



**COUNTY OF SAN BERNARDINO  
PRESCHOOL SERVICES DEPARTMENT  
POLICY**

**NO. 01      ISSUE 1**  
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**EFFECTIVE: 07-01-10**  
Updated

**SUBJECT:**  
COMMUNICATION WITH DEAF PARENT

**APPROVED: 10-21-10**  
  
**BY: Ron Griffin, Director**

**PURPOSE**

To prevent discrimination on the bases of disability.

**POLICY**

Children with disabilities have the legal right to participate in classroom activities with their peers. Reasonable accommodations will be offered to alter attendance hours and days for children with more severe disabilities who are not able to attend for the full session each day.

**REFERENCE**

Rehabilitation Act Section 504

**PROCEDURE**

Definition: Parents who are hearing impaired and use sign language.

1. To effectively communicate with parents, who are deaf, the following procedures are to be used by the Preschool Services Department staff:
2. The Generalist or Site Supervisor must notify Disability Services at the time an application is taken from parents who use sign language to communicate, even though the child may or may not have a disability.
3. Disability Services staff will contact agencies that provide interpreters for the deaf. Disability Services will arrange for interpreters for required meetings.
4. The Site Supervisor, or designee, will obtain information from the parent regarding access to a Telecommunication for the Deaf Device (TDD Device (TDD/Cal Relay Services)).
5. A copy of any written communication to the deaf parent must be maintained in the child's folder.
6. Parent conferences and IEP meetings require an interpreter. The Disability Service Unit is responsible for scheduling interpreters.

7. A parent orientation meeting with an interpreter for the deaf is required before the child can attend school to ensure that the parents are fully informed about the program.
8. If a meeting is set up with an interpreter and the parent cancels, call Marialsela Maldonado at (909) 383-2061, 25 hours before the meeting to cancel the interpreter.
9. In emergencies, staff will contact 911 and inform the operator as to whether or not the parent has a Telecommunication Device. Since the operator may need further information, the caller must stay on the line until the operator clears you.