

PARENT HANDBOOK

1992 - 1993

TRIPOD
2901 North Keystone Street
Burbank, CA 91504
(818) 972-2080

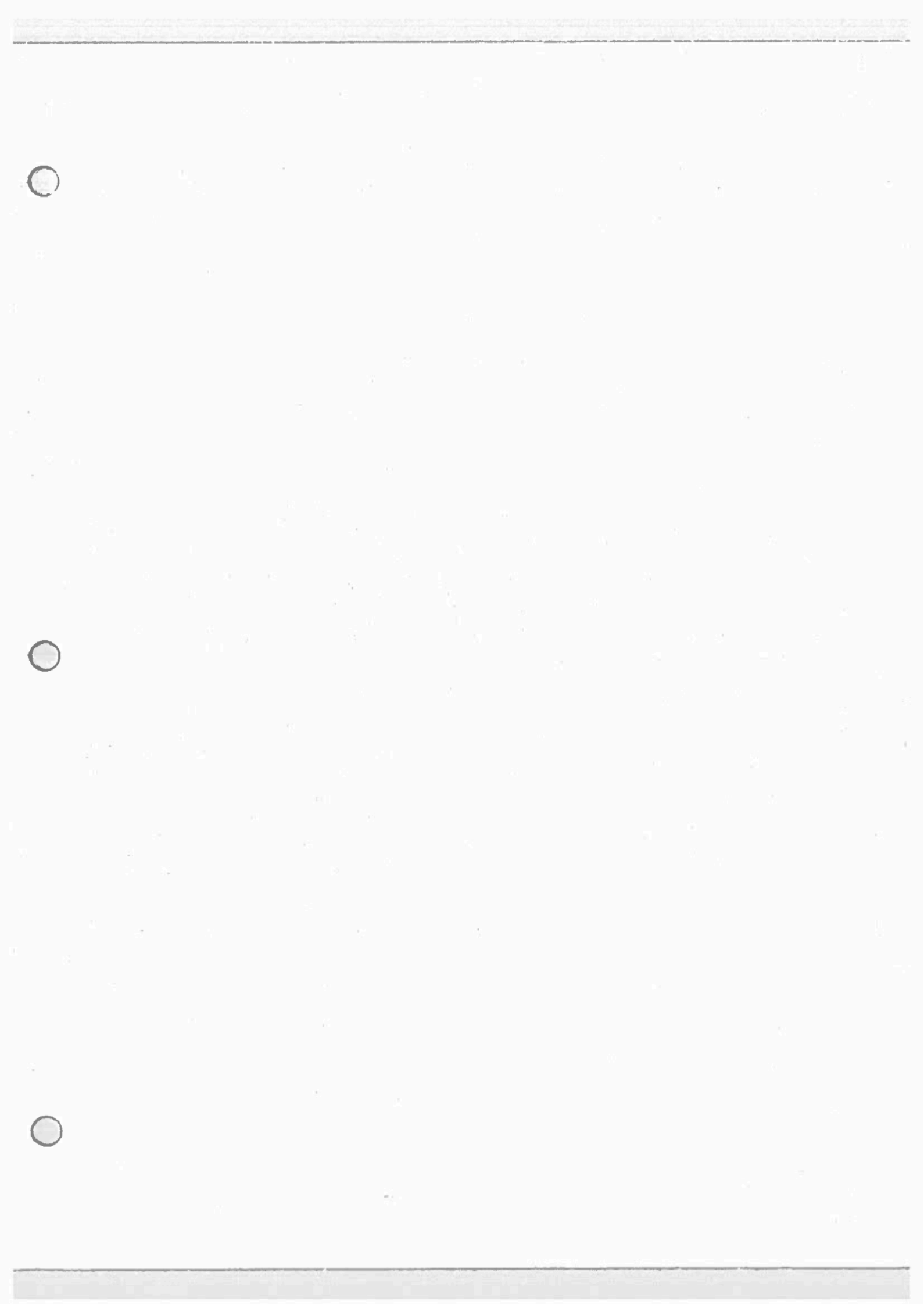
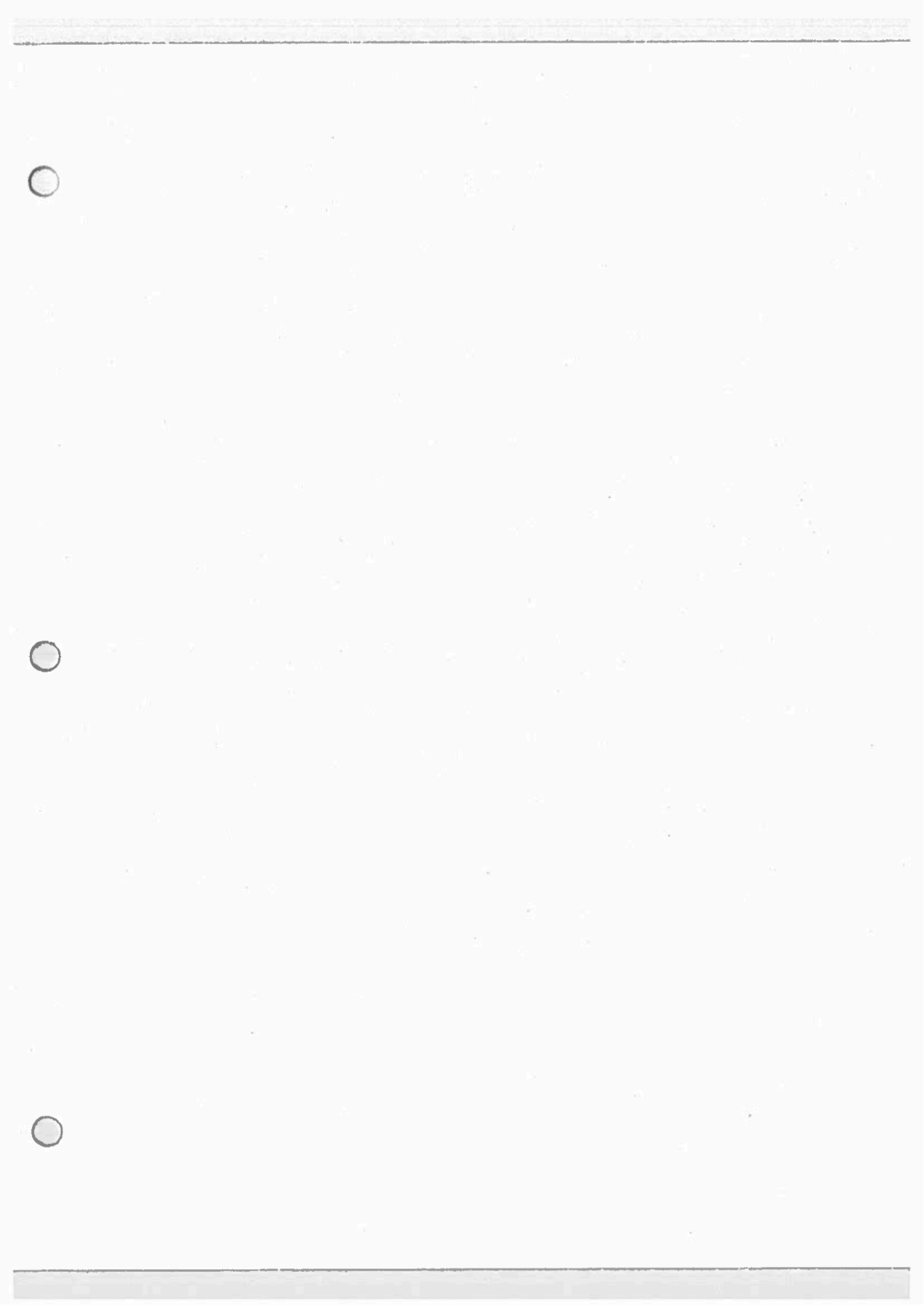
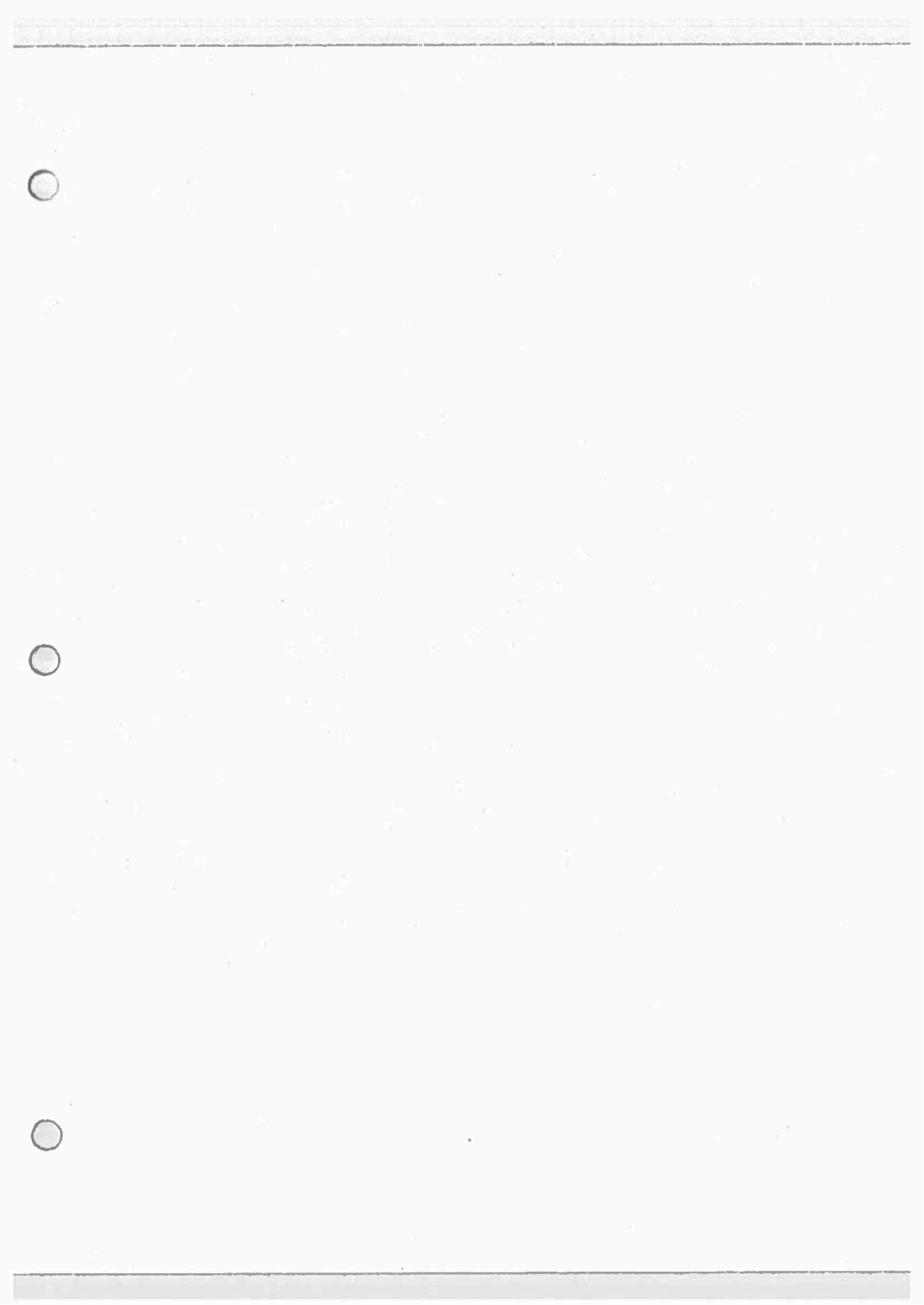


TABLE OF CONTENTS

TRIPOD Program	1-12
• TRIPOD Philosophy	1
• Introduction	2
• Communication Philosophy	3
• Organizational Charts	4-5
• Board/Staff Members	6-8
• General Information	9-12
Montessori Parent-Infant/Toddler Program	13-17
Montessori Preschool/Kindergarten Program	19-26
Elementary School Program	27-31
Middle School Program	33-36
Rosters	37-49
• Parent-Infant/Toddler	37-38
• Preschool/Kindergarten	39-41
• Elementary School	42-44
• Middle School	45-46
• TRIPOD Staff	45-46
• Resource Staff	47-49



TRIPOD PROGRAM



TRIPOD PHILOSOPHY

TRIPOD is a support service for families of deaf and hard-of-hearing children. In all of the programs - the GRAPEVINE for information for families, the parent-infant program, the preschool/kindergarten program, the mainstreaming program - TRIPOD is collaborative. TRIPOD's programs are the result of collaboration between parents of deaf and hard-of-hearing children, deaf adults, and professionals trained to work with deaf and hard-of-hearing children. It is critical that a growing deaf or hard-of-hearing child be a vital part of the family and community, as well as having the rich resources of the deaf community easily accessible to the families so that high standards of education are maintained.

At TRIPOD, parents, deaf adults, teachers, and staff work together. Decisions are made together. The program is committed to respecting the very special perspective each individual brings to bear on the task of raising and educating deaf and hard-of-hearing children in the:

Montessori Parent-Infant/Toddler Program (birth to 2½ - 3 years)

Montessori Preschool/Kindergarten Program (2½ - 6/7 years)

George Washington Elementary/TRIPOD Integration Program (grades 1 - 5)

John Muir Middle School/TRIPOD Integration Program (grades 6-7)

TRIPOD ADMINISTRATIVE OFFICES

2901 North Keystone Street
Burbank, CA 91504
(818) 972-2080
(818) 972-2090 Fax

PARENT-INFANT/TODDLER & PRESCHOOL/KINDERGARTEN PROGRAMS

2901 North Keystone Street
Burbank, CA 91504
(818) 972-2080

GEORGE WASHINGTON ELEMENTARY SCHOOL

2322 North Lincoln Street
Burbank, CA 91504
(818) 558-5550

JOHN MUIR MIDDLE SCHOOL

1111 North Kenneth Road
Burbank, CA 91504
(818) 558-5320

GRAPEVINE

For information on deafness, call our toll-free GRAPEVINE:
(800) 352-8888 V/TDD or (800) 2-TRIPOD in California

TRIPOD is:

A support service for parents with deaf and hard-of-hearing children providing the following programs:

- a *Parent-Infant/Toddler Montessori Program* for families with deaf and hard-of-hearing babies or children with normal hearing who have a deaf or hard-of-hearing family member (birth to 2½ - 3 years);
- a *Preschool/Kindergarten Program* combining a bilingual philosophy with Montessori methodology for children with a hearing loss or children with normal hearing who have a deaf or hard-of-hearing family member or a family member on the TRIPOD staff (ages 2½ - 6/7);
- an *Elementary Integrated Program* in conjunction with Burbank Unified School District located at Washington Elementary School;
- a *Middle School Integrated Program* in conjunction with Burbank Unified School District located at John Muir Middle School;
- the *GRAPEVINE* - our national toll-free hotline for information on deafness.

TRIPOD serves as:

- a practicum site for the preparation of teachers of deaf and hard-of-hearing children, speech therapists, and other professionals serving deaf and hard-of-hearing children;
- a research/observation site in conjunction with California State University, Northridge, CA; Gallaudet University, Washington, DC; National Technical Institute for the Deaf, Rochester, NY; and other institutions of higher learning.

TRIPOD offers:

- Sign Language classes to enrolled families;
- educational videos for parents:
 - *Language Says It All* (English & Spanish)
 - *Once Upon A Time*
- a quarterly newsletter, *SENSE*;
- volunteer opportunities;
- Parent education and support through specific parent activities and the TRIPOD Parent Association.

COMMUNICATION PHILOSOPHY

There is a special approach to communication at TRIPOD within its Total Communication philosophy and bilingual, bicultural setting. Within the communication philosophy, some cardinal rules are followed. Great value is placed on the *child initiating communication*. The adult waits the child out, looks interested, and encourages him to start the communication process. Sometimes this is not easy for adults but the results are wonderful as children express themselves more and more.

The adult responds to the children contingently. When a child initiates communication, the adult responds to the child by talking about what he is talking about. Paying attention to what the child is saying and responding to that, rewards the child for initiating communication. The advantage of this is that the conversation is interesting to the child and the child sets the language level. Naturally, the communication is more successful and the child is motivated to try it again.

When the adult introduces *something new*, it is introduced within a context that supports it. If a teacher is telling a child to keep his legs in front of his chair, this is first said when the child is sitting in a chair so that the teacher can point to the chair and to the child's legs and show him in signs what is being said. When an adult uses a more difficult language structure either in American Sign Language or in Signed English, that structure is usually preceded by a statement of the same meaning in the easier structure. For instance, the teacher may say, "go there," signing "go," pointing "there," and using her eyes to show the direction. Then the teacher may say, "I want you to go there." This principle is called *redundancy*. Redundancy means that an adult uses two or more ways to express the same meaning, one easier structure and one that is just a bit more difficult. This creates a bridge for the child from an easy language structure to one that is a bit harder. TRIPOD's choice of staff who are either ASL or Signed English users, and/or both, is the foundation for implementing the above cardinal rules.

This communication process is placed within the framework of English, American Sign Language, Signed English, Speech usage, etc. The choice of communication strategy depends on the information to be conveyed, why it's conveyed, and the child's receptive and expressive skills. The key communication strategies are *American Sign Language, English, and Speech and Speech Reading*.

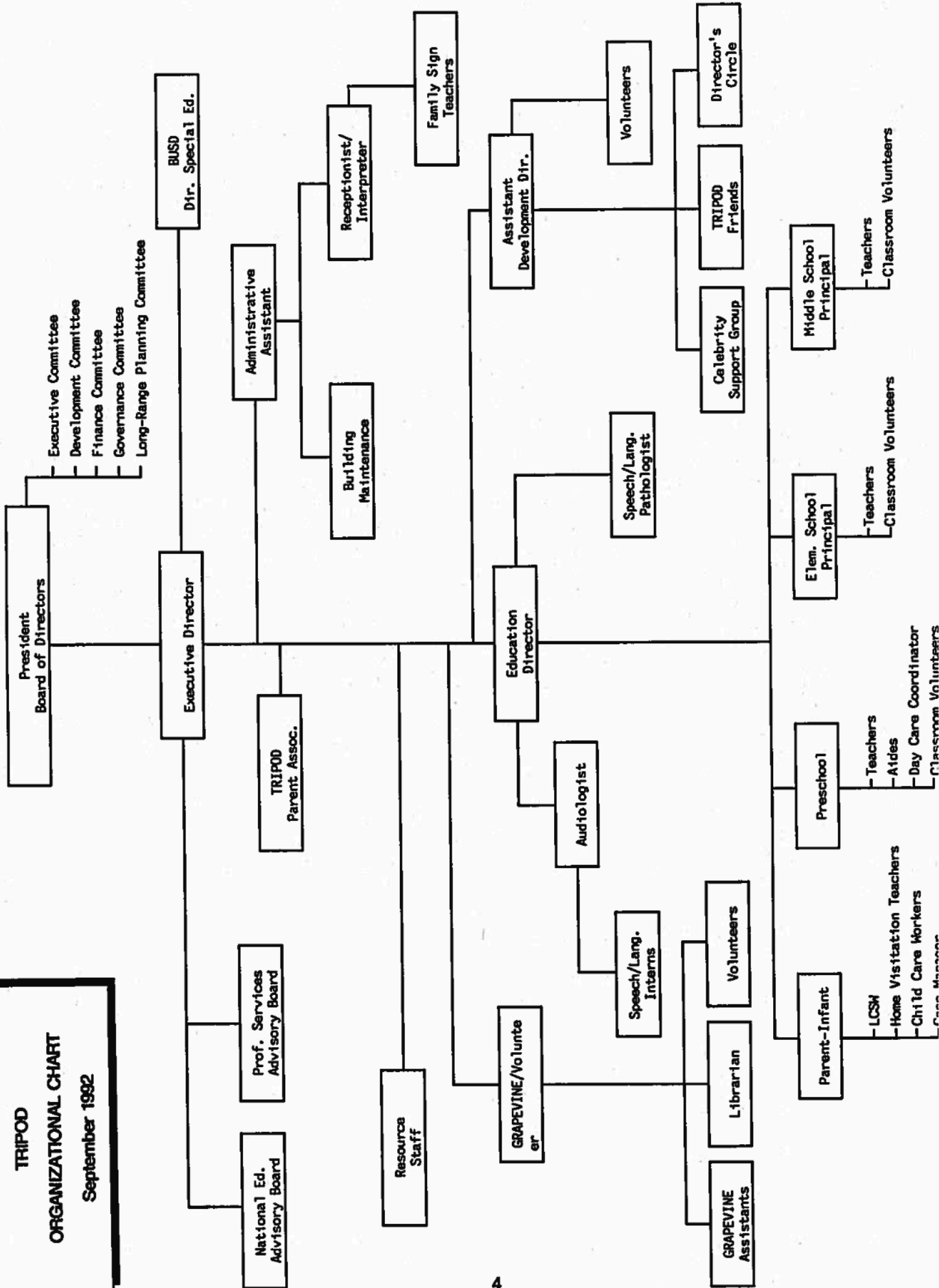
American Sign Language (ASL): The principles of ASL are used with the children at every level of language development and are not isolated from mime, English, or Pidgin Sign Language. In ASL, the topic being discussed is mentioned first (You know Fall, it's the time of year when leaves come down".) Positioning the object or persons being discussed and maintaining that position in further conversation is another ASL principle. The inflection of verbs in ASL is also used in the classroom. That is, common verbs are modified depending on what is happening. Does he GIVE the toy nicely? Does he TAKE the toys over and over again? There are times of the day specifically set aside for ASL to be used (outside the normal conversational exchange). These specific times are usually related to story telling or lessons.

English. English is used in several different ways. Expressively: In baby talk there are the one and two word phrases that children use. Two word phrases are expanded to three, four and five word sentences. Sentences expand into more complex structures. Receptively: The child begins to recognize the printed word through isolated vocabulary recognition and then expands this to two, three, four words and eventually, sentences. The support of English skill usage comes through speech, speech reading, listening (auditory training), and Signed English. There are certain times of the day when information is formally presented in English by an adult. This presentation is not a simplification or expansion of what the child has said but a straight forward use of English as it is used by adults. The daily story also presents another opportunity to expose our older children to English through print, Sign, speech, and speech reading as well as presenting specific language activities as part of the speech and auditory curriculum.

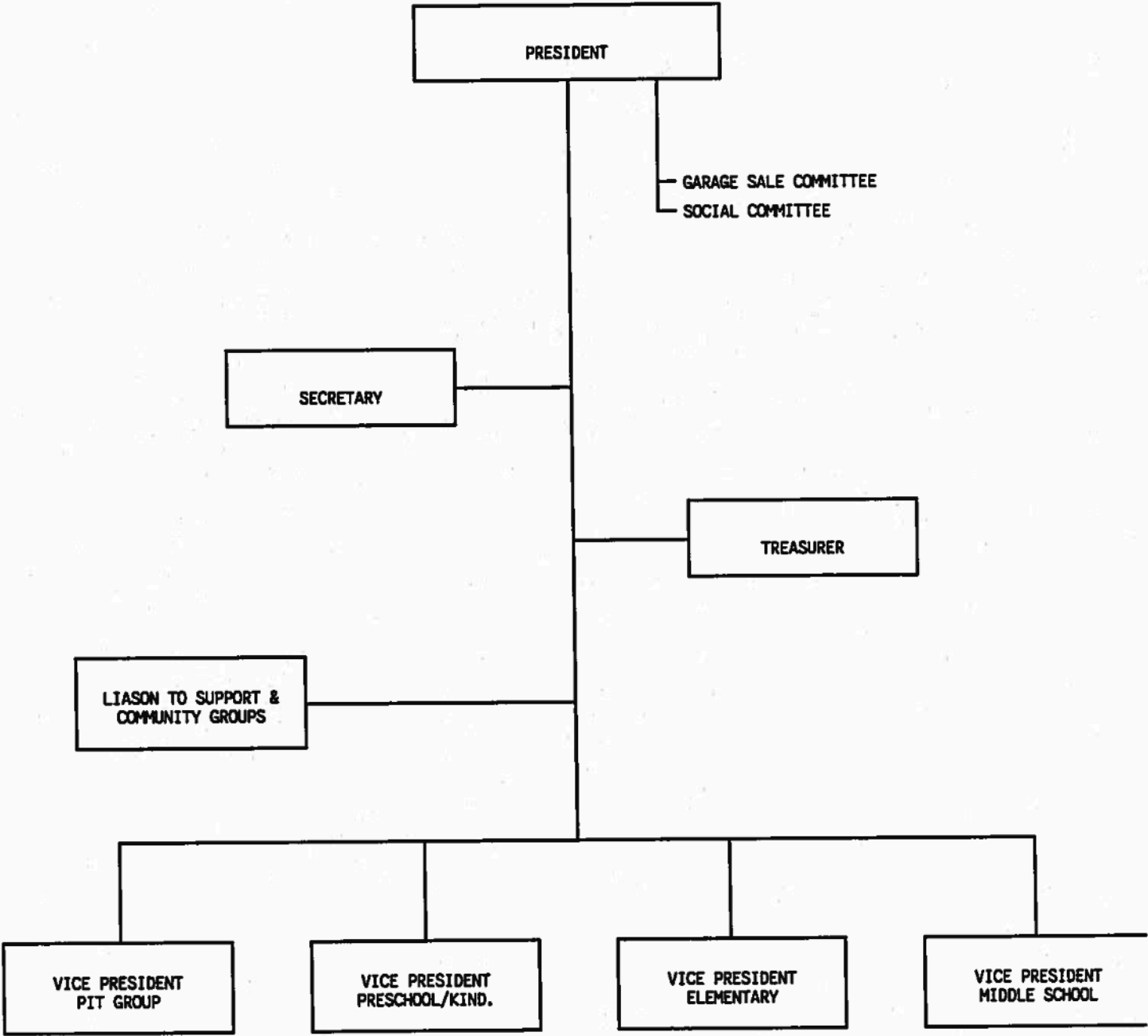
Speech/Speech Reading. The development of a child's listening, speech, and speech reading skills are not only an integral part of the Total Communication philosophy, but are also key in the bilingual/bicultural approach in using the communication strategies to achieve bilingual competence in ASL and English. The aural/oral strategies support English skill usage and enhance code switching techniques.

In summary, it is important for adults to be patient with the child's acquisition of correct language structure and to be persistent in pursuing the fluency and spontaneity of the type of language that is used with the child by maintaining a very responsive and playful approach to language.

**TRIPOD
ORGANIZATIONAL CHART
September 1992**



TRIPOD PARENT ASSOCIATION ORGANIZATIONAL CHART



Each Vice President serves as liaison between the TRIPOD Parent Association and the BUSD school Parent Association and plans the specific parent meetings for his/her TRIPOD parent group.

PROFESSIONAL ADVISORY BOARD

Jeffery Wasson, M.D., Chair

Jeffery W. Birns, M.D.

Renee Cencel Dobkin, M.S.

Pat Heffernan, M.A.

Margaret Jones, M.D.

Donald E. Morgan, Ph.D.

Judy Pachciarz, Ph.D., M.D.

Ann Pruitt-Shough, M.A., CCC-SP

Michael J.M. Raffin, Ph.D.

Ronald S. Reiter, Ph.D.

Ronald Roth, M.D.

Stephen Sinclair, Ph.D.

Kenneth Wolf, Ph.D.

EDUCATIONAL ADVISORY BOARD

Eli Savannick, M.S.Ed., Chair

Lady Beverly Annaly

Dale Atkins, Ph.D.

Clifton F. Carbin, M.S.Ed.

Ruth Funderburg, Ph.D.

Kazuyuki Kanda

Suzie Kirchner, M.S.Ed.

Kathryn Meadow-Orlans, Ph.D.

Lawrence Newman, M.S.

Audree Norton, M.A.

Mary Jane Rhodes

Hilde Schlesinger, M.D.

James Stangarone, M.S.

Bernard Teervort, Ph.D.

BOARD OF DIRECTORS

Megan Williams, President

Mary Estrin, Vice President

Harry Eversole, Secretary/Treasurer

Linda Bove

Neil Breton

Gary Clark

Cindy Costner

Elizabeth Freeman

Meg Kasdan

Herb Larson

Kathy Ruccione

Barry Sacks

Eric Shapiro

Joe Shapiro

Trudy Sibley

Charles Sloane

S. Craig Tompkins

Mary Ellen Zemeckis

Carl Kirchner, Ex Officio

STAFF

Office

Carl Kirchner	Executive Director
Teresa Jensen	Administrative Assistant, Bookkeeper
Barbara Lincoln	GRAPEVINE/Volunteer Coordinator
Kris Stout	Assistant Development Director
Victor Carranza	Maintenance

Educational Resource Staff

Cindy Murphy	Education Director
Ross Adams	Speech/Language Pathologist
Michelle Raffin	Audiologist
Cass Harvey	Interpreter, Family Sign Coordinator

Parent-Infant/Toddler Program

Kristin Polens	Teacher
Ellen Balkan	LCSW
Dina Taylor	LCSW
Gina Wood	Aide

Preschool/Kindergarten

Ingrid Gilpatrick	Teacher
Patty Ivankovic	Teacher
Stephanie Johnson	Teacher Assistant
Patti Clark	Aide, Day Care Coordinator

Elementary School

Rosanne Longtain	1st/2nd grade
Yuki Yoshino	1st/2nd grade
Kierstin Eaton	3rd grade
Steve Silverman	3rd grade
Kirsten Johnson	4th/5th grade
Bob Morgan	4th/5th grade
Cid Owens	Aide
Jenny Winter	Aide

Middle School

Jane Clausen	6th grade Special Ed.
Janet Lam-Ziegler/Faith Barkin	6th grade English/Social Studies
Tobie Rosenberg	6th grade Math/Science
Debijo Lovitch	7th grade Special Ed.
Cheryl Ashdowns	7th grade Science
Cathy Howard	7th grade Math
Lynn Koontz	7th grade English
Tammy Pantelot	7th grade Social Studies

GENERAL INFORMATION

FAMILY PLEDGE COMMITTEE

Parents are asked to make an annual donation which helps to defray some of the remaining costs of maintaining TRIPOD's model educational programs, GRAPEVINE services, research activities, and educational video productions for parents.

FAMILY SIGN LANGUAGE CLASS

As part of the TRIPOD program, family sign classes are arranged based on the family's schedule. TRIPOD employs a deaf or hard-of-hearing individual to provide sign instruction in the home for 1½ hours each week on the day and at the time selected by the family. The sign teacher presents lessons to develop and enhance the family's communication skills. Parents are encouraged to invite relative or neighbors to participate.

VOLUNTEERS

TRIPOD offers an extensive volunteer program with opportunities to work with children, in the office, at events, etc.

Volunteers accepted to work with TRIPOD students must have on file, at TRIPOD and at the school site, a clear tuberculosis test result less than 60 days old and be willing to have state fingerprint clearance.

Volunteer application can be requested from Barbara Lincoln, TRIPOD Volunteer Coordinator.

DAY CARE FEE

Preschool - Day Care is available for preschool children at TRIPOD from 7:30am - 9:00am and 3:00pm - 6:00pm. There is a flat fee of \$6.50 per day charge for day care services for families utilizing the 4½ hours each day from 7:30am - 9am and 3:00pm - 6:00pm. Otherwise, there is an hourly rate of \$2.00 per hour which begins at 3:15pm. The hourly rate is billed for any fraction of an hour.

Billing for the day care services is made on a monthly basis and is to be paid upon receipt of the statement.

If a parent cannot pick up a child by 6:00pm, the parent should call TRIPOD. Emergency arrangements for the child's care will be made by the school.

Elementary/Middle School - Arrangements for after school care must be made with the appropriate authority at the given school site.

IEP

Each deaf and hard-of-hearing child will have his/her annual written IEP held at the beginning of each school year (Oct./Nov.). You will be notified as to the time and place. Your participation is very important. TRIPOD's Education Director, the appropriate teacher(s), any necessary support staff, a representative from the Burbank Unified School District, and your home school district will be in attendance.

HEARING AIDS

Every child enrolled in a TRIPOD program is expected to have individual amplification. Please send a supply of extra batteries to school with your child. Each classroom is equipped with personalized storage boxes for hearing-aid supplies.

TRIPOD uses direct audio input via our FM Auditory Trainer system. The system links directly to the child's hearing-aid and requires a special metal contact on the hearing-aid itself. When purchasing new hearing-aids, please let your audiologist know that TRIPOD uses direct audio input. The system is NOT compatible with hearing-aids manufactured by Widex, Seimens, or Bernafon.

LOANER HEARING-AIDS

TRIPOD may loan your child a hearing-aid, if one is available, on a temporary basis while you wait for a hearing-aid you own to be repaired or replaced. Similar to a library book, the hearing-aid will be "due" after a period of time you specify.

EARMOLDS

TRIPOD's audiologist can make earmolds for your child at cost. The cost is approximately \$50.00 a set. Parents will be billed directly by TRIPOD for earmold charges.

TRANSPORTATION

The Metrolink train will begin its service through the city of Burbank in late October. For families able to take advantage of this mass transportation system, TRIPOD will meet the train at the Burbank station each morning and transport the students to their respective educational sites. Please inform the Executive Director if you plan to send your child to school on Metrolink so that arrangements for pick-up can be made.

Since the train service is new, evening departures from Burbank are not conveniently scheduled at school dismissal time. Thus, parents will need to either car pool or personally pick-up their children at dismissal time.

TRIPOD CALENDAR

TRIPOD publishes a bi-monthly informational calendar to help families, staff, Board of Directors, and others involved in the day-to-day operations, keep current on programs and activities. "TC" is distributed on the 1st and the 15th of each month. If you have something you would like to contribute to the calendar, information should be given to Kris Stout in the TRIPOD office five days before the distribution date. The children will bring the "TC" home from school. Please check with your child if you do not receive it.

TRIPOD PARENT ASSOCIATION

The TRIPOD parents have formed an association to support the activities of TRIPOD. Parent meetings focus on a variety of topics and needs of the children. The TRIPOD Parent Association has the following offices: President, four Vice Presidents (coordinator of the families within a given program level), Secretary, Treasurer, and chairpersons of the standing committees. The TRIPOD Parent Association will meet as a total group three times a year. Each Vice President will be responsible for calling meetings and planning appropriate agendas for their program level families (see chart, p. 4).

The TRIPOD Parent Association has the following committees:

- Garage Sale Committee
- Social Committee

Parents are appointed by the President of the Board of Directors to serve on the Board of Directors Standing Committees on a yearly basis.

SENSE

TRIPOD publishes a quarterly newsletter (Spring, Summer, Fall, Winter). Anyone wishing to contribute articles, pictures, etc. should contact Kris.

PARENT HANDBOOK

Each year TRIPOD families are given a handbook which contains general program information as well as specific information related to a given program level. Update sheets (especially rosters) will be sent home periodically. This handbook will be made available to all families, staff and TRIPOD Boards.

STAFF HANDBOOK

The TRIPOD Board of Directors Governance Committee is developing a staff handbook. This handbook will be made available to all staff and TRIPOD Boards. Parents can review the handbook in the Professional Library, if so desired.

CALIFORNIA RELAY SERVICE

The California Relay Service (CRS) enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over the telephone with another person who does not have a TDD or vice versa. To use the CRS, or for additional information, call the following telephone numbers:

- if you **HAVE** a TDD, call (800) 735-2929;
- if you **DO NOT** have a TDD, call (800) 735-2922.

EARTHQUAKE PREPAREDNESS

TRIPOD is equipped with emergency supplies and shelter in case of an earthquake.

In case of an earthquake, you may have difficulty contacting TRIPOD. Often earthquakes disrupt local phone lines and leave long distance lines working. If that happens, the California School for the Deaf, Fremont has agreed to be our sister school. If there is an earthquake, the TRIPOD staff will call Fremont if possible and tell them about the safety and location of the children. You can then call Fremont to get the information if you can't get through to TRIPOD directly.

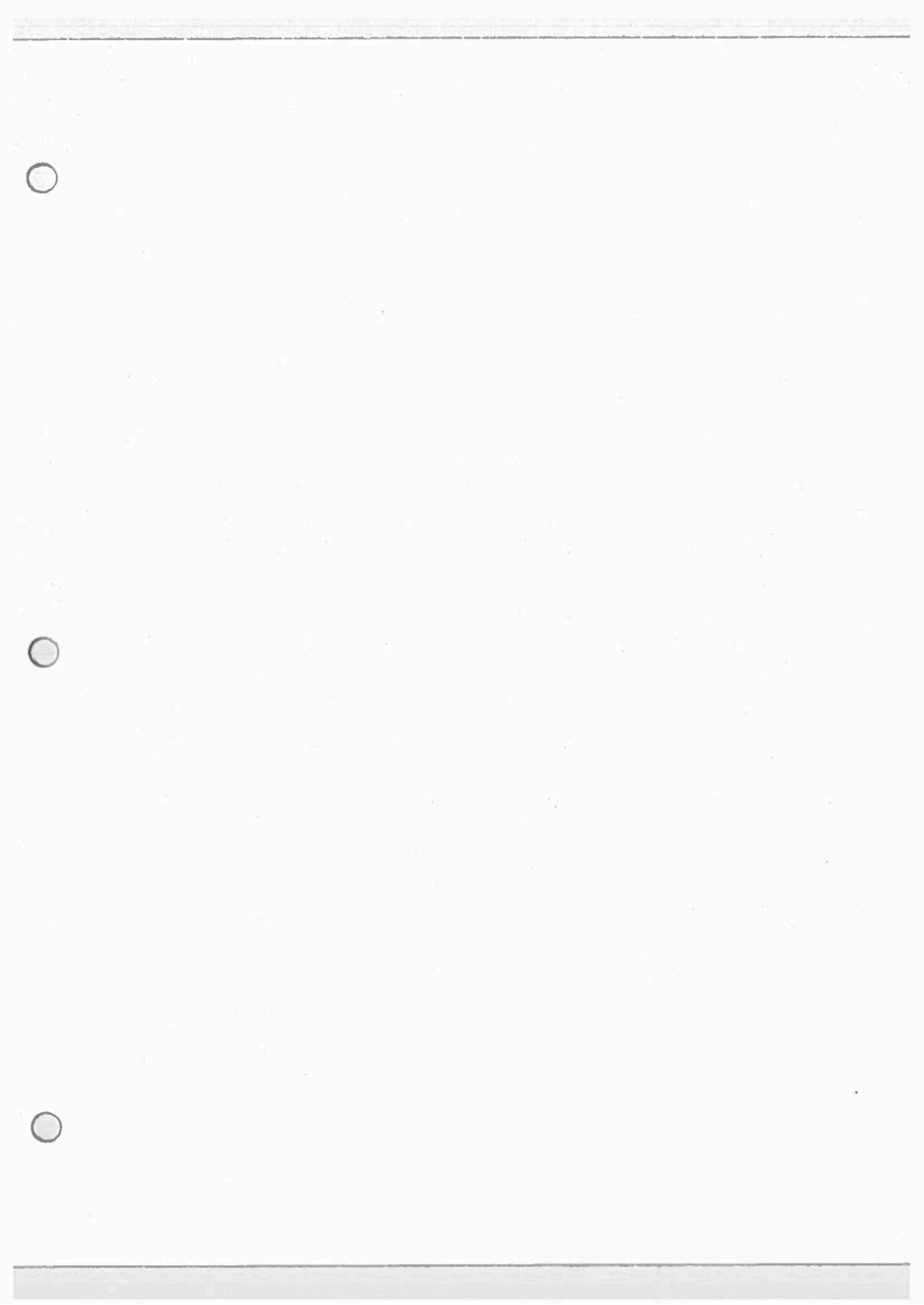
**PLEASE POST THIS INFORMATION AND PHONE NUMBER
WITH YOUR EMERGENCY NUMBERS**

In case there is an earthquake while your child is at TRIPOD and you can't get through, you can call:

California School for the Deaf, Fremont
(415) 794-3666 V/TDD or

Henry Klopping, Superintendent
(415) 794-3945 V/TDD

MONTESSORI PARENT-INFANT/TODDLER PROGRAM



MONTESSORI PARENT-INFANT/TODDLER PROGRAM

ENROLLMENT REQUIREMENTS

Birth to 2½ - 3 years.

Children with a hearing loss or children with normal hearing who have a deaf or hard-of-hearing family member or a family member on the TRIPOD staff.

An initial visit with the parent and child either at TRIPOD or in the home prior to program acceptance.

Application forms and immunization records completed before program begins.

PROGRAM COMPONENTS

Home Visitation - 1½ hours per week instruction involving the parent(s) and the child in the home environment

Parent-Infant/Toddler Program Group - a weekly 2 hour class which brings together the parents and the children. The 2 hour group includes "hang out" time, a shared parent discussion group, and circle time (Mondays or Thursdays 10am - 12pm).

Sign Language Class - a weekly family Sign class involving the child's family and extended family members held in the child's home or the home of a member involved with that particular Sign Language family cluster.

SPECIAL REQUESTS

Parents may need special support, professional counseling assistance, additional home visitations, etc.... TRIPOD staff will assist in meeting this need based on parent(s) request. TRIPOD will assist parents and fulfill requests for outside referrals in the area of mental health and other community services.

ATTENDANCE

There are three (3) components of the PIT Program. Attendance in all three areas are required of families enrolled in the PIT Program unless special arrangements and considerations have been agreed to.

Parents are expected to inform the teacher of any absences or home visit cancellations by telephoning either the TRIPOD office or the home teacher.

FOOD

Snack is provided for the children during the Play Group time. Children participate in the preparation of these foods. The teacher should be made aware of any food allergies your child may have.

Simple birthday parties can be celebrated at school. Parents may bring a treat to school for the children.

CLOTHING

A complete change of clothing should be brought to school each week. Clothing should be easy to manage so the child can assist and participate in dressing and undressing him/herself. Children will participate in food preparation, eating, art, and water play, etc...

AMPLIFICATION

The school will provide a complete auditory evaluation for each student so that amplification equipment can be set properly and auditory training goals established.

Hearing aids need to be brought to school with the children. If the child is refusing to wear the aids, bring the aids with the child's other things. The teacher will assist the children in putting their aids on, in addition to checking the aids for comfort and proper functioning.

Parents are encouraged to purchase hearing aid insurance for hearing aids that may be lost or damaged. The school staff will take care to protect the aids. However, because the children are very young, accidental damage or loss will occasionally occur. The school will not be responsible for repair or replacement of the aids. This is the parents' responsibility. The school undertakes the cost, repair and replacement of the auditory trainers. If personal ear molds are made for the child's own hearing aid, parents are billed for the cost by TRIPOD.

TRIPOD has a battery tester in the classroom which the parents may use to check the child's batteries.

VISITOR POLICY

Prospective families may visit the Parent-Infant/Toddler Play Group and join the parent discussion group when it is deemed appropriate by the group facilitator.

Parents must inform the PIT teacher at least a week ahead of time if they want to bring a visitor to Play Group. This allows the necessary time to inform all group members.

The visitor policy respects the privacy and the integrity of the children and parents in the PIT Program.

COMMUNICATION BETWEEN SCHOOL & HOME

Informal Talks - Your child's teacher and/or the clinical social worker are available to speak with you by phone when you have questions or when a situation arises where you need professional assistance.

Formal Conferences - Each year in June, the teaching staff will review with you the child's progress during the year and assessment. There may be circumstances during the year in which a conference is needed. Parents may ask for a conference. Teachers may also ask for a conference.

Notes - Most notices will be sent to you in the mail or will appear in the ***TRIPOD Calendar***. Copies of general notices will be put in your file in the PIT classroom.

PARENT-INFANT/TODDLER CALENDAR

1991 - 1992 School Year

School Session

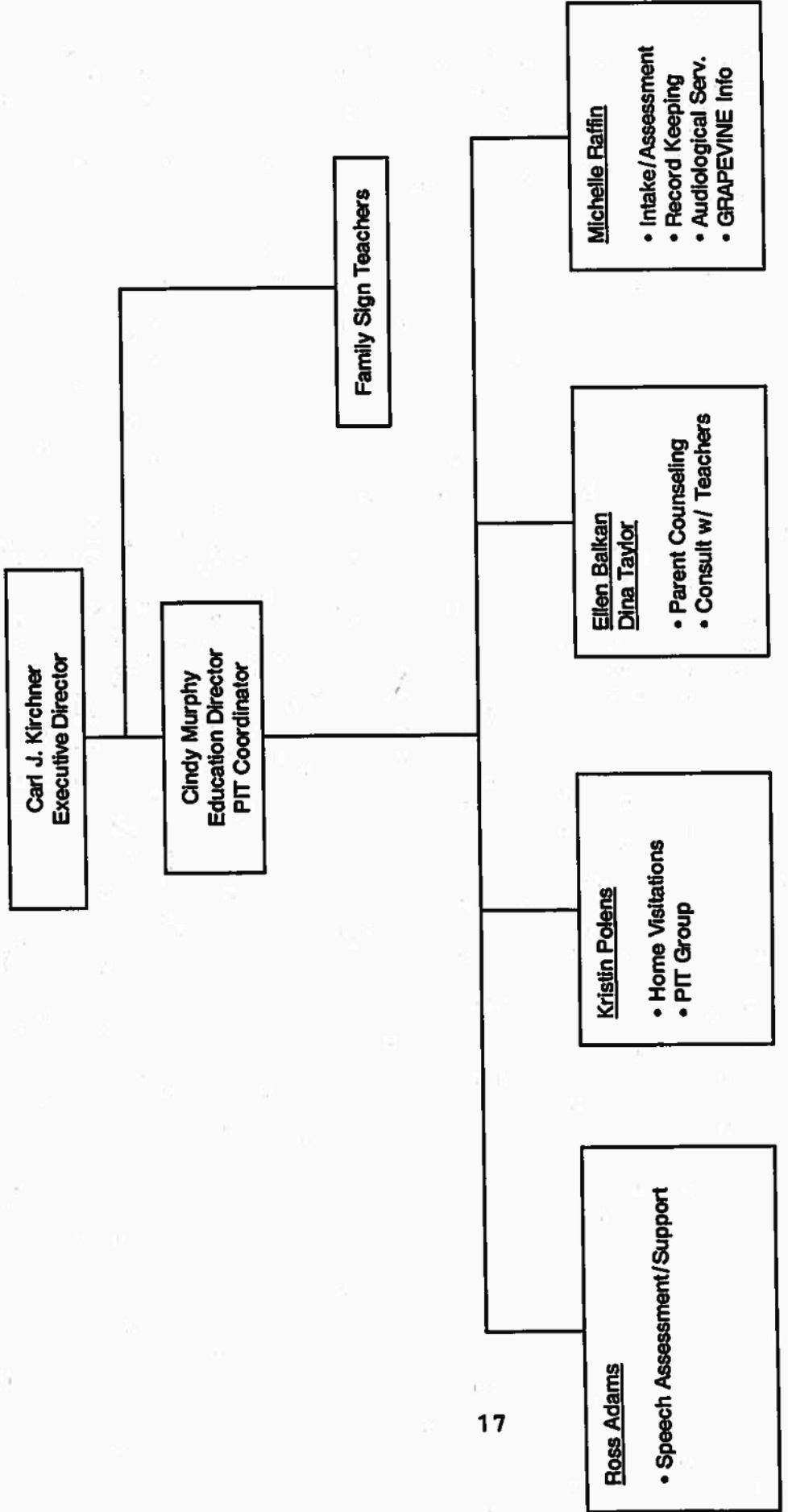
September 14 - August 7 Regular Program Year

Holiday/Vacation Days

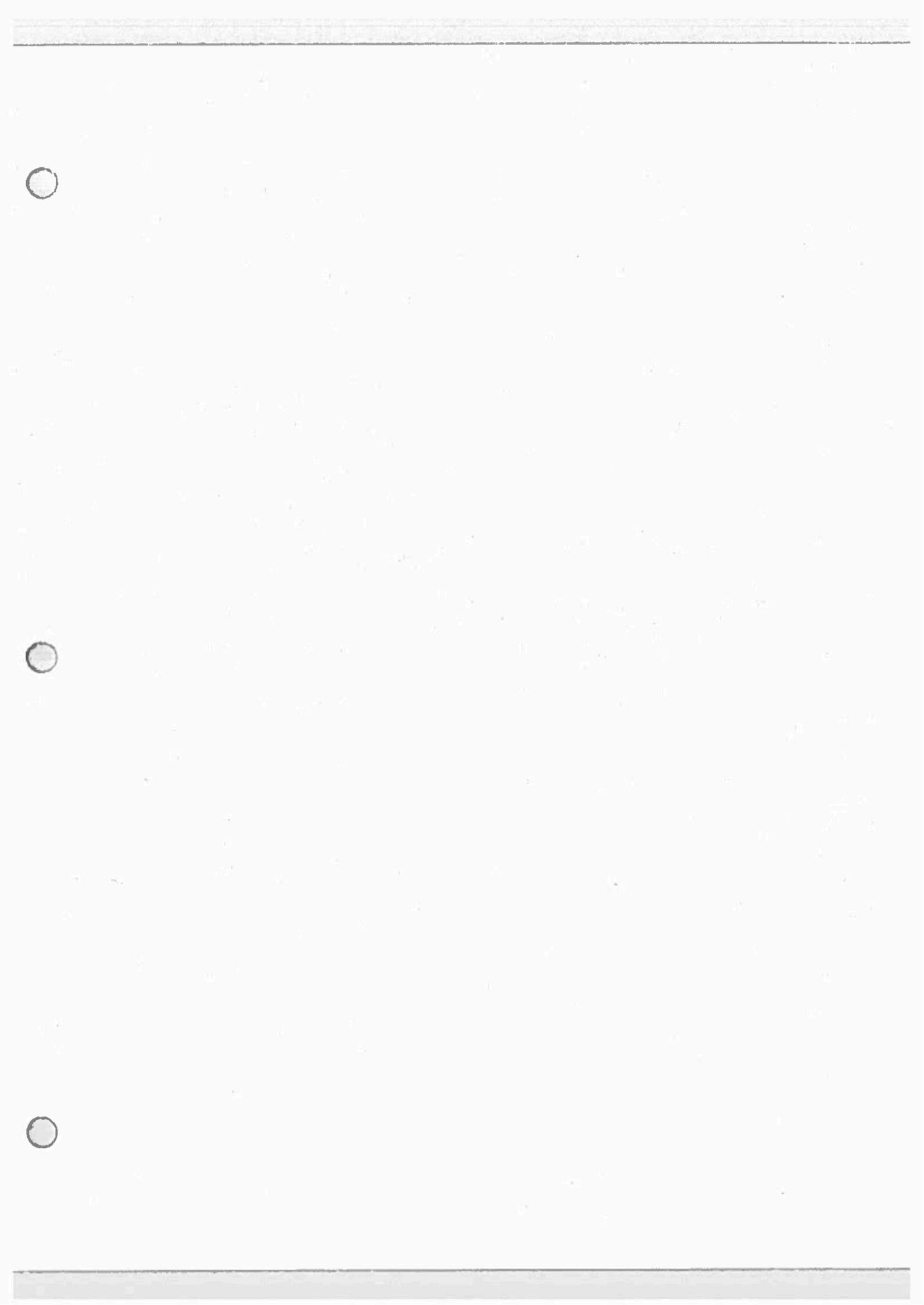
November 9 Veteran's Day
November 26-27 Thanksgiving Break
December 21 - January 3 Winter Break
January 18 Martin Luther King Day
February 8 Lincoln Day
February 15 Washington Day
April 5-9 Spring Recess
May 31 Memorial Day
August 10 Summer Break

TRIPOD Parent Association meetings for the Parent-Infant/Toddler Group will be announced by the TRIPOD Parent Association Vice President/Parent-Infant/Toddler Program.

PARENT--INFANT/TODDLER PROGRAM



MONTESORI PRESCHOOL/KINDERGARTEN PROGRAM



MONTESSORI PRESCHOOL/KINDERGARTEN PROGRAM

ENROLLMENT REQUIREMENTS

Ages 2½ to 6/7 years.

Children with a hearing loss or children with normal hearing who have a deaf or hard-of-hearing family member or a family member on the TRIPOD staff.

An initial visit of parent(s) and child with TRIPOD Education Director. Assessment of child's skills and readiness for a Montessori Educational Environment.

Application forms and immunization records completed before the child enters school.

Interdistrict permit authorization from the child's home school district.

Authorization for placement by joint agreement - TRIPOD; Burbank Unified School District, Special Education Office; and student's home school district.

PRESCHOOL HOURS

School hours are from 9:00am to 3:00pm. There is a sign-in and sign-out sheet at the entrance of the classroom. The person bringing the child to school and the person picking up the child must sign-in and sign-out.

For all children, formal Montessori instruction takes place from 9:00am to 12:00 noon. This is the most important work of the child's day. The children need a quiet and calm environment for this work. You are asked to make every effort to have your child here on time. If you are late, it is important that you preserve the concentration in the classroom by taking care not to interrupt or in any way distract the children in the classroom. If your child is distressed at separating from you, say "goodbye" cheerfully and leave the child with a staff member. Prolonging the separation makes it harder for your child and interrupts the school experiences for all the other students. Your child will carry his or her own lunch and clothing into the classroom and put them away. If you need to leave special instructions or have something you need to communicate to the staff after 9:00am, you can see Cindy Murphy or leave a note in the office. If you arrive before 9:00am, the teacher will be available in the mornings.

From 1:00pm to 3:00pm, the older children have pre-academic instruction, including speech and language work and the younger children nap and/or have structured play. This structured play period includes conversational Sign Language, active and quiet games, art, science walks, cooking, and story-telling. The pre-academic instructor includes: preparation for reading and writing, language instruction, speech training, and

lessons in art, social studies and science. You will be informed of your child's placement. Children are included in the formal afternoon instruction when their language and work habits would enable them to benefit from this work. Parents are encouraged to discuss their child's placement with the staff.

A child will only be released to individuals whom the parents have named in writing. Every child must be accepted and released personally by a teacher or staff member. Parents should come to school to pick up the children between 3:00 and 3:30pm unless the child stays for day care. Earlier pick-ups should be pre-arranged with the teachers so the children's program is not disrupted.

ATTENDANCE

Regular attendance is very important. Coming to school every day, on time, helps the child adjust to school easily. Children who attend regularly and are on time benefit most from the program.

In case of absence, please inform the school. Leave a message either with an office staff member or on the answering machine by 8:15am.

If your child develops physical symptoms that indicate illness (see TRIPOD Medical Policy) or if the child sustains an injury that requires bed rest, you will be called and asked to take your child home.

FOOD

The school provides juice and a snack in mid-morning and juice in the afternoon.

Children bring their own lunches. There will be times when the children will not eat as much as other times; their appetites vary and sometimes the morning snack is filling. If you are concerned about whether your child is eating enough, contact the teachers.

Please do not send candy, gum or soft drinks. The children will be learning about nutrition. Our staff will be reinforcing the children's choice of foods that are good for them.

CLOTHING

A complete change of clothing at school to take care of accidents is recommended. This is kept in the child's cubby. Please check occasionally to make sure your child has enough spare clothing. Clothing items should be easy for the child to put on. This helps develop self-confidence. Clothing should be sturdy and easily washed. The children do many art, cooking and gardening activities so clothing that is delicate and easily stained is not appropriate.

Overalls and jumpsuits are difficult for deaf and hard-of-hearing children to manage because they wear auditory trainers. For all children, pants with elastic waistbands are easiest. Children have difficulty with zippers and snaps, especially if the clothes are tight-fitting. Roomy pants with elastic waist are best, especially for children who are in the process of toilet training or who have recently been toilet-trained.

AMPLIFICATION

A child's hearing aids will be removed on arrival and placed in a drawer labeled with the child's name. Most of the deaf and hard-of-hearing children use auditory trainers in the classroom. Teachers wear trainer microphones which assists in the transmission of clearer auditory signals. For some children, hearing aids are more appropriate for their hearing loss. It is important that all deaf and hard-of-hearing children wear amplification. Teachers will help the children put on their amplification and check for comfort and proper functioning. When the children go home, they will switch to personal hearing aids.

The school will provide a complete auditory evaluation for each student so that amplification equipment can be set properly and auditory training goals established.

Parents are encouraged to purchase hearing aid insurance for hearing aids that may be lost or damaged. The school staff will take care to protect the aids. However, because the children are very young, accidental damage or loss will occasionally occur. The school will not be responsible for repair or replacement of the aids. This is the parents' responsibility.

The school undertakes the cost, repair and replacement of the auditory trainers. If personal ear molds are made for the child's own hearing aid, parents are billed for the cost by TRIPOD.

Children will learn to care for their own amplification equipment. The school staff is available to advise parents on questions about hearing aids, such as repair, adjustment and care. TRIPOD has a battery tester in the classroom which the parents may use to check the child's batteries in the afternoon when the child is picked up.

LANGUAGE/SPEECH SERVICES

Children are exposed to speech and audition throughout the school day. Teachers incorporate communication work and activities throughout their lesson. They will have many opportunities to use their speech and listening skills with other children and with adults. Children have daily instruction in music. Each child has speech lessons based on individual needs twice a week.

BIRTHDAYS

Simple birthday parties are celebrated at school. Parents may bring a treat, such as ice cream, to school for the children if they wish but please keep the amount of sugar to a minimum. Please make prior arrangements with the teachers.

TOYS

Children should not bring toys from home without first discussing this with teachers. Home toys are hard to share with other children. However, please do share with us any books or objects you have that will contribute to the areas currently being studied, such as souvenirs from travels, etc.

COMMUNICATION BETWEEN SCHOOL AND HOME

Informal Talks - The classroom teachers will be available in the morning before 9:00am. Staff members will also be available at times after school. You may also call and leave messages for staff members at the office.

Formal Conferences - Each year in June, the teaching staff will review with you the child's progress during the year and the results of formal testing. There may be circumstances during the year in which a conference is needed. Parents may ask for a conference. Teachers may also ask for a conference.

IEP Meeting - An IEP meeting will be held each year. During that meeting, staff and parents review the child's progress and establish goals for the following year.

Notes - Most notices will be put in the child's box or will appear in the *TRIPOD Calendar*. Copies of general notices will also be posted on the bulletin board at the entrance to the classroom. If your child is injured, you will get a note. Feel free to ask questions about the injury, especially of the staff member who wrote the note. If you are sending a note to school, please make it very obvious. Teachers do not go through the children's bags unless necessary.

CLASSROOM OBSERVATIONS

You are encouraged to schedule an observation in the classroom during the second semester.

SPECIAL NEEDS

Parents may need special support, such as professional counseling or home visitation. The TRIPOD staff will assist in meeting such needs based on parents' requests and staff availability.

MEDICAL POLICY

In general, every child needs to be at school healthy, rested, well fed, and ready to work and play. If any of these factors is missing, the school may send a child home. Our isolation room is not a place where a sick or tired child can be kept comfortably away from the other children for the whole day. This is why TRIPOD has emergency telephone numbers on your enrollment form.

Fevers: Do not send your child to school if you suspect he/she has a fever. After the fever is gone, if the child is in otherwise good health, he/she can return to school.

Colds: Do not send your child to school with a sore throat. If the cold has run its course, and he/she can concentrate, then it is okay for him/her to return with a little runny nose. If the discharge from his/her nose is green, see a doctor.

Allergies: We realize it is something you and your child have to live with, but the first paragraph of this medical policy applies here also. If an allergy has made the child feel sick or excessively tired, he/she should not be in school.

Medication: If you and your doctor feel that your child should be in school even though he/she is on medication, call us and tell us what the medication is and what you want us to do with it. With new, long-acting preparations, it may not be necessary to give a child medication at all during school hours. The staff will give medicine to children at school only if it is accompanied by written requests and instructions from the parent. Bring it in yourself or give it with the instructions to the parent driving the car-pool. Never send medicine in with the child and do not send the medicine in your child's lunch box. This is dangerous for your child as well as for other children.

Infections and Running Sores: See a doctor if your child has a large, pus filled sore on any part of the body.

Headache or Stomach Ache: Do not give your child an aspirin and send him/her to school hoping the headache or stomach ache will go away. Both symptoms are usually the forerunner of a virus. The same is true of diarrhea. Do not administer Kaopectate in the morning and then send your child to school. It will probably wear off during the day, and running around is not good for the treatment of diarrhea.

Cough: Persistent coughing is really debilitating to children's concentration. Please keep a child with a persistent cough at home.

If your child is too sick to come to school in the morning, your child is too sick to be at TRIPOD for the whole day. Please keep your child at home so that he/she can come back to school well rested the next day.

These precautions will help protect all of our children.

TRIPOD requires parents to present verification of each child's inoculation record.

If you have questions about your child's health, talk it over with a teacher.

PROBLEMS TO BE EXPECTED

Leaving in the Morning: It is common for a new child to cry when the parent leaves. This usually lasts for about two weeks. Normally the child stops crying within 10 minutes after the parent leaves. It is best to leave your child quickly and cheerfully.

Checking Pockets: It is also common for children to carry home toys from school or even pieces of equipment. The pink tower cubes are very popular. Do not overreact, but handle this in such a way that it will not become a habit. Explain to your child that all children must share the equipment. Please check pockets regularly and return the small items you think might belong to school. These materials are a key part of our Montessori work and if a part is missing, the exercise cannot be used.

School Rules: The teachers must also teach children to respect the rights of others and the materials in the classroom. On those occasions, the teacher may seem more strict than you might be. This is necessary to establish an environment for learning and to protect the other children from physical harm or hurt feelings.

Communication With Teachers: If your child tells you that something happened at school that upset or frightened him/her, please communicate this to the teachers. This will help clear up misunderstandings. It is very important that your child know that the parents and the teachers are working together and are supportive.

You may see teachers discipline your child in a different way than you do. It is important that you express your concerns promptly with the staff member involved or with Cindy Murphy. It may be helpful to keep in mind that it is part of education to help your child behave in a group. The teacher's goal is to help your child become self-disciplined and self-motivated. For this reason, sometimes the teacher(s) may seem less strict than you might be in a similar situation at home. Often, something a child does well at home may take some time for the child to do as well at school or vice versa. Teachers work on behavior gradually and gently. Your child is not as comfortable with us as he/she is with parents.

You are the expert on your child! The staff wants to hear from you. Please discuss your concerns about child management with Patty Ivankovic and Ingrid Gilpatrick.

MONTESSORI METHOD:

- ★ Is based on years of patient observation of child nature.
- ★ Has proven itself of universal application. It has been tried with complete success with children of almost every civilized nation, race, color, climate, nationality, social rank, type of civilization - all these make no difference to its successful application. TRIPOD has found it is successful with deaf children as well.
- ★ Has revealed the small child as a lover of work, intellectual work, spontaneously chosen and carried out joyfully.
- ★ Is based on the child's need to learn by doing. At each stage in the child's mental growth, corresponding occupations are provided which develop the child's inherent talents.
- ★ Offers the child a maximum of spontaneity, as well as enabling the child to reach the same, or even higher, level of scholastic attainment as the traditional systems.
- ★ Does away with the necessity of coercion by means of rewards and punishments and achieves a higher discipline. It is an active discipline which originates within the child and it is not imposed from without.
- ★ Is based on a respect for the child's personality and individual drive. It removes the overwhelming influence of adults, thus leaving room to grow in independence. Hence the child is allowed a large measure of liberty (not license) which forms the basis of real discipline.
- ★ Enables the teacher to deal with each child individually in each subject, and thus guide the child according to individual requirements.
- ★ Provides each child with the opportunity to work at his/her own pace. Hence the quick child is not held back by the slow, nor is the latter, in trying to keep up with the former, obliged to flounder along hopelessly out of his depth. Each stone in the mental edifice is "well and truly laid" before the rest is added.
- ★ Does away with the competitive spirit and its damaging results to children. More than this, at every turn it presents endless opportunity among the children for mutual help - which is joyfully given and gratefully received.
- ★ Provides the opportunity for the child to work from his/her own free choice, without competition and coercion. The child is freed from dangers of over strain, feelings of inferiority, hurry, and other experiences which are apt to be the unconscious cause of profound mental disturbances in later life.
- ★ Develops the whole personality of the child, not merely intellectual faculties, but also powers of deliberation, initiative and independent choice, with their emotional complements. By living as a free member of a real social community, the child is trained in those fundamental social qualities which form the basis of good citizenship.

PRESCHOOL CALENDAR

1992 - 1993 School Year

School Session

September 8 - June 17 Regular School Year
June 25 - August 7 Extended School Year

Holiday/Vacation Days

November 9 Veteran's Day
November 26-27 Thanksgiving Break
December 21 - January 2 Winter Break
January 18 Martin Luther King Day
February 8 Lincoln Day
February 15 Washington Day
April 5 - 9 Spring Recess
May 31 Memorial Day
June 18 - June 24 June Break
August 10 Summer Break

TRIPOD Parent Association meetings for the preschool parents will be announced by the TRIPOD Parent Association Vice President/Preschool.

ELEMENTARY SCHOOL PROGRAM



ELEMENTARY SCHOOL PROGRAM

ENROLLMENT REQUIREMENTS

The child must have an adequate language level so that the child can be expected to keep up with the a regular elementary curriculum.

The child must have good social skills and emotional health.

Interdistrict permit authorization from the student's home school district (if not a Burbank resident).

Completion of the application and immunization records requested by Washington Elementary School.

Completion of TRIPOD intake form.

Authorization for placement by joint agreement - TRIPOD; Burbank Unified School District, Special Education Office; Washington Elementary Principal; and student's home school district.

CLASS PLACEMENT

Determination of appropriate program placement will be made by the Educational Director, the Principal of the school, and the teaching staff. The decision will be based on formal assessments, observation and the child's previous school records.

ELEMENTARY SCHOOL HOURS

Regular school hours are as follows:

- grades 1 through 3 - 8:30 am to 2:30 pm;
- grades 4 and 5 - 8:30 am to 2:55 pm.

Parents should drop off their children at the front gate to the left of the main school building. The school gates open at 8:15am. Parents should not ordinarily walk the children to the classrooms. Children should be picked up promptly in front of the school. In car pools where dismissal times are different for the children, TRIPOD will provide supervision for only these students who are awaiting car pool pick up.

EDUCATIONAL PROGRAM

The underlying philosophy of TRIPOD's elementary program is that the deaf and hard-of-hearing children are children first. Deaf and hard-of-hearing children have the same needs as other children their age, including a large number of children to interact with, a curriculum appropriate for children their age (including all subjects) and exposure to the everyday life of school aged hearing children on the playground, in the classroom and in extracurricular activities. TRIPOD feels that deaf and hard-of-hearing children with strong social and communication skills are best served by an environment which demands that they perform academically as well as hearing children their age and behave like children their age.

To make this possible, TRIPOD has provided the children with a team-teaching environment consisting of a non-special education credentialed teacher who is dedicated to integrating deaf children into the classroom and a credentialed deaf education teacher trained to recognize and meet the special needs of a deaf child. This teaching team is committed to Total Communication in the classroom. TRIPOD has found in the years of implementing this program that the use of Total Communication soon extends from the teachers to the students in the classroom enveloping the deaf child in an environment with many more opportunities to communicate. This is one of the key assets of TRIPOD's mainstreaming program.

In making the model mainstreaming program a success, TRIPOD and Washington's staff have to walk the fine line of expecting of our children what is expected of any child at Washington School, and at the same time, providing support as needed. With a deaf or hard-of-hearing teacher and volunteer students on the staff at Washington, TRIPOD is able to assure sensitivity to the needs of deaf and hard-of-hearing children and accessibility to the experiences at Washington Elementary School.

ATTENDANCE/TARDINESS

It is extremely important that children be on time for school and attend school regularly.

AMPLIFICATION

All children are required to wear amplification. Some children at the discretion of the TRIPOD audiologist may wear hearing aids in the classroom. Otherwise, children are required to wear auditory trainers in the classroom and their personal hearing aids on the playground. If a child forgets his/her hearing aid(s), then the child will be requested to wear an auditory trainer.

Students and teachers are expected to use and maintain the audiological equipment daily. Parents are encouraged to purchase hearing aid insurance for hearing aids that may be lost or damaged. TRIPOD or BUSD will not be responsible for repair or replacement of the aids. This is a parents' responsibility. If personal ear molds are made for the child's own hearing aids, parents are billed for the cost by TRIPOD. TRIPOD will provide a complete audiological evaluation for each student, as needed, so that the amplification equipment can be set properly. A battery tester is located in the students' home room for the students' use. Batteries will be available for purchase.

LANGUAGE/SPEECH SERVICES

The deaf and hard-of-hearing students have individual and/or group work in speech and language twice a week during the school day, coordinated by TRIPOD's Speech and Language Therapist. In addition, teachers monitor listening and speech activities on a daily basis.

HOMEWORK/CLASSROOM BEHAVIOR

All homework, classroom rules, etc. apply to all children (hearing, deaf, and hard-of-hearing). The consequences of not doing homework or not following rules is the same for all children in the class. Your support for the school in this regard shows your child that you have confidence in him or her.

Every care will be taken to see that the TRIPOD children have a clear understanding of what the rules are and what the consequences are of not following them.

From time to time, a child may need extra support from teachers and parents. It is our highest priority that the children's needs be met and that demands on them be reasonable. However, as parents, you may have to provide emotional support to your child when he or she has "shaky times". Washington School also has an excellent counseling program that can be called on for help.

Parents are encouraged to raise concerns or questions about homework or class work that may seem too difficult. It would be well to remember that this is a fact of life for all students. Sometimes work is too hard, instructions are misunderstood, or absence from school may cause a child to miss an important presentation related to learning a specific concept. These are normal circumstances that a student must learn to deal with. Encourage your child to take responsibility in these situations by making a fair attempt to do the work or by making an appointment with the teacher to get help.

COMMUNICATION BETWEEN TRIPOD AND HOME

Informal Talks - TRIPOD's Education Director, Executive Director, or other support service staff members are available to speak with you by phone at TRIPOD.

Formal Conferences - George Washington School has established set times for conferences regarding your child's progress.

IEP Meeting - An IEP meeting will be held each year. During that meeting, staff and parents review the child's progress and establish goals for the following year.

Notes - Most TRIPOD notices will be sent to you via your child or will appear in the ***TRIPOD Calendar***.

PARENT CONFERENCES

See the Washington Parent Handbook for procedures for parent conferences. There are three formal conferences a year. When there are concerns about the child's needs and the appropriateness of placement, parents may direct their concerns to the classroom teachers or to TRIPOD's Educational Director.

OBSERVATIONS

You are most welcome to observe your child's classroom or the other classrooms. It is awkward to arrange observations in the mainstreamed classrooms because of the number of children involved and lack of appropriate observation booths. Your courtesy in scheduling an observation with teachers would be most appreciated.

EXTRACURRICULAR ACTIVITIES

You are encouraged to make it possible for your child to engage in extracurricular activities at Washington School as much as possible -- this includes special events like Skate Night as well as more burdensome commitments like taking part in plays and/or the talent show. These experiences are invaluable for the children. Our staff will be active in these activities and will make it possible for our children to participate in them fully.

PARTICIPATION IN PARENT GROUPS AT WASHINGTON AND TRIPOD

It is important that parents in the elementary program assume a strong role in BOTH the Washington Parent Group and the TRIPOD Parent Association. It is important for your child to feel that the family is a part of Washington School. Your active participation as a volunteer and as part of the Washington Parent Group will be an important part of your child's bond to Washington School. Please take note of the calendar for Washington Elementary events, such as Open House.

At TRIPOD, we ask you to share with our newer parents the benefit of your experience as a parent of a deaf child. Your child's accomplishments and success can be immeasurably helpful to a parent who just recently discovered their child's deafness. You are in a strong position to be a consolation and a strength to new parents. Sharing the benefits of your experiences, good and bad, is one of the strongest assets TRIPOD has to offer parents of young deaf children. Even though you are very busy with many duties of your own, you are asked to make the TRIPOD Parent Association one of your priorities.

DAY CARE PROGRAM

The Lutheran Memorial Church (2401 Brighton Street • Burbank • (818) 566-9866) operates an after school day care program - *MONDAY'S CHILD*. Since the church is only a few blocks from Washington Elementary, a number of Washington students attend the program. Nancy Benson is Director. Interested elementary parents are to contact the program directly to arrange for child care. TRIPOD will provide, whenever possible, volunteer support, i.e. a volunteer who signs, etc.

ELEMENTARY SCHOOL CALENDAR

1992 - 1993 School Year

School Session

September 8 - June 17 Regular School Year
June 25 - August 7 Extended School Year

Holiday/Vacation Days

November 11 Veteran's Day
November 16 Pupil Free Day
November 26-27 Thanksgiving Break
December 23 - January 3 Winter Break
January 18 Martin Luther King Day
February 8 Lincoln Day
February 15 Washington Day
April 13-17 Spring Recess
May 25 Memorial Day
June 18 - June 24 June Break
August 10 Summer Break

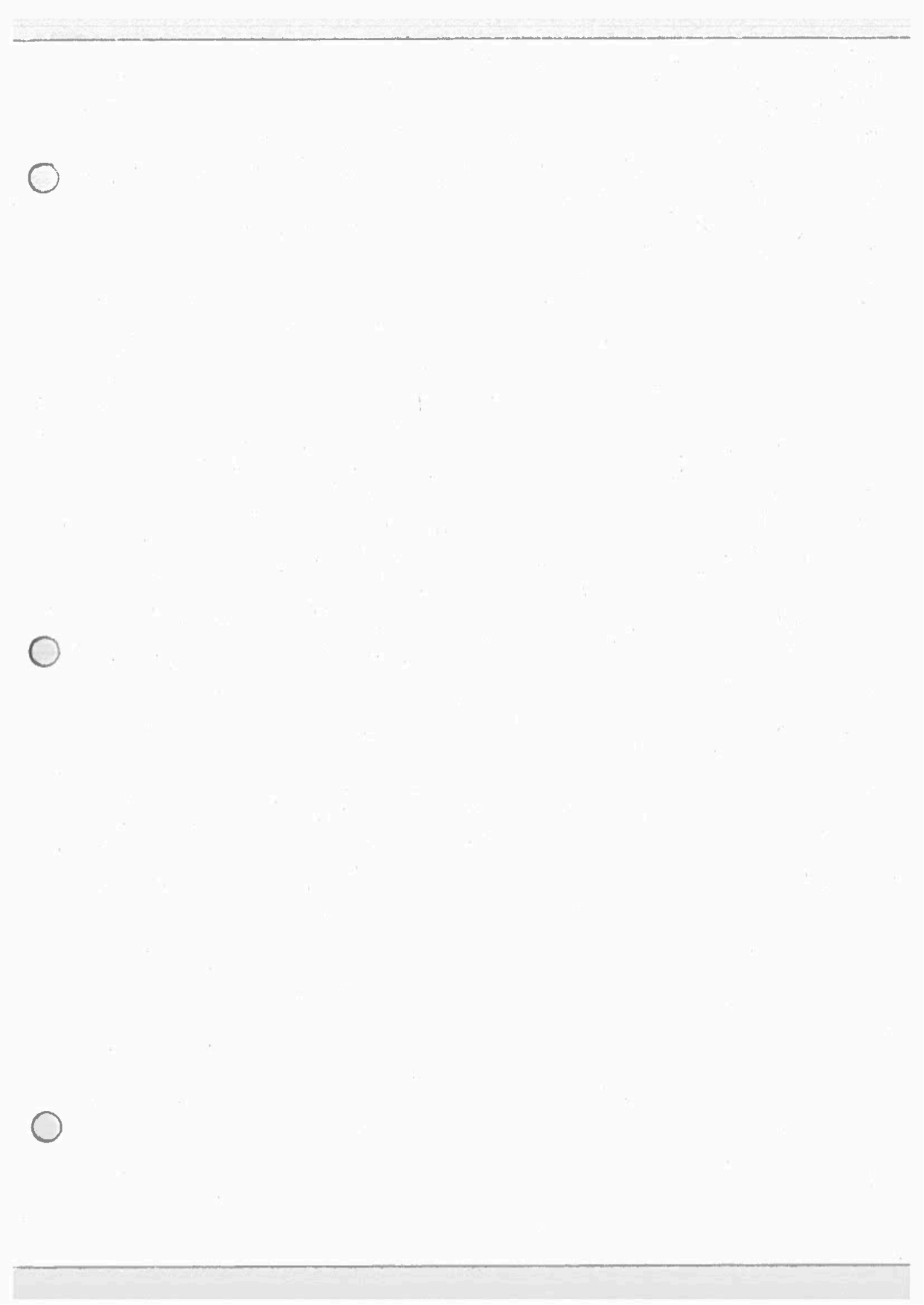
Early Dismissal Days

Every Tuesday 2:03pm
November 17, 18, 19, 20 1:13pm
January 29 2:03pm
March 8, 9, 10, 11, 12 1:13pm
June 17 1:13pm

TRIPOD Parent Association meetings for the elementary school parents will be announced by the TRIPOD Parent Association Vice President/Elementary School.

Please check the Washington Elementary School Calendar for PTA meetings and special events, such as Back-To-School Night and Open House.

MIDDLE SCHOOL PROGRAM



MIDDLE SCHOOL PROGRAM

ENROLLMENT REQUIREMENTS

Initial visit of parents and student with TRIPOD's Education Director.

Ability to function academically in the 6th or 7th grade class based on linguistic, reading, and math skills (pretests will be given as well as an evaluation of the students current IEP).

Interdistrict permit authorization from the student's home school district (if not a Burbank resident).

Completion of the application and immunization records requested by John Muir Middle School.

Completion of TRIPOD Intake Form.

Authorization for placement by joint agreement - TRIPOD; Burbank Unified School District, Special Education Office; John Muir Principal; and student's home school district.

MIDDLE SCHOOL HOURS

School hours are from 8:00am to 3:00pm.

SUPPORT SERVICES

John Muir Middle School has a broad spectrum of support services for its students, including a very active tutorial service before and after school, counseling, and many extracurricular clubs. These services are accessible to the deaf students with interpreting services.

DEAF ADULT PRESENCE

Deaf adults are involved in the program as volunteer aides, tutors, and "support friends" on a regular basis. These individuals are assigned to programs or offer special projects/activities.

AMPLIFICATION

Amplification usage is part of TRIPOD's program and philosophy. Students and teachers are expected to use and maintain the audiological equipment daily. Parents are encouraged to purchase hearing aid insurance for hearing aids that may be lost or damaged. TRIPOD or BUSD will not be responsible for repair or replacement of the aids. This is a parents' responsibility. If personal ear molds are made for the child's own hearing aids, parents are billed for the cost by TRIPOD. TRIPOD will provide a complete audiological evaluation for each student, as needed, so that the amplification equipment can be set properly. A battery tester is located in the students' home room for the students' use. Batteries will be available for purchase.

LANGUAGE/SPEECH SERVICES

The deaf and hard-of-hearing students have individual and/or group work in speech and language twice a week during the school day, coordinated by TRIPOD's Speech and Language Therapist. In addition, the deaf educator monitors listening and speech activities on a daily basis.

PARENT PROGRAM

Middle School parents are a part of the John Muir Parent Group and the TRIPOD Parent Association. The TRIPOD Parent Association will designate a Vice President who will serve as liaison to the TRIPOD Parent Association, the parents of the deaf and hard-of-hearing students in middle school, and the John Muir Parent Group. Parents are encouraged to participate in both parent group activities.

TDD

The public pay phone for students use (located in the administrative office) has a TDD for use by deaf and hard-of-hearing students. This phone is for outgoing calls only. If you need to get a message to your child, please call the school office.

COMMUNICATION BETWEEN TRIPOD AND HOME

Informal Talks - TRIPOD's Education Director, Executive Director, or other support service staff members are available to speak with you by phone at TRIPOD.

Formal Conferences - John Muir has established set times for conferences regarding your child's progress.

IEP Meeting - An IEP meeting will be held each year. During that meeting, staff and parents review the child's progress and establish goals for the following year.

Notes - Most TRIPOD notices will be sent to you via your child or will appear in the *TRIPOD Calendar*.

JOHN MUIR REGULATIONS

Please check with either your child's classroom teachers or the administrative office staff at John Muir for policies, procedures, etc. related to your child's program.

MIDDLE SCHOOL CALENDAR

1992 - 1993 School Year

School Session

September 8 - June 17 Regular School Year
June 25 - August 7 Extended School Year

Holiday/Vacation Days

October 23 Pupil Free Day
November 9 Veteran's Day
November 26-27 Thanksgiving Break
December 21 - January 2 Winter Break
January 18 Martin Luther King Day
January 29 Pupil Free Day
February 8 Lincoln Day
February 15 Washington Day
March 5 Pupil Free Day
April 5-9 Spring Recess
May 31 Memorial Day
June 18 - June 24 June Break
August 10 Summer Break

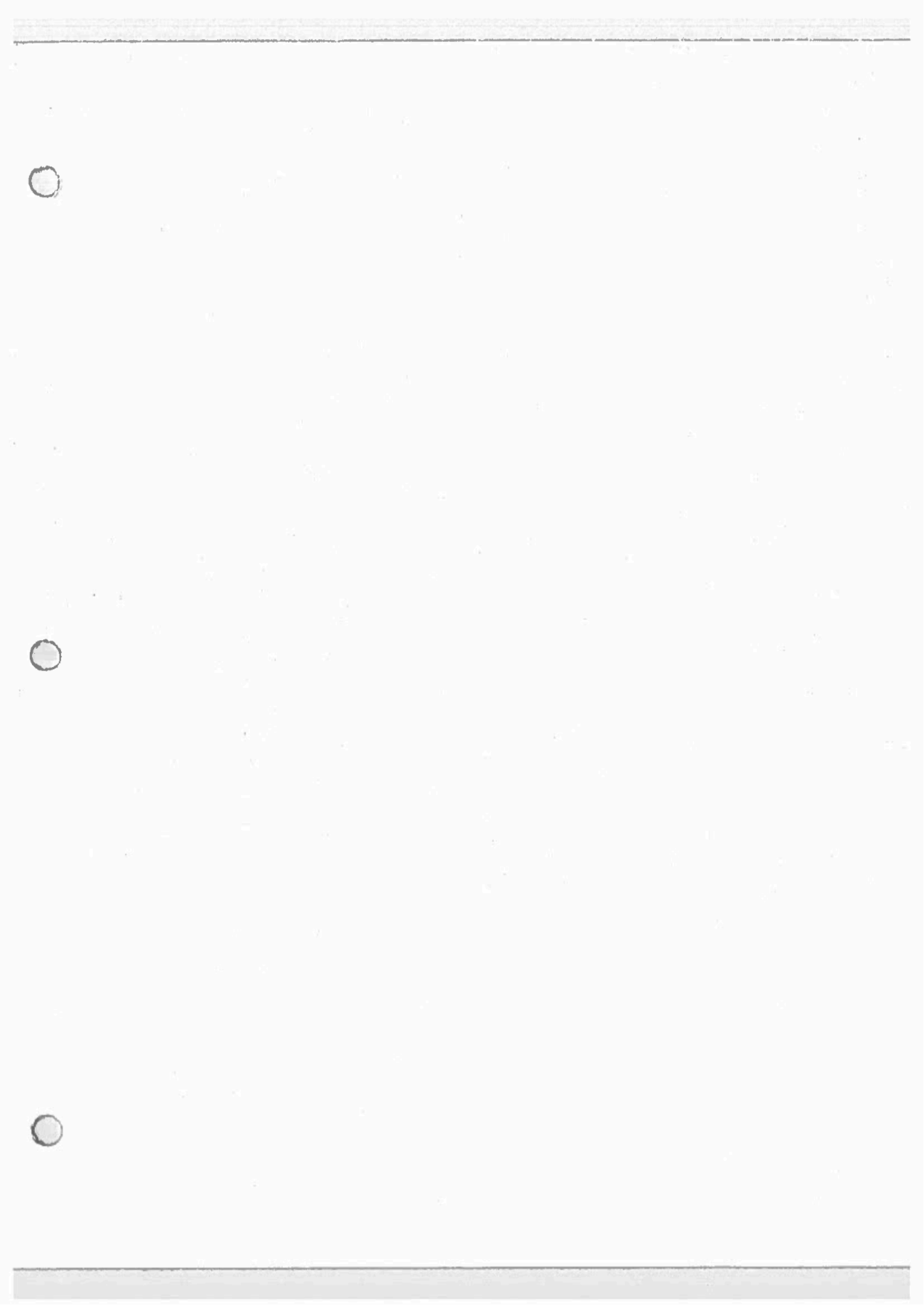
Early Dismissal Days

September 22 1:20pm
October 13 2:00pm
October 27 1:20pm
December 8 1:20pm
January 12 1:20pm
January 28 12:29pm
February 23 1:20pm
March 23 1:20pm
April 20 2:00pm
June 17 12:29pm

TRIPOD Parent Association meetings for the middle school parents will be announced by the TRIPOD Parent Association Vice President/Middle School.

Please check the John Muir Middle School Calendar for PTA meetings and special events, such as Back-To-School Night and Open House.

ROSTERS



PARENT-INFANT/TODDLER SUMMER PROGRAM

Student
ID CODE

VISION ✓ **Galvin Drake**
39549 Colchester Court
Palmdale, CA 93551

Bernice & Rexford Drake
(805) 947-1385 TDD

020

Kyle Espin
23951 Arroyo Park Drive
Valencia, CA 91355

Julie & Chris Espin
(805) 255-0116

021

Merrita Llarena
Rosita Llarena
20224 Sherman Way #1
Canoga Park, CA 91306

Merry Jo & Rey Llarena
(818) 883-5396 TDD

Jamie Maurer
492 East Channel Road
Santa Monica, CA 90402

Sherry & Paul Maurer
(310) 459-8519 V/TDD

Spencer Montan
4014 Mary Ellen Avenue
Studio City, CA 91604

Barbara & Christopher Montan
(818) 986-6822
(818) 560-7495 Wk (Chris)

022

Matthew Moore
17221 Hemmingway Street
Van Nuys, CA 91406

Pat & Kevin Moore
(818) 705-0624

023

Sean Pennington
7641 Jellico Avenue
Northridge, CA 91325

Kathleen & Donald Pennington
(818) 996-8060 V/TDD
(818) 705-2956 Wk (Don)

024

Matthew Petrie
9843 La Tuna Canyon Road
Sun Valley, CA 91352

Linda & Bruce Petrie
(818) 767-7468
(818) 288-8530 Wk (Bruce)

Justin Rothenberg
Bldg. R, Apt. #148
43223 Gadsden Avenue
Lancaster, CA 93535

Hetty Rothenberg
(805) 723-1750 TDD

Ebony Silva
Mariah Silva
5123½ Irvington Terrace
Los Angeles, CA 90042

Diana & Carlos Silva
(213) 254-7484

025

Joshua Soudakoff
1717 Bagley Avenue
Los Angeles, CA 90035

Olga Szpiro
19481 Kilfinan Street
Northridge, CA 91326

Bobby Witchell
635 West Broadway
Glendale, CA 91204

Monique Yniguez
Natasha Yniguez
3812 Walnut Avenue
Lynwood, CA 90262

Sharon & David Soudakoff
(213) 202-0033 TDD
(213) 937-6570 TDD Wk (David)

026

Tunny & Joe Szpiro
(818) 831-3940
(818) 831-9913 TDD

Susan Witchell
(818) 244-2539 TDD
(818) 243-5627 Anserwing Machine

Gloria & Jose Yniguez
(310) 608-5947

MONTESSORI PRESCHOOL/KINDERGARTEN PROGRAM

Ryan Bye
11750½ Culver Blvd.
Los Angeles, CA 90035

Mary & Robert Bye
(310) 397-3535
(213) 733-6673 Wk (Robert)

Shiron Dafan
5437 Newcastle Avenue #211
Encino, CA 91316

Mr. and Mrs. Jesse Dafan
(818) 776-0107

Megan Erasmus
2563 North Lincoln Street
Burbank, CA 91504

Sandra Erasmus
(818) 566-7292 TDD
(213) 452-5460 TDD Wk

Justin Folk
12301 Osborne Street #28
Hanson Hills, CA 91331

Jackie Folk
(818) 834-1176
(213) 937-0556 Wk

Rebecca Freund
Richard Freund
851 Oreo Place
Pacific Palisades, CA 90272

Trice Koopman & Mark Freund
(310) 459-6941 Hm
(310) 551-7505 Wk (Trice)
(213) 464-0121 x-183 Wk (Mark)

Ashley Helms
25845 Quilla Road
Valencia, CA 91355

Dwynn & Charles Helms
(805) 259-5294
(818) 995-7000 x243 Wk (Dwynn)
(818) 951-2476 Wk (Charles)

Joshua Josa
7440 Sepulveda Blvd. #107
Van Nuys, CA 91405

Terezia & Laszlo Josa
(818) 901-1479 TDD

Damian Kelly
1540 Broadway, Apt. A
Burbank, CA 91504

Margaret & Anthony Kelly
(818) 845-1522

Stacey Kleiger
827 North Beachwood Drive
Burbank, CA 91506

Heidi & Ron Kleiger
(818) 846-8778 TDD
(213) 383-2220 TDD Wk (Heidi)
(213) 786-4141 Wk (Ron)

Benjamin Lees
K.T. Lees
10112 Oro Vista Avenue
Sunland, CA 91040

Sharon & Paul Lees
(818) 352-2231

Michael Litberg
21232 Celtic Street
Chatsworth, CA 91311

Debbie & Larry Litberg
(818) 349-4545
(818) 349-6996 Wk

Rebecca Lovitch
18626 Vincennes Street
Northridge, CA 91324

Debijo & Fred Lovitch
(818) 349-6413 TDD
(818) 846-7121 Wk (Debijo)

Emily Macedo
6011 Nelda Street #4
Simi Valley, CA 93063

Tiffany & Manuel Macedo
(805) 520-7747 TDD

Christopher Monkman
1734 East Beverly Drive
Pasadena, CA 91104

Carol Smith
(818) 797-9993

19030 Grannis Road
Bothell, WA 98012

Frank Monkman
(206) 487-6339

Ryan Mutti
9770 Via Nola
Burbank, CA 91504

Sheri & Steve Mutti
(818) 768-1952 TDD
(213) 383-2220 V/TDD Wk (Sheri)
(213) 385-5100 Wk (Steve)

Kristina Nesel
1418 North Brighton Street
Burbank, CA 91506

Carol Nesel
(818) 848-9020
(818) 785-1507 Wk

Tyrell Pennington
7641 Jellico Avenue
Northridge, CA 91325

Kathleen & Donald Pennington
(818) 996-8060 V/TDD
(818) 705-2956 Wk (Don)

Nicholas Petrie
9843 La Tuna Canyon Road
Sun Valley, CA 91352

Linda & Bruce Petrie
(818) 767-7468
(818) 288-8530 Wk (Bruce)

Arienne Raffin
14247 Riverside Drive #102
Sherman Oaks, CA 91423

Michelle Raffin
(818) 972-2080

4201 Kling Street #32
Burbank, CA 91505

Michael Raffin
(818) 972-9665
(818) 843-5111 x7032 Wk

Daniel Ruccione
809 South Bel Air Drive
Burbank, CA 91501

Kathy Ruccione
(818) 848-5304
(213) 669-2198 Wk

7358 West 83rd Street
Los Angeles, CA 90045

Remo Ruccione
(310) 410-0755
(714) 540-6440

Scott Shapiro
15918 Rosehaven Lane
Canyon Country, CA 91351

Jodi & Eric Shapiro
(805) 298-7823
(213) 253-6128 Wk (Eric)

Billy Witchell
635 West Broadway
Glendale, CA 91204

Susan Witchell
(818) 244-2539 TDD
(818) 243-5627 Answering Machine

Arthur Yankilevich
3933 Corbenter Court
Studio City, CA 91604

Lana & Jeff Yankilevich
(818) 985-3623
(213) 381-1300 Wk (Lana)
(818) 506-8840 Wk (Jeff)

Carlos Yniquez
3812 Walnut Avenue
Lynwood, CA 90262

Gloria & Jose Yniquez
(213) 608-5947

ELEMENTARY SCHOOL INTEGRATION PROGRAM

Dalton Ackerman

1620 N. San Fernando Blvd. #13
Burbank, CA 91504

Julie Ackerman

Bryce Arshi

559 North Brighton Street
Burbank, CA 91504

Karen Arshi
(818) 566-8532

Chanai Brewster

350 West Loraine Street, Unit 301
Glendale, CA 91202

Audria Brewster
(818) 240-0093
(213) 688-4836 Wk

1837 Peninsula Place
Costa Mesa, CA 92627

Maurice Brewster
(714) 631-6611
(213) 250-0966 Wk

Charlie Campos

Rudy Campos

333 South Avenue 57
Los Angeles, CA 90042

Brandy & Rudy Campos
(213) 257-1652

Mark Collings

1447 Olympic Street
Simi Valley, CA 93063

Teresa & Peter Collings
(805) 581-5123

Victoria Crockett

11214 South Western Avenue #129
Los Angeles, CA 90047

Debra Polee & Ron Crockett
(213) 755-6672
(310) 419-5678 Wk (Debra)

Nicole Elgrably

5270 Bellingham Avenue
North Hollywood, CA 91607

Sherri Spencer
(818) 762-6131
(818) 906-0786 Wk

Mayra Escobar

1600 San Fernando Blvd. #225
Burbank, CA 91504

Marra & Jose Escobar
(818) 841-8554

Harmik Ghazarian
1712 Peyton Avenue, Apt. C
Burbank, CA 91504

Valent & Herach Ghazarian
(818) 567-2510

Jena Goul
2206 Glendon Avenue
Los Angeles, CA 90064

Shelley & John Goul
(310) 470-7909 TDD
(213) 296-7680 Wk (John)

Laural Hartman
3044 Adirondack Court
Westlake Village, CA 91362

Grace & Christopher Hartman
(805) 495-2265

Chanel Harvey
2256½ West 30th Street
Los Angeles, CA 90018

Mary Harvey
(213) 730-0122
(213) 627-7900 Wk

Jesus Hernandez
254 West Linden Street
Burbank, CA 91506

Maria & Eliseo Hernandez
(818) 841-9265

Jessica James
1620 N. San Fernando Blvd. #10
Burbank, CA 91504

Annette James

Rachel Johnson
23545 Canerwell Street
Newhall, CA 91321

Patty & Alan Johnson
(805) 259-3873
(213) 466-3141 Wk (Patty)
(818) 768-3427 Wk (Alan)

Cosmo Jokela
667 South Hudson Avenue
Pasadena, CA 91106

Karen & Arthur Jokela
(818) 577-7402 V/TDD
(818) 793-0877 Wk

Elisabeth Kealy
266 Glen Ellen Drive
Ventura, CA 93003

Kathryn & James Kealy
(805) 653-6630
(805) 648-6153 Wk (James)

Marlo Lovitch
18626 Vincennes Street
Northridge, CA 91324

Debijo & Fred Lovitch
(818) 349-6413 TDD
(818) 846-7121 Wk (Debijo)

Justin Lucero
11031 Wagner Avenue
Culver City, CA 90230

1248 South Camden Drive
Los Angeles, CA 90035

Wendy Merritt
16125 Kingsbury Street
Granada Hills, CA 91344

Ginnina Miglia
Giovanni Miglia
2394 Cragmont Court
Simi Valley, CA 93065

Joseph Nazarian
1155 South Barrinton Avenue #301
Los Angeles, CA 90049

Michael Shapiro
15918 Rosehaven Lane
Canyon Country, CA 91351

Aaron Swindle
15442 Mallory Court
Moorpark, CA 93021

Aimee Walker
12144 Blix Street
North Hollywood, CA 91607

Bianca Walker
1857 Curson Avenue
Los Angeles, CA 90019

Marcy & Jeff Harris
(310) 559-4735
(213) 938-5141 Wk (Jeff)

Fran & Chuck Sloane
(310) 553-7029
(818) 788-9788 Wk (Fran)
(310) 201-2690 Wk (Chuck)

Caryl & Jeff Merritt
(818) 891-3443 V/TDD
(818) 569-7844 Wk

Elizabeth & Eligio Miglia
(805) 583-8535
(805) 583-0756 Wk (Elizabeth)

Ruth & Kamran Nazarian
(310) 478-6610
(213) 622-4347 Wk

Jodi & Eric Shapiro
(805) 298-7823
(213) 253-6128 Wk (Eric)

Cathy & Robert Swindle
(805) 529-5651

Patsy & Cam Walker
(818) 761-0727
(818) 382-6522 Wk (Cam)

Rodrica Walker
(213) 939-3416 Wk

MIDDLE SCHOOL INTEGRATION PROGRAM

Fatimah Aziz

2144 Casitas Street
Altadena, CA 91001

3930 Virginia Road
Los Angeles, CA 90008-1724

Sandra Carpe

6449 Melray Street
Moorpark, CA 93021

Brad Cohen

4645 Westchester Drive
Woodland Hills, CA 91364

Tali Dagan

7116 Scarborough Peak Drive
West Hills, CA 91307

Grant Grohmann

4919 Range View Avenue
Los Angeles, CA 90042

Darlene Leos

3749 Mohawk Street
Pasadena, CA 91107

Natasha Ofili

451 East Santa Anita Avenue, Apt. D
Burbank, CA 91501

Will Scherzberg

13657 Laurelhurst
Moorpark, CA 93021

LaVerne Guzman

(818) 798-3855
(818) 354-3569 Wk

Wazir Abdul Aziz

(213) 298-4696

Ruth & Jerome Carpe

(805) 529-7630

Shelley & Lou Cohen

(818) 346-8422
(818) 346-2723 TDD
(818) 703-7000 Office

Bonnie & Aaron Gudis

(818) 347-7630

Carol & Joe De La Torre

(213) 256-2932

Adela Bonilla Flores & Jay Flores

(818) 793-6335
(818) 799-2261 Wk (Jay)

Victoria Gibson

(818) 566-4084
(213) 236-7622 Wk

Denise Scherzberg

(805) 529-0485
(805) 989-8589 Wk

Jacob Shamberg
14925 Whitfield Avenue
Pacific Palisades, CA 90272

10100 Venice Blvd., Suite 300
Culver City, CA 90232

Matt Simmons
27469 Sycamore Creek Drive
Valencia, CA 91355

Nicole Simms
809 North Avenue 66
Los Angeles, CA 90042

Benjamin Swindle
15442 Mallory Court
Moorpark, CA 93021

Jacky Szpiro
19481 Kilfinan Street
Northridge, CA 91326

Jausten Thompson
1560 Point View Street
Los Angeles, CA 90035

Jamie Tranovich
199 Avocado Place
Camarillo, CA 93010

Megan Williams
(310) 454-9514
(818) 972-2080 Wk

Michael Shamberg
(310) 393-7008 V/TDD
(310) 280-4400 Wk

Jackie & David Simmons
(805) 297-7818

Christie & Ed Simms
(213) 259-3187
(213) 344-1892 TDD

Cathy & Robert Swindle
(805) 529-5651

Tunny & Joe Szpiro
(818) 831-3940
(818) 831-9913 TDD

Debra Thompson
(310) 292-4101

Peggy & Jim Tranovich
(805) 484-4623

TRIPOD STAFF

Carl J. Kirchner, Executive Director
17535 Napa Street
Northridge, CA 93125

V/TDD (818) 701-1741

Ross Adams, Speech & Language Pathologist
17810 Superior Street #103
Northridge, CA 91325

Cheryl Ashdown, 7th Grade Teacher
1790 Verde Vista Drive
Monterey Park, CA 91754

Ellen Balkan, LCSW, Parent-Infant/Toddler Program
17127 Clemons Drive
Encino, CA 91436

Wk (818) 907-0866

Faith Barkin, 6th Grade Teacher
4126 Warner Blvd., Apt. A
Burbank, CA 91505

(818) 841-0153

Victor Carranza, Building Maintenance
1207 South Vermont Avenue #1202
Los Angeles, CA 90006

TDD (213) 388-3230
Manager (213) 387-6541

Patti Clark, Preschool/Kindergarten Aide, Day Care Coordinator
9700 Zelzah Avenue #114
Northridge, CA 9125

Jane Clausen, 6th Grade Teacher

(818) 352-8985

Kierstin Eaton, 3rd Grade Teacher
500 East Santa Anita Avenue, Apt. Q
Burbank, CA 91501

(818) 563-3390

Ingrid Gilpatrick, Preschool/Kindergarten Teacher
6651 Enfield Avenue
Reseda, CA 91335

Cass Harvey, Interpreter, Family Sign Coordinator
13416 Huston Street, Apt. D
Sherman Oaks, CA 91423

(818) 501-5513

Cathy Howard, 7th Grade Teacher
1907 Chandler Blvd.
Burbank, CA 91506

Patty Ivankovic, Preschool/Kindergarten Teacher
23515 Lyons Avenue #109
Valencia, CA 91355

TDD (805) 254-1408

Teresa Jensen, Administrative Asst./Bookkeeper
26020 Manzano Court
Valencia, CA 91355

(805) 254-7182

Kirsten Johnson, 4th/5th Grade Teacher
435 East Magnolia Blvd., Apt. C
Burbank, CA 91501

(818) 953-2808

Stephanie Johnson, Preschool/Kindergarten Teacher Assistant
6326 Coldwater Canyon #6
North Hollywood, CA 91606

TDD (818) 752-0259

Lynn Koontz, 7th Grade Teacher
1171-A Spazier Avenue
Glendale, CA 91201

(818) 955-8355

Janet Lam-Ziegler, 6th Grade Teacher
2400 Wild Oak Drive
Los Angeles, CA 90068

(213) 469-4044

Barbara Lincoln, GRAPEVINE/Volunteer Coordinator
5651 Sumner Way #116
Culver City, CA 90230

V/TDD (310) 641-5662

Rosanne Longtain, 1st/2nd Grade Teacher
350 Burchett Street #109
Glendale, CA 91203

Debijo Lovitch, 7th Grade Teacher
18626 Vincennes Street
Northridge, CA 91324

TDD (818) 349-6413

Bob Morgan, 4th/5th Grade Teacher
436 Andover Street
Burbank, CA 91504

(818) 567-2269

Cindy Murphy, Education Director
735 Amoroso Place
Venice, CA 90291

V/TDD (310) 827-9103

Cid Owens, Elementary School Aide
5414 Hartwick Street
Eagle Rock, CA 90041

(213) 254-0691

Tammy Pantelot, 7th Grade Teacher
23886 Killion Street
Woodland Hills, CA 91367

Kristin Polens, Parent-Infant/Toddler Teacher
14209 Riverside Drive #305
Sherman Oaks, CA 91423

(818) 907-9216

Michelle Raffin, Audiologist
14247 Riverside Drive #102
Sherman Oaks, CA 91423

Tobie Rosenberg, 6th Grade Teacher
22339 Mission Circle
Chatsworth, CA 91311

(818) 709-1715

Steve Silverman, 3rd Grade Teacher
2021 Grismer Avenue #47
Burbank, CA 91504

TDD (818) 972-9106

Kris Stout, Assistant Development Director
4523 Matilija Avenue
Sherman Oaks, CA 91423

(818) 788-8488

Dina Taylor, LCSW, Parent-Infant/Toddler Program
37263 Sheffield Drive
Palmdale, CA 93550

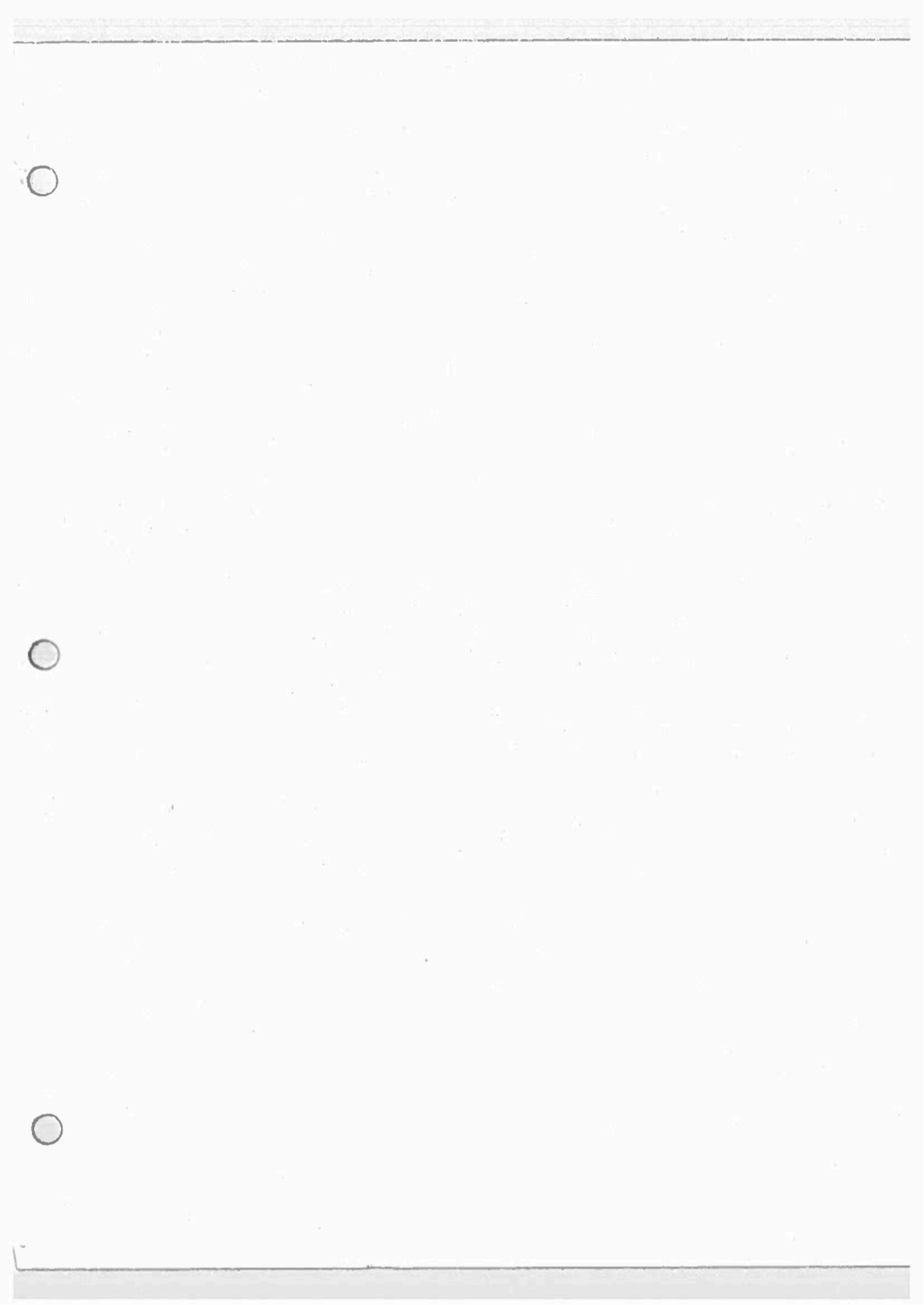
Jenny Winter, Elementary School Aide
8951 Eames Avenue
Northridge, CA 91324

TDD (818) 885-0924

Gina Wood, Parent-Infant/Toddler Program Aide
18521 Prairie Street #201
Northridge, CA 91324

(818) 773-7291

Yuki Yoshino, 1st/2nd Grade Teacher
1931 Heywood Street, Apt. D
Simi Valley, CA 93065



CONSTITUTION AND BYLAWS
of the
TRIPOD PARENT ASSOCIATION
CONSTITUTION

ARTICLE I: NAME

Section 1: The name of this organization shall be TRIPOD PARENT ASSOCIATION

ARTICLE II: PURPOSES

Section 1: The purpose of the TPA shall be as follows:

- a. To provide a supportive, educational environment for parents and their children to grow and learn from the experience that deafness brings to their lives.
- b. To support parents, teachers and TRIPOD staff in furthering this goal.
- c. To provide advice, counsel, and support to parents and concerned individuals regarding the welfare of their children
- d. To provide resource information.
- e. To provide financial support of needed programs and service for the benefit of parents, students, and their families at TRIPOD.

ARTICLE III: MEMBERSHIP

Section 1: A parent, relative, or guardian of a child enrolled in a TRIPOD program is a member of the TRIPOD Parent Association.

Section 2: No yearly dues are assessed, as each family is strongly encouraged to fully participate in the TPA, fundraising activities, and the Family Pledge Program.

ARTICLE IV: OFFICERS

- Section 1:** The officers of this Association shall be a President, four Vice-Presidents, a Secretary and a Treasurer. They shall function as the Executive Committee of the Association.
- Section 2:** The term of all officers shall be for one year, beginning on the last day of classes of the regular school year.
- Section 3:** In the event of a vacancy in any office other than President, a successor shall be chosen to serve the remainder of the term by majority of the Executive Committee.
- Section 4:** It shall be the responsibility of the Executive Committee to determine policy and conduct necessary business of the Association between regular meetings, to conduct such business as shall be referred to it by the President, to direct and report the work of the standing committees, and to make reports of its activities on a periodic basis through the *TRIPOD Calendar*. No action of the Executive Committee shall overrule, contradict or render ineffective any action taken by any regular meeting of the membership.
- Section 5:** The membership shall, by majority vote, have the authority to declare vacant the office of any officer who fails to discharge the duties of that office.

ARTICLE V: ELECTIONS

- Section 1:** Election of officers of the Association shall be accomplished in the following manner:
- a. Nominations for each office shall be submitted to the membership during a regular meeting of the Association during the Spring of the year, the exact date to be determined by the Election Committee. Additional nominations shall be accepted from the floor at such time.
 - b. Within two weeks thereof, a ballot containing the names of candidates for each office as well as provision for write-in votes for each office shall be published in the *TRIPOD Calendar* or other official school publication.
 - c. At the final business meeting of the year (May or June) the report of the nominating committee shall be read, at which time additional nominations may be made from the floor provided consent of the nominee has been obtained. The election shall be held at this meeting. If there is more than one nominee for an office, vote shall be by written ballot. Tellers appointed by the President shall report total votes cast and results. Ballots may then be destroyed.

- d. If no nominee for a vacancy obtains a majority of the votes thus cast, the outgoing President shall cast the deciding vote.

Section 2: Vacancies in any office occurring as described in ARTICLE IV; Section 3 of the By-Laws shall be filled by vote of the Executive Committee.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: **President:** The duties of the President shall be to plan and preside over meetings of the Association; to appoint members of committees and committee chairpersons as deemed necessary; to preside over the Executive Committee and issue calls for Executive Committee meetings when deemed necessary or advisable; and to administer and enforce the By-Laws of the Association. In addition, the President shall be the main contact person and coordinator for all aspects of the Association and its meetings and activities; encourage a positive relationship between parents-school-professional; advocate the rights of deaf and hard-of-hearing people.

Section 2: **Vice-President:** Assist the President in contacting parents about special events within their specific parent group; establish the specific group meeting dates and agendas for the year; answer questions about specific actions and procedures regarding TRIPOD and the Association; other jobs as requested by the President.

Section 3: **Secretary:** Takes notes on meetings; sends confirmation letters to guest speakers; thank you notes to those who have given special help; other jobs as requested by the President.

Section 4: **Treasurer:** Keeps track of all funds; make deposits and conduct other bank business; make financial report for the board and President; receive and disburse money.

ARTICLE VII: STANDING COMMITTEE

Section 1: There shall be three (3) standing committees:

- a. Social Committee
- b. Garage Sale Committee
- c. Family Pledge Committee

Section 2: The chairperson of each standing committee will be appointed by the Executive Committee.

Section 3: The duties for each of the standing committee chairpersons will be defined on a yearly basis.

ARTICLE VIII: REGULAR MEETINGS

- Section 1: There shall be three (3) general meetings of the Association (October, December, and June) at a time and place to be decided and made known by the President.
- Section 2: A simple majority of the members in attendance at the regular meetings shall constitute a quorum for the transaction of business at the meeting.
- Section 3: The Executive Committee shall meet on call of the President, at a time and place of the President's choosing.
- Section 4: All other committees shall meet as the needs of business may require, at a time and place to be decided by the committee chairpersons.

ARTICLE IX: RULES OF ORDER

- Section 1: The rules contained in *Robert's Rules of Order, Revised*, shall govern the Association and its committees in all cases in which they are applicable, and in which they are not inconsistent with these By-Laws.

ARTICLE X: AMENDMENTS

- Section 1: These By-Laws may be amended by a two-thirds vote of the membership, by written ballot.
- Section 2: A quorum for the purposes of amending the By-Laws shall consist of not less than 25% of the current Association membership.
- Section 3: An amendment to the By-Laws may be submitted by any member in good standing to the President at any time. The President shall send the proposed written amendment to each member one month prior to the general TPA meeting for consideration. At the general TPA meeting, the amendment will be presented for a vote.