

Publications Available from PLUK

A cataloged listing and order form as of September 2004.

The following are publications and handouts that we at Parents, Let's Unite for Kids have found most useful for families. Many of these publications are available in electronic format that you may download, print, and make multiple copies for free at <http://www.pluk.org/pub.htm>.

Other rich sites where you may download electronic copies of publications include: Montana's Office of Public Instruction at <http://www.opi.state.mt.us/speced/>, Mountain Plains Regional Resource Center at <http://www.usu.edu/mprrc/infoserv/pubs.cfm>, and National Dissemination Center for Children with Disabilities — NICHCY — at <http://www.nichcy.org/publist.asp>.

We will mail single copies of publications for *free* to families who cannot afford the cost (limit: six publications and six handouts).

PLUK Publications

Download for free at <http://www.pluk.org/pub.htm>
\$3 each in Montana; \$5 each outside of Montana

- Family Guide to Assistive Technology*. Intended to help parents learn more about assistive technology and how it can help their children. Includes tips for getting started, funding, and many case studies.
- First Steps, A Parent Information Handbook: Infant and Toddler Programs*. Preschool Special Education Information for families in Montana on programs and services for young children.
- Montana Parents Guide to the Special Education Process*. An overview of the special education process and resources available in Montana.
- PLUK Notes: On IEP Meetings*. First in a series of topic-oriented pullouts. Offers IEP related definitions, descriptions, suggestions, guidelines and related resources.
- Montana's Self Sufficiency Trust Guide*. The MSST is a mechanism to help families deal with the dilemma of providing for a loved one's future. MSST was created by state statute to allow families to fund trusts for the benefit of a child or an adult with disabilities without jeopardizing that individual's eligibility for government benefits.
- Parents' Guide to Transition: What Happens After High School?* Answers to questions that parents frequently ask about the transition process from high school to adulthood.

Other Publications

Download for free at <http://www.pluk.org/pub.htm> or \$5 dollars each printing/handling/shipping.

- Attention Deficit Hyperactivity Disorder: A Pamphlet for Parents*, Dr. Paul Kelker, Deaconess Billings Clinic, 2003 This 28-page handbook addresses many of the issues surrounding ADHD including: diagnosis, treatment, medications, myths, alternative therapies and history.
- Assistive Technology for Children with Learning Difficulties* Based upon eight years of research conducted by the Trafford Center on Technology and Learning Disabilities at the Frostig Center in Pasadena, California.
- Assistive Technology Ideas for Writing, Reading, Math, Studying and Organizing* Four pages of ideas on strategies, modifications, and the low tech/high tech tools.
- Bullying Prevention is Crime Prevention* Of children in sixth through tenth grade, more than 3.2 million — nearly one in six — are victims of bullying each year, while 3.7 million bully other children. This guide presents information about what can be done to prevent bullying.
- The Care Notebook* Produced by the Center for Children with Special Needs in conjunction with the Washington State Department of Health, Children with Special Health Care Needs Program. Developed for parents of children with special health care needs. A guide to organizing and keeping track of your child's records, appointments, and other important information.
- Learning Guide on Tutoring and Academic Achievement* Resource guide published by the Partnership for Learning.
- What Can You Do If Your Child is Being Harassed By Other Children at School?* "Peer-on-Peer" harassment (name-calling, written statements, or physical abuse) can be illegal. This four-page handout includes information on the different types of harassment and what can be done to stop them.
- Life Success for Children with Learning Disabilities: A Parent Guide* Based on over 20 years of research conducted by the Frostig Center in Pasadena, California. The research traced the lives of individuals with learning disabilities in an attempt to identify factors that predicted successful life outcomes.

Montana-Specific Publications

Download for free at <http://www.pluk.org/pub.htm>. Many of these publications and others are available for free on the Montana Office of Public Instruction Web site at <http://www.opi.state.mt.us/speced/>. Download a request form from <http://www.opi.state.mt.us/PDF/SpecED/guides/GuideRequestfm.pdf>. PLUK will mail these for \$5 printing/handling/shipping.

- *An Adapted/Illustrated Version of the Montana Driver's Manual for Obtaining a License to Drive, 2002* Builds upon the traffic rules, regulations, laws, and other material contained in the Montana Driver's Manual. It is organized and presented in a more graphic and easy-to-read format.
- *Aversive Treatment Procedures: A Special Educator's Guide to the Use of Aversive Treatment Procedures, 2001* The Montana Office of Public Instruction does not advocate the use of aversive procedures to address behaviors exhibited by students with disabilities. The guide is intended for special educators who use aversive treatment procedures as defined in the special education rules of the state of Montana.
- *Children with Diabetes: A Resource Guide for Schools* Provides resources and tools for dealing with children with diabetes in school.
- *The Child Study Team: A Special Educator's Guide to the Child Study Team Process, 2001* Intended to help special education teachers with the Child Study Team (CST) process.
- *Disciplinary Removals In Special Education: A Guide for Parents and School District Personnel, 2002* Recommended practices and procedures for disciplinary removal of children and youth with disabilities.
- *Estate Planning for Families with Minor Children, 2002* How to provide for your children's physical and financial care in case of you or your spouse's death. Includes special instructions concerning disabled children and stepchildren.
- *Extended School Year Services, 2002* Recommended practices and procedures for Extended School Year Services.
- *Grades, Graduation and Diplomas, 2003* Section 504 of the 1973 Rehabilitation Act prohibits discrimination in the implementation of grading policies, setting of graduation requirements, and awarding of diplomas.
- *Health Care Forms* Forms for: Individualized Health Care Plan, Emergency Health Care Plan, Transportation Plan for Student with Special Health Care Needs, Personnel Training Plan for Student with Special Health Care Needs, & Daily Log; Medication/Treatment Record.
- *The Individualized Education Program: A Special Educator's Guide to the Individualized Education Plan Process, 2002* Intended to help special education teachers with developing and writing Individualized Education Programs (IEP's).
- *A Job Hunting Guide for Montanans with Disabilities, 2001* The goal of this book is to help Montanans with disabilities prepare for and represent themselves when seeking employment and better understand their rights under the Americans with Disabilities Act (ADA).
- *Montana Administrative Statutes and Rules for Special Education, 2001* Contains Montana's statutes and administrative rules for special education. The guide is intended as a companion reference document to the IDEA regulations.
- *Montana's Special Education Process: Child Find, Referral and Evaluation Plan, 2002* This manual responds to questions raised regarding child find; that is, the public schools' obligations to locate, identify, and evaluate children with disabilities.
- *Montana State Plan under Part B of IDEA-Revised 6/01* Montana's plan to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living.
- *Parental Rights in Special Education: Notice of Procedural Safeguards Under IDEA, 2001* As the parent of a child who may receive special education, you have certain rights that are guaranteed by federal law—the Individuals with Disabilities Education Act (IDEA). These rights are listed in this brochure.
- *Section 504: Guidelines for Educators, 1995* Section 504 requires the educational system to provide the full range of special accommodations and services necessary for individuals with disabilities to participate in and benefit from public school education programs and activities.
- *Services to Parentally Placed Children with Disabilities In Private Schools: A Guide for School Districts, Parents, and Representatives of Private Schools, 2001* Intended to help local school districts with the process of determining and providing services to children with disabilities who have been voluntarily placed by their parents in private schools. Also intended to provide information to parents and representatives of private schools regarding these processes.
- *Special Education Paraprofessionals in Montana Schools: A Resource Guide For Administrators, Educators, and Paraprofessionals, 2002* "To enable paraprofessionals and personnel with whom they work to perceive their work with students as essential and valuable, reinforce an attitude of paraprofessional belongingness in the school community, and develop a sense of competence in providing the highest quality of service for students they assist."
- *Special Education Report to the Board of Public Education July 6, 2000* This report presents data on the number of students served, funding, and expenditures. It also includes a narrative discussion on the data and on major achievements, issues and goals for the 2000-2001 school year.
- *Surrogate Parents: A Guide to the Surrogate Parent Process, 2003* IDEA requires that, in certain circumstances, a surrogate parent be appointed for a child with a disability. When a school district or institution determines that a child is in need of a surrogate parent, Montana law requires the school district nominate a surrogate parent for appointment by the Montana Youth Court. This guide provides guidelines for the nomination and appointment of a surrogate parent.

PLUK Videos and DVDs

Individuals and families in Montana may borrow these from the TRIC/PLUK Library for free, call 800-222-7585, or they may be purchased for \$20 each. They are also archived on the internet at <http://www.pluk.org/ITVarchive.htm> so you can view them right on your computer!

- *Technology to Enhance Literacy* (DVD/VHS 85 minutes) PLUK Lecture Series featuring Renee Clark, Western Regional Manager of Freedom Scientific Inc., demonstrating the features of WYNN and how it can help students with reading, writing and spelling.
- *Goals for Success: Writing IEP's that Work* (DVD/VHS 16 minutes) An overview of the Individual Education Program, parents' rights, and how to design a successful IEP.
- *How to Help Students Who Struggle with Reading and Writing* (DVD/VHS 2 hours) Kathy Kelker and Roger Holt provide an overview of Learning Disabilities, diagnosis, interventions and remediation strategies.
- *On the Way to Success: Positive Approaches for Improving Behavior* (DVD/VHS 30 minutes) Positive interventions for teaching and improving behavior.
- *Chart Your Own Course: A Guide to Transition Planning* (DVD/VHS 13 minutes) Covers what should be included in a successful transition plan for students. See how some Montana high school students are planning for their transition from high school.
- *Transitions: Pathways to a Brighter Future* (DVD/VHS 22 minutes) Shows parents the importance of early planning for the transition of their child from school to joining the adult community. Features families and children from around Montana.

Handouts

Single copies are available for free to parents (limit of 6). \$1 each printing/handling/shipping.

- *ADD: Management at Home and at School* How to detect ADD, and how to manage it.
- *Autism Spectrum Disorder Packet* Discusses what the disorder is and encompasses common questions and answers parents ask about it.
- *Behavior Prevention* List of ways to prevent behavioral problems.
- *Child Study Team Report Examples* Assessment Summary examples.
- *Child Study Team Report Form* Sample of a CST federal form to give parents an idea of what components should be included on their child's report.
- *504 Disciplinary Removals* Guidelines on school suspension/exclusion.
- *Discipline and Behavior* Discipline and behavior supports
- *Discipline: Prevention Research and the IDEA Discipline provisions* A guide for school administrators.
- *Eligibility Criteria Handouts* Autism; Child with a Disability; Cognitive Delay; Deaf-Blindness; Deafness: Criteria for Deafness; Emotional Disturbance; Hearing Impairment; Orthopedic Impairment; Other Health Impaired; Specific Learning Disability; Speech Language Impairment; Traumatic Brain Injury; Visual Impairment.
- *Great Falls Support Group List* Local support groups and organizations.
- *Guardianship Guidelines* Guardianship general guidelines.
- *Harassment towards Individuals with Disabilities* Dealing with harassment in school.
- *IDEA and 504 Flow chart* Breaks down the similarities and differences between the IDEA & Section 504
- *IEP Overview* Condensed explanation of Special Education law and how parents can best prepare for an IEP meeting.
- *IEP Parent Checklist — IEP Preparation* A list of items for parent to think about or remember, prior to the IEP meeting.
- *IEP Sample Form* Sample of an IEP federal form to give parents an idea of what components should be included on their child's IEP.
- *Kalispell Support Group List* Kalispell support groups and organizations.
- *Learning Disability article* Gives an overview of learning disabilities, answering common questions parents may have in regard to them.
- *Letter Examples* Gives general guidelines on how to structure letters to schools when addressing different situations for their child.
- *LRE Checklist* Least Restrictive Environment checklist.
- *Mental and Emotional Disorders* Lists various mental and emotional disorders and gives possible symptoms for each disorder. It also shows how there are overlapping symptoms within each disorder.
- *Miles City Support Group List* Miles City support groups & organizations.
- *Neuropsychological Tests & Measures* Lists a variety of tests that may be used by a school psychologist when evaluating your child for services.
- *Occupational and Physical Therapy Guidelines* Gives guidelines that the school district uses when considering occupational & physical therapy for a student.
- *Retention* A review of the Elementary School Promotion/Retention dilemma
- *Sample Transition Statements* Sample transition-related goals & objectives.
- *Section 504* This packet of information contains the current 504 regulations and court cases in a written format by Perry Zierkel, a nationally known speaker on the subject.
- *Section 504 and IDEA* Compares the basic similarities and differences.
- *Section 504 Fact Sheet* This one-page handout is an easy-to-read summary of the important aspects of the Section 504 law.
- *Section 504: What a Great Law* This is a more in-depth analysis of Section 504 law and what it encompasses.
- *Self Advocacy* This packet of information gives students strategies on how to advocate for themselves in an effective manner.
- *Smart Start Transportation* This packet of information covers some of the issues and laws concerning Special Education transportation.
- *Special Education Guides Request Form* Use this form to order guides written by Montana's Office of Public Instruction.
- *SPED Laws* This thumbnail sketch of Special Education Law summarizes important aspects of special education law in a parent-friendly format.
- *SPED Jargon* This handout provides a brief synopsis of each of the most commonly used terms used in Special Education.
- *Social Security Administration Addresses Common Concerns About SSI for Adults* Using a question and answer format, this packet addresses questions parents frequently ask.
- *Steps for Developing a Support Group* This handout details suggestions on how an individual can begin a support group.
- *Strategies for Educating Students with Fetal Alcohol Effect* An overview of Fetal Alcohol Effect and strategies to use with children.
- *Stress/Adaptation model* Discusses the grieving process and the stress that families experience when dealing with a child who has special needs.
- *Students with Disabilities Preparing for Postsecondary Education: Know your Rights and Responsibilities* Gives parents an idea of their rights for postsecondary education by answering frequently asked questions in a question and answer format.

Publications with National Scope

Download for free at <http://www.pluk.org/pub.htm>

Five dollars (\$5) each printing, handling and shipping.

- Children with Disabilities Placed by Their Parents in Private Schools, 2003* Toolkit designed to help key stakeholders — private school personnel, public school personnel, parents, policymakers, students, and other interested citizens — understand the provisions in IDEA that pertain to children with disabilities who are placed by their parents in private schools.
- Discipline for Children with Disabilities* An overview of the federal regulations regarding discipline of children with disabilities under IDEA 97.
- Educating Blind and Visually Impaired Students, 2000* Provides important background information to educators in meeting their obligations to ensure that blind and visually impaired students receive appropriate educational services in the least restrictive environment appropriate to their unique needs.
- A Family Handbook on Future Planning, 2003* Published by The Arc. Helps families develop a future plan for their sons or daughters with cognitive, intellectual or developmental disabilities that provides personal, financial and legal protections for these individuals after the parents either die or can no longer provide care or support.
- Federal Policies on Including Students with Disabilities in Assessment Programs, 2001* Intended to present a more family-friendly version of the information on the provisions of IDEA 97 — related to students with disabilities and State and district-wide assessments.
- A Guide to Disability Rights Laws* An overview of Federal civil rights laws that ensure equal opportunity for people with disabilities.
- A Guide to the Individualized Education Program, 2000* Designed to help teachers, parents, and others develop and carry out an IEP. The information in this guide is based on what is required by our nation's special education law — the Individuals with Disabilities Education Act (IDEA).
- The Grandparent's and Other Relative Caregiver's Guide to Child Care and Early Childhood Education Programs, 2002* Discusses different types of childcare and early childhood education programs. How to look for them and for before- or after-school programs for older grandchildren. Also describes how to get help paying for this care.
- The Grandparent's and Other Relative Caregiver's Guide to Raising Children with Disabilities* Federal, state, and local programs are available to help you raise children who have disabilities. Describes programs for children with disabilities that can help.
- Identifying and Treating ADHD: A Resource for School and Home, 2003* Published by the U.S. Department of Education. Covers the legal requirements for identifying for educational services of children with ADHD, interventions, and home and school tips.
- IDEA '97 Final Regulations: Major Issues* The final regulations accompanying the Individuals with Disabilities Education Act (IDEA) amendments of 1997 appear in the March 12 Federal Register.
- LD Advocates Guide* Produced by the National Center on Learning Disabilities. Provides guidance to those who would like to increase awareness and ensure that all children have the opportunity to achieve their potential.
- No Child Left Behind: A Toolkit for Teachers, 2003* Teacher toolkit designed to provide valuable information about the No Child Left Behind Act and how it supports teachers. Includes an overview of the law's "highly qualified" teacher provisions as well as useful information about other aspects of the law.
- No Child Left Behind: A Parents Guide, 2003* The No Child Left Behind Act of 2001 is a landmark in education reform designed to improve student achievement and change the culture of America's schools. What No Child Left Behind does for parents and children.
- Questions and Answers on Mediation* What is Mediation? And answers to 30 other questions.
- Supports Intensity Scale, 2003* The Supports Intensity Scale (SIS) is a unique, scientific assessment tool specifically designed to measure the level of practical supports required by people with intellectual disabilities (i.e., mental retardation) to lead normal, independent, quality lives in society.
- Use of Transportation in IDEA-Part B Regulations* "Related services" means transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education.

Publications Order Form

Parents who cannot afford the cost may order up to six publications and six handouts at no charge.

Please Print Clearly

Name _____

Mailing address _____

City _____ State _____ ZIP _____

Telephone (_____) _____ E-mail _____

Please choose one: Parent Professional Student Individual School Organization



Subtotal for publications _____

Donation for PLUK programs _____

Total transaction _____

Check or money order enclosed

Please charge my credit card: _____ Exp: ____ / ____ Signature _____

Mail or FAX to:

(406) 255-0523

Parents, Let's Unite for Kids (PLUK)

516 North 32 St

Billings, MT 59101-6003