
- I will attend all scheduled meetings, observations and conferences.
- I will provide lunch and a drink (non-soda) daily for my student.
- I will make sure my student wears his or her device(s) during ALL WAKING HOURS. This includes after school, weekends, holidays and school vacations. Device use is essential to my student's ability to learn and perform to his or her fullest potential.

NOTES