



2023-24

SPECIAL EDUCATION STUDENT HANDBOOK

Milton C. Porter Education Center
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TABLE OF CONTENTS

Vision...Purpose...Mission...Values	v
LISD Special Education Telephone Numbers	vi
Enrollment Procedures	1
Immunizations	1
Emergency Contact Update	1
Custody and Guardianship Documents	1
Young Children Services Preschool Program Guidelines	2
Administration of Medication.....	2
Food Service Programs	2
Choking Hazards.....	3
Guidelines: Students Arriving and Departing at School.....	3
All Programs	3
Student Pick up Procedures	3
Drop Off Policy	4
Change in Pick Up/Drop Off Location	4
Wheelchair Standards.....	5
General Guidelines: Transporting Additional Items on Bus.....	5
Attendance.....	5
Student Late Arrival and Early Release	6
Absence.....	6
Excused Absences per the Lenawee County Attendance Policy.....	6
Truancy.....	7
Homebound	7
Calendars	7
Delays and Closings.....	7
Health Guidelines.....	9
Child Abuse and Neglect	12
Individualized Education Plan Team (IEPT)	12
Medicaid School-Based Services	12
Age of Majority	12
Student Progress, Assessments and Evaluation	13
Curriculum.....	13
Distance/Remote Learning	13
Community-Based Instruction (CBI)/Field Trips	13
Michigan Alternate Assessment Program.....	14
Conferences	14
Positive Behavioral Interventions and Supports (PBIS)	14
Staff Training.....	14

Classroom Communication	14
Confidentiality.....	14
Student Files and Records.....	15
School Safety Procedures	15
Video Surveillance.....	15
Emergency Procedures	16
School Events	16
Special Olympics	16
Commencement.....	16
Family Involvement Opportunities	16
Visitors and Volunteers in LISD Classrooms.....	16
Student Dress Code.....	16
Wind-Chill Days	17
Very Hot and Humid Days	17
Student Code of Conduct.....	17
Search and Seizure	18
Smoking and Use of Tobacco Products, Alcohol, or Illegal Substances	18
Student Seclusion and Restraint	18
Student Behavior on the Bus	19
Bus Conduct Report	19
Suspension Policies	20
Technology Code of Conduct	20
Listening and Recording Devices.....	21
Student Use of School Equipment and Facilities	21
Reporting Harassing, Discriminatory, or Other Inappropriate Conduct	21
Appendix	23
Appendix A – Registration Form	25
Appendix B – Student Information Form.....	27
Appendix C – Medication Administration Consent & Licensed Prescriber Order	31
Appendix D – Standards for Student Use of Medications	33
Appendix E – Kindergarten Readiness/Tuition policies	35
Appendix F – LISD YCS Preschool Program	39
Appendix G – Bus Conduct Report.....	45
Appendix H – About LISD Transportation	50
Appendix I – Consent for Simple First Aid Treatment 2023-24	52
Appendix J – Tick Removal Instructions/Permission for Parents/Guardian	54

OUR PURPOSE

To empower learners and create opportunities for success.



OUR VALUES

Through honest communication, mutual trust, integrity, and transparency, the LISD is an inclusionary leader in education that models the following core values with all of its stakeholders:

- The LISD is a **learner-centered** organization that believes everyone is always learning and can gain knowledge anywhere, anytime, anyplace, at any pace from anyone.
- The LISD embraces **innovation** by providing opportunities, motivation, creativity, exploration, risk taking, and experimenting.
- The LISD believes that **service** is the fundamental reason the LISD exists.
- The LISD will model an **inspiring** organization in the delivery of all its services.
- The LISD is a **future driven** organization that embraces continuous improvement, change, new technology and will lead in research for academic, professional development and operational best practices.
- The LISD will **lead** by practicing, cultivating, and developing **leadership** opportunities through service, partnerships and collaboration.
- The LISD will be a **collaborative** organization that seeks input, listens to students, local school districts and all stakeholders, embraces teamwork, and works together to improve opportunities and learning.

OUR VISION

Explore-Support-Inspire
The LISD...the Journey starts Now.

OUR MISSION

Through meaningful relationships, the LISD walks side-by-side in support of every learner through personalized service, innovative programs, and engaged leadership.

This Handbook was developed to answer many of the commonly asked questions that students and parents have throughout the school year. Should you have any questions for which the answers are not found in this Handbook, you are encouraged to contact your student's program principal/supervisor. To the extent that the Handbook is unclear or if the information contained herein conflicts with LISD Board Policy and Administrative Regulations and/or applicable law, the LISD's Board Policy and Administrative Regulations and/or applicable law shall control.

LISD Special Education Telephone Numbers

Telephone Numbers	
Student Attendance and Transportation Hotline	(517) 265-1697
Milton C. Porter Education Center	(517) 263-8931
Milton C. Porter Education Center	(888) 444-8144 (toll free)
Young Children Services – Trenton Hills Learning Center	(517) 263-6354
Early On Services – Trenton Hills Learning Center	(517) 263-6354
SXI/SCI Programs	(517) 263-8931
Laura Haviland Program	(517) 263-8931
LISD Elementary MoCI (Tecumseh Sutton)	(517) 423-4768
LISD Middle School MoCI (Tecumseh Middle School)	(517) 423-1105
LISD High School MoCI (Adrian High School)	(517) 265-1703
LISD Deaf and Hard of Hearing Program (Madison)	(517) 263-0741 ext.319
LISD MiCI Classroom at Tecumseh High School	(517) 423-1105
Maurice Spear Campus	(517) 265-5171
Adult Transition Support Services (ATSS) at LISD Tech	(517) 417-8101
Adult Transition Support Services (ATSS) at HOPE	(517) 263-2305

LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119 or Special Education Coordinator of Compliance, Lenawee Intermediate School District, 2946 Sutton Road, Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD). See [Policy 1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY](#) on the LISD website.

Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119 or Special Education Coordinator of Compliance, Lenawee Intermediate School District, 2946 Sutton Road, Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

Enrollment Procedures

Annual Online registration is being moved to an online platform in the parent portal of Infinite Campus ([Campus Parent \(infinitecampus.org\)](http://Campus Parent (infinitecampus.org))). To begin the online registration process, you will receive in the mail a username and password along with directions that you will use to access the registration site. There will also be a link on the LISD's home page for online registration. Parents will be able to access this information throughout the year and make adjustments to phone numbers and addresses as needed.

The following forms must be completed and turned in for your student to begin any LISD Classroom program:

- Registration Form ([Appendix A](#))
- Student Information Form ([Appendix B](#))
- Medication Authorization ([Appendix C](#))
- Preschool Tuition Policies/Forms ([Appendix E](#)).
- Tick Removal Permission Form ([Appendix J](#))
- Health Appraisal (Preschool Only)
- Current Copy of Student's Immunizations
- Proof of LISD Residency
- Certified Birth Certificate

IMMUNIZATIONS

All students must be properly immunized pursuant to the Department of Health and Human Services (DHHS) regulations before they can attend school. Required vaccines may be waived if:

- (1) A valid medical contraindication exists to receiving the vaccine and the student's physician has provided documentation of such; or
- (2) The parent or legal guardian holds religious or philosophical beliefs against receiving a required vaccination and has a nonmedical waiver from the Lenawee County Health Department (LCHD), a copy of which must be provided to the LISD.

EMERGENCY CONTACT UPDATE

Please make sure someone on the Registration Form is always available and can be reached in case of an emergency. Please notify us if any phone numbers on the Registration Form change during the year.

If your student is to be picked up by someone other than a parent, please notify the teacher by note or phone call. Please inform the person picking up your student to have a picture ID with them. We **will not** let your student leave with an unauthorized person.

CUSTODY AND GUARDIANSHIP DOCUMENTS

If there are custody papers that assign custody to one parent over another, the school office will need a copy for the student's file. The school office will also need court documentation to indicate any restrictions regarding which parent may/may not pick the student up from school, or any other restrictions related to the student's interaction with another person, including nonfamily members.

If you are a guardian or foster parent for a student, the school office will need a copy of the court papers that have placed the student in your home.

The LISD will make reasonable effort to comply with the requirements of valid court, or other orders, limiting parental rights and protective orders. It is not, however, the responsibility of the school district to enforce these orders. If you have an enforcement concern, please contact the court and/or law enforcement.

YOUNG CHILDREN SERVICES PRESCHOOL PROGRAM GUIDELINES

The Preschool Program procedures are available in [Appendix F](#) for the licensed Kindergarten Readiness Program offered at the LISD Trenton Hills Learning Center as defined by rules and regulations established by the Bureau of Children and Adult Licensing Guidelines for Child Care Centers for the State of Michigan.

Administration of Medication

Some students need medication administered during the school day. To ensure all medications are administered safely and appropriately, staff members will follow the LISD district policies and procedures. This includes prescription, as well as over-the-counter medication. Please refer to the LISD Standards for Student Use of Medication ([Appendix D](#)).

The medication must be in the original container. Classroom staff members are trained to dispense and monitor medications that must be given during the school day. They will document all medication administration that takes place during the school day.

Parents/guardians are to obtain signed forms from their health care provider(s) to support that medications need to be given during the school day and in what manner ([Appendix C](#)). Classroom staff members **will not** administer medications without this signed form. The LISD Nurse will be glad to answer any questions you may have regarding these procedures. You can contact the Nurse at (517) 265-1689.

Classroom staff and other service providers, possibly the LISD Nurse, may also administer other medical treatments (i.e., EpiPens, simple First Aid, etc.), if necessary, during the school day. Please refer to the Consent for Simple First Aid Treatment ([Appendix I](#)).

The parent/guardian should deliver all medications to the school program in person. In the event this is not possible, alternate arrangements may be made through the LISD Nurse.

Please inform the school staff members of any changes in medication, and allergies to medications, foods, animals, insect stings, and/or other sources that require special attention.

Food Service Programs

Breakfast and Hot Lunch Programs are available for students attending full day programs. A menu is published each month. Students may choose to bring a sack lunch from home. Foods may be specially prepared to meet individual students' oral, motor, or other medical needs.

General price information and conditions for free and/or reduced prices are available through the Porter Center office, (517) 263-8931.

****All snacks must be store bought, unopened, and in original packaging.****

A list of class allergens, along with snack suggestions for the class, will be provided by your student's classroom teacher at the beginning of the year. We would ask that you please be respectful and

considerate of those students who are in your student's classroom with food allergies when providing snacks and/or other food for the classroom.

The LISD understands that students may have food allergies. LISD staff will work with the parents/guardians of students with food allergies to develop an individualized plan intended to eliminate the possibility of the student being exposed to known allergens. Parents of students with food allergies should inform the student's teacher and/or program administrator as soon as possible so that a plan can be developed.

CHOKING HAZARDS

The following are choking hazards for students under the age of 4 and will not be served to students under 4: **uncut hot dogs, whole grapes, raisins, nuts, popcorn, raw peas, hard pretzels, and hard tortilla chips, whole corn kernel, whole beans, hard candy, chunk cheese (string cheese), meat sticks, uncut cherry/grape tomatoes.** These items should not be sent in students' lunches as the student will not be allowed to eat them in the classroom.

Guidelines: Students Arriving and Departing at School

Please be advised that parents/guardians who wish to drop off/pick up students must follow the designated traffic pattern.

ALL PROGRAMS

- If you wish to drop off and/or pick up your student during the school day, please park your vehicle in a designated parking space and escort your student to or from the office.
- Students are not permitted to leave the school during the school day unless they are leaving with a parent or parent-designated person. Parents should contact the school in advance if this needs to occur.

STUDENT PICK UP PROCEDURES

Students Who Do Not Use LISD Transportation

The following guidelines offer procedures to follow in the event no one arrives at school to pick up a student at dismissal.

Progressive steps to be followed:

- Teacher will attempt to reach guardian(s) and/or emergency contacts by phone within the first 15 minutes after dismissal.
- If no one answers the phone, the teacher will contact the supervisor of the program and arrange temporary care until the student is picked up by the parent/guardian or designated receiver. This additional care will be at the parents' expense (\$15/hour, with a minimum of \$30).
- If no adult representative can be located within one (1) hour after dismissal, Child Protective Services may be contacted and/or the local law enforcement agency.

Students Who Use LISD Transportation

Bus transportation to and from school is available to all Special Education students who attend an LISD classroom program. Some students in Post-Secondary programs may use public transportation.

If you plan on dropping off and/or picking up your student, please notify the Transportation Department as early as possible of the change.

If your student becomes ill on the bus, the driver will contact the Transportation office. The dispatcher will try to reach the parent/guardian. The student may be returned to your home if the bus is still in your area, or they may be taken to the school and the school nurse will be notified.

If you have any concerns about your student's bus ride, please contact the Transportation supervisor at (517) 265-1697 or at transportation@lisd.us.

Parents/guardians will be asked to return the emergency information forms within two weeks.

DROP OFF POLICY

The following guidelines offer procedures to follow in the event no one is home when a drop off of a student is attempted. Progressive steps to be followed are:

- 1) Driver will stop at student's home/drop off and wait up to three (3) minutes for parent/guardian to receive student.
- 2) If no one is there, driver will contact the Transportation office via radio and arrange to take student to an alternate drop-off point within the same delivery area.
- 3) If an alternate point cannot be reached, and the parent/guardian returns home while bus is still within the same area, drop off will be made at the bus driver's convenience.
- 4) If there is still no one home, student will be brought back to an LISD facility. Arrangements will be made for someone to care for the student until student is picked up by parent/guardian or designated receiver.
- 5) If student is returned to an LISD facility, childcare supervision will be arranged until a parent/adult representative is able to pick up the student. Extra transportation costs, including supervision, will be at the parent's expense (rate is \$15/hour, with a minimum of \$30). If no adult representative can be located by the end of the school office workday, Protective Services and/or the local law enforcement agency may be contacted.

Failure to comply with the above guidelines will result in the following actions:

- First Occurrence: Incident noted in student file.
- Second Occurrence: Notice to parent/guardian with earliest drop off time reminder.

A letter will be sent to the parent/guardians at the beginning of each school year requesting one alternate drop-off site with signature of those listed agreeing to receive the student at both residence and alternate site. In addition, a parent/guardian signature is required, showing agreement to the procedure.

CHANGE IN PICK UP/DROP OFF LOCATION

To request a change in pick-up or drop-off location, please contact the LISD Transportation Department (up to a three (3) day notice may be required). Although the Transportation Department will make

reasonable efforts to accommodate the change, the LISD Transportation Department may not be able to accommodate such requests and other arrangements may have to be made.

WHEELCHAIR STANDARDS

The LISD Special Education Transportation Department follows the [Unit VIII Special Education document on Transportation](#) and the [WC19 Ride Safe Guidelines](#) for transporting students with wheelchairs.

Empty wheelchairs and other adaptive equipment will be transported only under special circumstances and if prior arrangements have been made with the transportation Office at 517-265-1697. All such decisions will be based on safety considerations.

GENERAL GUIDELINES: TRANSPORTING ADDITIONAL ITEMS ON BUS

The LISD Transportation Department has developed Guidelines for transporting items on the bus other than a student's school bag. Whether additional items may be transported will be determined on an individual basis and founded on safety considerations.

- All class projects should be contained and secured shut (i.e., in a paper sack, either taped or stapled) and identified with student's name. Items such as pumpkins, plants, etc., must fit in a container or they may not be transported.
- No balloons
- No glass containers
- Parents should deliver medication to the school nurse. If medicine **must** be transported to school on the bus, it should be labeled and given to the driver. No medication will be dispensed on the school bus, with the exception of an extreme emergency.
- Per state law, "all baggage, articles, equipment, or medical supplies not held by individual passengers shall be secured in a manner which assures unrestricted access to all exits by all occupants, does not restrict the driver's ability to operate the bus, and protects all occupants against injury resulting from falling or displacement of any baggage, article or equipment. Oxygen cylinders secured to a wheelchair shall be considered to be in compliance with this subsection, provided they do not impede access to any exit."

LISD Bus Conduct Report ([Appendix G](#)).

Attendance

Regular and consistent attendance is very important to assist a student to be successful in school. All students are required to attend school according to the adopted school calendar for the LISD. A copy of the current school calendar will be sent home with your student. If changes in the school calendar occur, parents/guardians will be notified.

Special Education students between the ages of six (6) and 18 must attend school similar to all Michigan students based on Section 1561 of Michigan's Revised School Code, [MCL 380.1561](#), Compulsory School Attendance, as amended.

STUDENT LATE ARRIVAL AND EARLY RELEASE

Students who arrive late to school or who need to leave during the school day can only do so with notification through their school office. LISD Transportation will also need to be notified.

ABSENCE

Students may be absent from school because of illness, death in the family, or other emergency situations. If a student is sent home from school because of illness, the student may be asked not to return for a minimum of 24 hours after the student is well. Please refer to the administrative procedures for students who become ill at school in the [Health Guidelines](#) section of this handbook.

A student should be absent only with the knowledge and permission of parents or guardians. A student arriving more than one (1) hour late or leaving more than one (1) hour early will be counted absent, per program procedures.

All student absences must be reported on the LISD Attendance/Transportation Hotline as soon as possible. The number to call is (517) 265-1697. Please provide the following information:

- Student's name and teacher
- Reason for the absence
- When the student is expected to return to school

When a student is absent for more than one day, it is necessary that parents call each morning and notify transportation, at the number listed above, when your student is ready to be picked up after an illness. If a student is absent more than two (2) consecutive days, transportation will be canceled until notified of return date by parent/guardian.

If a student is out of school for an extended time, the LISD Transportation Department should be notified when transportation will resume.

EXCUSED ABSENCES PER THE LENAWEE COUNTY ATTENDANCE POLICY

If appropriate for grade level and/or student needs, missed work will be provided as homework or may be completed in class. With documentation, an absence may be excused for reasons such as, but not limited to:

- student illness, doctor, dentist, or professional appointment which cannot be scheduled after the school day,
- death in the immediate family,
- transportation problems that are the responsibility of the school district,
- out of school suspensions (only "excused" for attendance purposes); class work must be completed,
- other exceptional situations when discussed with the program supervisor/principal.

Students returning from surgery or extended medical leave must bring a return-to-school slip from the doctor. This must be provided to the LISD prior to the return to school. It should also include a description of precautions and/or limits to the student's activities, if applicable.

TRUANCY

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three (3) truant days may result in a referral to the Truancy Prevention Specialist.

HOMEBOUND

Each local district, intermediate school district and public school academy must provide homebound or hospitalized services to an enrolled pupil who is certified by the pupil's attending physician, hospital, or licensed treatment facility as having a medical condition that requires the pupil to be hospitalized or to be confined to the home during regular school hours for a period longer than five (5) school days. Please contact your Porter Center office if you believe that your student qualifies for homebound or hospitalized education services.

Calendars

You will receive a calendar that is specific to the program your student attends. This will include days for early dismissal due to staff professional development as well as vacation breaks. If changes in the school calendar occur, parents/guardians will be notified in writing by the school.

Delays and Closings

Changes to the school calendar or school day due to rescheduled events, weather, emergencies, etc., for you and your student will be available to you through the school's instant alert system, Infinite Campus Messenger. Infinite Campus Messenger will telephone/email/text you with information about these changes when they occur. Please notify the school with any changes to your contact information during the school year. If you do not want to receive these messages, you can indicate that on page 2 of the Registration Form ([Appendix A](#)).

LISD buses will not operate in districts that close or are running buses on emergency or alternate routes only due to road conditions. (Other reasons may alter this situation.)

IMPORTANT INFORMATION

- Mornings such as these are very hectic for the Transportation Department. Although it may take a while to get through, we welcome phone calls regarding individual student situations.
- If you choose to bring your student to school from a district that is closed, you will be expected to provide transportation home as well.
- When radio announcers give information for "Lenawee Transportation", be aware that this is not us. We are the **Lenawee Intermediate School District Special Education Programs**, and announcers will often mention *"including programs at the Milton C. Porter Education Center."*

Radio Stations/Websites providing updated information:

<u>Radio</u>	<u>TV</u>
95.3 FM-WQTE (Adrian)	Toledo 13 WTVG
103.9 FM-WLEN (Adrian)	Toledo 11 WTOL
102.5 FM-MIX (Hillsdale)	Toledo NBC24 WNWO
1490 AM-WABJ (Adrian)	

Internet



<https://www.lisd.us>



<https://www.facebook.com/LISDspecialeducationtransportation>



<http://bit.ly/qclZhb>

Programs located on the campus of a local school district will follow that district's delays and closings. The following programs will follow these announcements:

- Adrian Public Schools – Adrian HS MoCI
- LISD Special Education Programs
 - ATSS at HOPE
 - Laura Haviland Program
 - Porter Center Preschools
 - Porter Center SXI/SCI Programs
 - Trenton Hills Learning Center Preschools
- Madison School District – LISD Deaf and Hard of Hearing Program
- TECH Center – Adult Transition Support Services (ATSS), Work Support Services (WSS)
- Tecumseh Public Schools – Elementary, Middle School MoCI Classrooms and HS MiCI Classroom

Health Guidelines

Students who attend LISD classrooms may have unique and possibly complex medical needs. Special care is needed to prevent the spread of germs and illnesses. These precautions are not only necessary to prevent further spread of germs but also to allow your student adequate time to recover from an illness. The following guidelines provide assistance for a student's family and LISD classroom staff in order to assess a student's health in regards to attendance at school.

A LISD student should remain home from school or may be sent home from school if any of the following occur:

- Antibiotics – A student on antibiotic treatment should be on the medication for 24 hours before returning to school.
- Bed Bugs – If a bed bug is found on a student or the student's personal belongings, the parent will be notified. Students will not be excluded from school but may be asked to keep outer garments and book bags sealed in a plastic bag or bin during the school day. Book bags and jackets do not need to be sealed on the bus. Recurrent or chronic cases [continued infestation after six (6) consecutive weeks, or three (3) separate cases within one (1) school year] may be addressed by a multidisciplinary group consisting of parents and appropriate LISD staff to work together to solve the issue.
- Conjunctivitis (Pink Eye) – There are several types of Pink Eye or Conjunctivitis. If the student's eye is pink without the presence of drainage, s/he can remain in school. However, if the pink eye is associated with draining and frequent itching, the student will be excluded until evaluated by a health care provider or the eye has returned to its normal state. Students must be on medication for pink eye for 24 hours prior to returning to school.
- Cough – A cough that lingers and sounds deep and with phlegm should be evaluated by a health care provider. If the cough is so frequent that it interferes with the student's educational day, the student will be sent home.

- Students with asthma may go to school with a written Individual Health Plan (IHP) and the school is allowed to administer medicine and treatment. Some students may be able to self-administer their medications.
- COVID – Exclude until 24 hours without fever AND symptoms have improved AND five (5) days since onset. (Possible less if no symptoms.)
- Croup – Students should stay home if they have a fever and are not feeling well enough to participate in usual activities.
- Diarrhea – Loose, watery stools may be caused by several factors; among which are foods, medication and increase in mucosal drainage and illness. Students who have fever and abdominal pain with diarrhea should be kept home. Student having multiple bouts of diarrhea [three (3) or more in a short period of time] usually should be kept at home. However, for some students, their normal pattern may be to have more frequent BMs.
- Draining Wounds or Sores – All draining wounds and sores must be covered with a dry dressing or bandage. A student with thick drainage from the ears, eyes or nose, which cannot be covered and contained, may be excluded from school until infection is ruled out by a health care provider or the drainage is resolved.
- Fever – A fever equal to or greater than 100°F without the presence of fever-reducing medication should not come to school and may be sent home. Students should be fever-free without fever-reducing medication for 24 hours before returning to school.
- Fifth’s Disease – A student is no longer contagious once the rash appears, and the student may attend school.
- Hand Foot and Mouth Disease (Coxsackie Virus) – Should stay home if the student has mouth sores, is drooling and isn’t able to take part in usual activities. If secretions from blisters can be contained, no seclusion is required.
- Head Lice – Parents of a student having an active head lice infestation will be notified. The student may remain in school until the end of that school day when parents are notified.
 - After the head lice has been treated, the student may return to school the following day.
 - After successful treatment, and upon return to school, the student will be checked by LISD staff who have been trained to check for head lice. The student must be accompanied to school by a parent with confirmation of treatment. The student will be readmitted to school if there are no live lice found.
 - If live lice are found and not removed, the student may not be re-admitted to class. Any student with no live lice and nits farther than one quarter inch from the scalp, should return to class.
 - If nits are found within one quarter inch of the scalp, educate the parents about the need for removal of those potentially viable eggs and return the student to class. Trained LISD

staff will recheck for lice and nits the next school day to verify removal of nits close to the scalp.

- Recurrent or chronic cases [continued active infestation after six (6) consecutive weeks, or three (3) separate cases within one (1) school year]. A multidisciplinary group consisting of parent and appropriate LISD staff will work together to solve the issue and improve school attendance.
- Impetigo – Students should stay home for at least 24 hours after starting antibiotics.
- Rash – Students should stay home for a rash associated with an uncomfortable amount of itching, a fever, and the appearance of the rash spreading.
- Ringworm (Tinea) – Students should stay home until anti-fungal treatment is started. Affected skin should be covered for 48 hours after treatment is started.
- Scabies – Treatment may be delayed until end of day; if treatment started before next day's return, exclusion may not be necessary.
- Sore Throat – A student experiencing a fever, fine red rash, cough, or thick runny nose, in addition to the sore throat, should remain home until s/he is evaluated by a health care provider, or the symptoms subside.
- Strep Throat – Students should stay home for at least 12 hours after starting antibiotics. They should not return to school until they are fever free, as noted above, and are feeling well enough to participate in usual activities.
- Tick Removal - with permission or parent/guardian pickup.
- Vomiting – Vomiting, not related to a single event such as gagging, positioning or mucous. A student should be able to keep down solid food for 24 hours prior to returning to school.
- Unusual Crying, Complaining, or Sleeping – Sometimes it is difficult to determine an illness, especially if the student is not able to communicate. If the LISD Nurse or student's teacher feels staying in the classroom is counterproductive to the student's education, a decision may be made to send the student home.
- Yeast Infections, including Thrush and diaper rash – Students may attend school.

Please remember that each student has individual reactions to stress and illness and, while the final decision to send a student home is based generally on the above list, other criteria may also be considered. There may be times when a student does not clearly meet any single criteria but, in the opinion of the LISD Nurse, still needs to be at home. Examples are:

- A student with a low-grade fever of 99.4°F, who is sleepy, and has a runny nose.
- A student with no fever, who will not eat, and complains of a stomachache.

These LISD attendance Health Guidelines are the usual criteria used when assessing a student's health and wellbeing to remain in school and should be used by parents when deciding to send a student to school.

If you have questions about these attendance Health Guidelines, please call the LISD Nurse at (517) 265-1689, or your LISD student's Program Principal or Supervisor.

Child Abuse and Neglect

Michigan law requires that childcare providers, teachers, school administrators and other educators report any suspected child abuse and/or neglect, regardless of whether or not abuse and/or neglect has actually occurred. LISD staff that observe symptoms or conditions that cause suspicion of child abuse or neglect will contact Child Protective Services.

Individualized Education Plan Team (IEPT)

Each year you, as the parent and/or guardian, will be invited to be a member of your student's Individualized Education Plan Team (IEPT). If a student is 14 or older (younger if team agrees it is appropriate and beneficial), s/he will also be asked to be a part of this team. You and other members of the team will be invited to meet, discuss and design a plan for the educational program of your student. This plan is called the IEP. The IEP becomes the guide for each individual student.

The responsibilities for the IEP team and the basic rights and procedures of parents, students and this process are found in the *Procedural Safeguards Available to Parents of Children with Disabilities*. This information should be sent to you prior to your IEPT meeting. If you do not have a copy of the procedural safeguards, please contact the Program Supervisor or visit the Michigan Department of Education website (https://www.michigan.gov/documents/mde/Procedural_Safeguards_Notice_550307_7.pdf). We will be glad to send one to you.

Medicaid School-Based Services

Since 1993, the State of Michigan has participated in a Federal program called Medicaid School-Based Services. The Program assists school districts by providing partial reimbursement for medically-related services listed on a student's IEP. This reimbursement is available only for students who are Medicaid eligible. In order for the LISD to access Medicaid School-Based funds, parents must provide a one-time consent. Medicaid annual notification will then be provided to the parent as a part of their student's annual IEP meeting. If you have any questions about Medicaid School-Based Services, please contact your student's program supervisor.

Age of Majority

Age of majority (age 18) means a student is a legal adult, who makes the decisions at his/her IEP team meeting, as well as in other areas of life. At this time, the rights of the parent transfer to the student unless guardianship, partial guardianship or power of attorney is obtained. School personnel will provide each student and his/her parents with information on this topic at least one year before the student reaches the age of 18. If rights will be transferred to the young adult, encourage the school to assist in training the student in the IEP process and, if possible, in chairing the IEP meeting before the Age of Majority. This will be easier if the student has been an active member of the IEP team and has had training in self-advocacy and self-determination. The student will help determine participants in the IEP meetings, which may or

may not include his/her parent(s) and/or an advocate. At this time, a student will also want to check his/her eligibility for SSI, register to vote, and males may need to register for the draft.

Student Progress, Assessments and Evaluation

The LISD staff value the opportunity to communicate with and to provide information to parents on a regular basis regarding their student. Often this is done during Parent-Teacher Conferences, team meetings, and/or at IEP meetings. If an assessment or evaluation needs to be completed, staff members will follow appropriate procedures to schedule and coordinate any arrangements needed. Each student's IEP will be reviewed at least annually, with progress reports provided to you in the fall, winter and spring.

Curriculum

All of our LISD programs follow the State curriculum standards with modifications as appropriate and as outlined in the student's IEP. Curriculum information is available to parents or guardians by contacting your child's teacher or the school office.

Distance/Remote Learning

Circumstances may present where LISD Special Education classroom programs are provided through remote means. This may include, but is not limited to, the provision of instruction, student work, and assessments through electronic or other means which do not require face-to-face interaction between the student and instructor. Student instruction and engagement may occur through participation in live video conferencing, watching pre-recorded video lessons, engaging in online communities, completing assigned work and assessments on an electronic device, or through other means. Students who participate in a LISD Special Education classroom program that is provided through remote means must have access to reliable internet service. If you do not have access to reliable internet service, please contact your LISD Special Education classroom teacher. To the extent feasible, the LISD will work with the student and his/her parent/guardian to obtain reliable internet service that will allow for the student's participation in the distance/remote course/program.

Students who participate in LISD Special Education classroom programs provided through remote means are expected to abide by the same rules as students who attend in-person programs. This includes abiding by the requirements described in this handbook. Additionally, students will be expected to remain fully engaged and participatory and must abide by the LISD's Technology Acceptable Use policies when accessing and/or using LISD provided technology, including online programs.

Community-Based Instruction (CBI)/Field Trips

Field trip opportunities are intended to supplement or enhance instruction and provide students learning opportunities outside the classroom.

CBI is an important part of Special Education programming. CBIs offer students real life opportunities to practice skills in the community with the support of classroom teaching staff. Transportation for CBIs may be provided by the LISD Transportation Department vans or through Lenawee County's public transportation. Students and their families may be responsible for purchase made during the CBI. Classroom teachers will provide parents/guardians with prior notice of when students will participate in CBIs and any costs involved.

Michigan Alternate Assessment Program

The Individuals with Disabilities Education Act (IDEA) requires that all students with disabilities be assessed at the state level. If the state's general assessment is not appropriate, the IEP team must determine how the student will be assessed.

All students, grades 3-11, are required to complete state assessments. The IEP team will determine the type of assessment to be taken and if an alternative assessment is warranted.

Conferences

Parent-Teacher conferences will be held one (1) to two (2) times a year. You will be invited to attend a conference at a time during the day or evening that can fit your schedule. If this is not possible, you and the teacher may be able to coordinate another mutually agreed upon time to meet.

Positive Behavioral Interventions and Supports (PBIS)

The LISD endorses the use of Positive Behavioral Interventions & Supports (PBIS). PBIS is a proactive, team-based framework for creating and sustaining safe and effective classrooms. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. The LISD recognizes that effective behavior support systems are proactive, positive, and focused on a skill-building approach for the teaching and learning of successful student behavior.

Staff Training

All program staff receive basic training related to the responsibilities in the classroom. Staff also participate in relevant professional development. Annual staff training includes, but is not limited to, the following:

- CPR and first aid
- Blood-borne pathogens
- Child abuse and neglect reporting procedures
- Emergency evacuation
- Non-violent crisis intervention

Classroom Communication

Communication is very important and encouraged in our programs. If you need to contact your student's teacher, you can do so before or after school by phone, email, a note, or you may schedule a time to meet.

Please be aware that teachers are not available for phone calls during the school day.

Confidentiality

To the extent allowable by law, family information and personally identifiable student education records are kept confidential and we ask that parents, in turn, respect other families and staff with the same courtesy. To ensure confidentiality and to protect the privacy of other students, please refrain from taking photographs and/or engaging in video/audio recording of students other than your student.

If the LISD publishes photographs and/or video/audio recordings of students, it is because the LISD has not received notification from the parent/guardian of the students indicating that they do not wish to have their students' images and/or voice shared.

Student Files and Records

A cumulative file (CA60) is maintained on each student during his/her school years. This file contains such things as report cards, IEPs, evaluation reports, progress reports on goals, and health information. Parents/guardians have a legal right to have access to this file. Please contact the Program Supervisor to make an appointment if you wish to review your student's file. For additional information, see [Policy 8330](#), Student Records, on the LISD website.

School Safety Procedures

The following safety and security procedures are in place:

- Access to each building is limited to only one (1) main entrance, with visitors signing in and out of the Main Office.
- LISD ID badges are provided to all staff, visitors and volunteers.
- Visitors, including parents, are required to sign in at the Main Office and wear a visitor name tag while in the building.
- Communication systems throughout each building include telephones in classrooms and a building-wide PA system.
- Emergency power generators are installed in all LISD buildings to enhance our ability to safely provide services and to monitor students during power outages.
- In response to a threat or concern to students and/or staff, security procedures may be implemented.
- Video surveillance is present for all LISD buildings and on all LISD buses.

If you have any questions about school safety, please call the Truancy Prevention Specialist/School Safety Coordinator at (517) 266-4837.

Video Surveillance

The LISD takes seriously its obligation to provide for the safety and protection of students, staff, visitors, and property. In an effort to promote safety and security, portions of the LISD property, including both exterior and interior areas, are subject to video surveillance. All LISD buses are equipped with video cameras for the safety and security of students.

Students, parents, staff, and visitors should be aware that video surveillance may occur in LISD designated public areas and that individuals have no expectation of privacy in those areas.

The LISD reserves the right to use images, video, and audio captured by video surveillance equipment as is necessary to provide for safety and protection of LISD students, staff, visitors, and property. The LISD also reserves the right to share images, video, and audio captures by video surveillance equipment with law enforcement and other third parties.

Emergency Procedures

It is important that all students and staff members know what to do in an emergency. Fire, severe weather, natural or man-made disasters, serious accident/illness/injury, crisis management response drills are held throughout the year. All students, staff members, and visitors in the building at the time of a drill will be asked to follow drill procedures.

School Events

SPECIAL OLYMPICS

Students eight years or older may choose to participate in Michigan Special Olympics. Actual sports events are located at various sites throughout the state. Transportation to a sports event and return to the departure location is coordinated by the Special Olympics Organization. However, parents/guardians are responsible for their student athlete's transportation home after any training and sporting event. Michigan Special Olympics requires each student athlete to have physical permission forms completed prior to participation in any competition. For additional information, contact the school office.

COMMENCEMENT

The LISD Board of Education and Administration annually celebrates the successes of students and families when the student has reached their post-secondary outcomes. This is an evening event scheduled for family and friends to recognize the achievement of their graduate.

FAMILY INVOLVEMENT OPPORTUNITIES

Family involvement events are scheduled throughout the year. This optional opportunity provides families a chance to participate in fun and educational family events.

Visitors and Volunteers in LISD Classrooms

From time-to-time, interested adults wish to volunteer in our classrooms. While we welcome volunteers, to protect our students and their privacy, we require volunteers to follow the established guidelines below:

- LISD Non-Paid Application
- Background Check Form

All volunteers will be supervised by staff members at all times. They are never left alone with students nor are they permitted to take students to the bathroom.

Student Dress Code

The LISD allows the individual student to exercise personal choice in dress and grooming unless it infringes upon the health or safety of themselves or others or is a disruptive influence on the educational environment. In keeping with that policy, students are encouraged to keep themselves clean and wear

clean clothes. Students attending a LISD program housed in a local district are also subject to that district's dress code.

Students should be dressed suitably for the weather. This includes boots, mittens, coats, hats and snow pants (as appropriate for age of student). Outdoor play will be enjoyed every day, if at all possible, in our preschool and elementary classrooms.

We ask that parents provide an extra change of clothing as appropriate to be kept in the classroom during the school year. Also, please have your student wear shoes that are comfortable and safe for indoor and outdoor motor activities. Flip-flops are discouraged.

WIND-CHILL DAYS

If the wind chill factor is below 20°F, students will remain indoors. On most snowy days, however, students go outside. Students should come to school appropriately dressed so they can enjoy outdoor activities.

VERY HOT AND HUMID DAYS

On days when the projected temperature is above 95°F, the LISD Superintendent, and/or designee, will inform LISD programs to implement the following guidelines:

- Students and staff may bring water bottles to school and have access to them throughout the day.
- Drinking water is readily available at school, and students will be reminded and/or assisted to maintain appropriate water intake throughout the day.
- Indoor student physical activities will be limited to 20 minutes at a time or they may be cancelled.
- Outside student activities will be limited to 20 minutes, with no more than 10 minutes of direct sun exposure.
- The LISD Superintendent may determine, and announce, that a school program may be cancelled or s/he may institute an early release due to weather conditions.

Student Code of Conduct

When there is a violation of school rules, there is a *Student Code of Conduct* for the LISD. The code of conduct in this Handbook has been officially adopted by the LISD Board of Education. The *Student Code of Conduct* can be viewed on the [LISD website](#), or is available upon request.

This Student Code of Conduct applies to all students at all times when enrolled in a LISD educational program. This includes all distance/remote/online and other off-site educational programs that may not require a student's physical presence on a LISD campus

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of subject matter or motivation for such impermissible behavior. See [Policy 5517.01](#), Bullying and Other Aggressive Behavior Toward Students, on the LISD website.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and wellbeing of the students in their care. In the discharge of that responsibility, school authorities may search school property, such as lockers used by a student or the person or property, including vehicle(s) of a student in accordance with the following policy:

- School Property – The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, the student may lock them against incursion by other students, but in no such places shall the student have an expectation of privacy as to prevent examination by a school official. The Board may conduct routine inspections of all such storage places. In the course of any search, student privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board Also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations.

- Student Person and Possessions – The Board recognizes that the privacy of the student or his/her belongings may not be violated by unreasonable search and seizure, and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student age, and the student disciplinary history.

Administrators are authorized to arrange for a breathalyzer test for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level since the Board has established a zero tolerance for alcohol use.

A request for the search of a student or a students' possessions will generally be directed to the principal or program supervisor. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or supervisor in the presence of the student and a staff member other than the principal or supervisor. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

SMOKING AND USE OF TOBACCO PRODUCTS, ALCOHOL, OR ILLEGAL SUBSTANCES

Smoking and any use of tobacco products are prohibited on school grounds, on the LISD buses, and at all LISD-sponsored programs and activities, including those which occur away from school property. If these are discovered to be on any student or in their possession, the legal authorities will be notified, in addition to whatever disciplinary action may be appropriate. This is also true for any adult who comes on school property for any purpose.

STUDENT SECLUSION AND RESTRAINT

LISD Board Policy prohibits the use of student seclusion and/or restraint unless such is necessary as a last resort emergency safety intervention that is necessitated by an ongoing emergency situation and where

the seclusion and/or restraint will provide an opportunity for the student to regain self-control while also maintaining the safety of the student and others.

Should the emergency use of seclusion and/or restraint of a student become necessary, such will be done in accordance with LISD Board [Policy 5630.01](#), Student Seclusion and Restraint and the Michigan Department of Education's Policy on the Emergency Use of Seclusion and Restraint (<https://www.michigan.gov/mde/0,4615,7-140-74638-411340--,00.html>).

The student's parents/guardians will be contacted by a representative of the LISD as soon as reasonably possible after the emergency use of seclusion and/or restraint and will be informed of the circumstances necessitating the use of seclusion and/or restraint. Within 24 hours after the emergency use of seclusion and/or restraint, the building principal or superintendent will provide written notice to the student's parent/guardian, informing them of the use of seclusion and/or restraint. The student's parents/guardians will also be invited to participate in a meeting to discuss the emergency use of seclusion and/or restraint and to identify strategies to prevent similar circumstances from occurring again.

STUDENT BEHAVIOR ON THE BUS

Students being transported on a school bus are under the supervision, direction, and control of the bus driver and, in many instances, a bus assistant, from the moment they enter the bus until they arrive safely at their destination. To ensure each student's safe transportation, certain rules and procedures have been established:

- Upon entering the bus, each student shall be seated immediately in the place assigned by the driver.
- Seat belts must be fastened.
- No student shall stand or move from place to place during the trip.
- Loud, boisterous, profane language, or indecent conduct, will not be tolerated.
- Students shall keep their hands, arms, and heads inside the bus at all times.
- Students shall not be allowed to scuffle, trip, hold, hit or throw things while on the bus.
- There shall be no smoking or use of any tobacco products at any time on school buses.

Routine student disciplinary problems on the bus are to be handled by the driver and bus assistant. This includes advising students of rules and regulations and assigning seats. The driver is encouraged to acknowledge and praise good behavior and to develop and maintain constructive student-driver-school relationships.

BUS CONDUCT REPORT

Discipline problems of a serious or recurring nature should be reported by the driver, using the online *Bus Conduct Report* as soon as possible. A report of the incident(s) will be sent electronically to student supervisors and teachers. A sample Bus Conduct Form and the procedures for use can be found in this handbook ([Appendix G](#)). Behavior problems are handled on an individualized basis, with consultation between the Transportation Department, the student's teaching and program supervisory staff, and parents. A decision will be determined based on the student's educational placement and any other circumstance.

Because the safety and welfare of the student and bus driver cannot be promised by the behavior of an individual student, the Transportation Department has implemented a point system.

Any accumulation of 3 Bus Conduct Reports issued by the driver or bus assistant will result in a suspension from the bus for 1 day. When additional Bus Conduct reports are issued, bus suspension times increase incrementally. All Bus Conduct Reports issued will each carry a value of 1 point. Bus Warnings issued will each carry a value of ½ point. In detail:

- First accumulation of a total of 3 points, combination of Bus Conduct Reports (1 point each) and/or Bus Warnings (½ point each) = 1 day suspension from school bus.
- Second accumulation of a total of 3 points (same values as above) = 2 day suspension from school bus.
- Third accumulation of a total of 3 points = 3 day suspension from school bus.
- If a student accumulates a total of 3 points for a fourth time, the Transportation staff will consult with school staff and LISD administrators to determine the appropriate course of discipline for the students.
- If a suspension day falls on a day when school is cancelled for any reason, it will not count toward the student's suspension from the bus.

Once the student has served his/her suspension, the point value goes back to zero and the process is repeated. In most cases, the Transportation Department will make every effort to notify parents or adult representatives of students regarding a suspension in a timely a manner as possible.

Transportation works closely with school staff regarding the behavior of students on the bus. School supervisors and staff are kept current regarding Bus Conduct Reports and Bus Warnings issued. These reports are generated electronically and transmitted to the student's school administrators within one school day of the day/time issued.

In cases of extreme behavior problems, drivers will contact the Transportation Department for direction via radio, which may involve taking a student directly home, dispatching assistance, or documenting the incident in writing. When behavior problems arise, parents, Transportation staff, and school personnel will be involved in a cooperative plan to make appropriate corrective measures.

Other common questions about transportation can be found in [Appendix H](#).

SUSPENSION POLICIES

The LISD will follow the Student Code of Conduct, District's Board Policies, Administrative Regulations, and applicable state and federal law with respect to the suspension or expulsion of a student. LISD Board Policy regarding student suspension are available on the LISD website, [Board Policy 5605](#) and [5610](#).

Technology Code of Conduct

The LISD promotes and encourages the use of a wide variety of technology applications in education. Although the benefits associated with technology are great, there also exists the potential for misuse, which can be both distracting and harmful. In order to promote the responsible use of technology, the LISD requires that all persons using LISD technology must have proper authorization for the specific legitimate educational use or school business intended, and must adhere to the LISD's Technology Acceptable Use Policy and related administrative procedures.

In order to ensure that all users of LISD-provided technology applications are aware of the responsibilities associated with the use of District provided technology, new users will be prompted to review and accept the District's Technology Acceptable Use Policy. By accepting the provisions in the District's Technology Acceptable Use Policy ([Policy 7540.03](#)), Student Technology Acceptable Use and Safety on the LISD website, technology users affirmatively agree that they have read, understood and agreed to comply with the Policy. Failure to comply with the provisions of this Policy may result in termination of a user's ability to use District technology, as well as other disciplinary measures as determined by the Student Code of Conduct and school administration. Furthermore, the District reserves the right to inform the appropriate law enforcement agency if misuse violates local, state, or federal law.

LISTENING AND RECORDING DEVICES

The LISD prohibits the use of electronic or other devices that allow an individual who is not party to a conversation or present within the classroom or school setting to listen in (eavesdrop) on a conversation or instructional activities, or to otherwise audio and/or video record any conversation or instructional activities unless prior written approval is obtained from the LISD program principal or supervisor.

Written approval will only be provided where there are compelling circumstances that, in the opinion of the LISD, justify the use of a recording device and where the use of such a device would not violate law, LISD policy, or the terms and conditions of any agreement between the LISD and its employees or other individuals.

Students and other individuals who are present within a classroom or party to a conversation are prohibited from audio and/or video recording instructional activities and conversations unless the consent of the individual facilitating the instructional activity or other members of the conversation is obtained.

STUDENT USE OF SCHOOL EQUIPMENT AND FACILITIES

Students should not use school equipment or materials without the permission of the teacher or another relevant staff member. There are times when students may use district-owned assistive technology, if it is a part of the student's IEP. Students are expected to take care in their use of any assistive technology or other school equipment and facilities. Failure to exercise appropriate care, proper use, or other negligent actions resulting in damage to school equipment or facilities may result in student discipline and/or other action by the district as is permissible by law.

Reporting Harassing, Discriminatory, or Other Inappropriate Conduct

The LISD desires to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, discrimination, and other inappropriate conduct. LISD students and/or parents/guardians who are subject to or aware of such behavior by another student, LISD staff member, volunteer, contractor, or other school representative should immediately report such to a school staff member. Individuals who do not feel comfortable reporting the conduct to a teacher or program/building administrator may contact one or both of the LISDs Compliance Officers:

Daniel Garno
Executive Director, Staff Resources
Lenawee Intermediate School District
4107 N. Adrian Highway, Adrian, Michigan 49221
(517) 265-1608, dan.garno@lisd.us

Heather Reau
Special Education Coordinator of Compliance
Lenawee Intermediate School District
Milton C. Porter Education Center
2946 Sutton Road, Adrian, Michigan 49221
(517) 266-6973, heather.reau@lisd.us

The LISD takes seriously all reports of discriminatory and/or harassing conduct and will investigate all complaints pursuant to the District's Board Policies and applicable law.

Appendix

APPENDIX A – REGISTRATION FORM

<h1>REGISTRATION FORM</h1>		EMERGENCY SCHOOL CLOSING					
		IN THE EVENT OF AN EMERGENCY SCHOOL CLOSING, EACH STUDENT MUST HAVE A SOURCE OF PROTECTION AND SUPERVISION OUTSIDE OF THE SCHOOL. PLEASE SPECIFY THIS BELOW AND MAKE CERTAIN THAT IT IS UNDERSTOOD BY THE STUDENT.					
		GO HOME	GO TO THE FOLLOWING ADDRESS	NAME:	PHONE:		
UIC#	Last Name	First Name	Middle	Student Email	Gender		
Resident School District	Grade	DOB	Birth City, State	Home Phone			
<p>The LISD has adopted the “Infinite Campus Messenger” notification service, which will allow us to send automated phone, text and email messages to you, providing important information about school events or emergencies. If you do not wish to receive automated messages from the LISD, you may opt out on the back of this page.</p>							
Priority	Contact Name	Relationship	Address	City-State-Zip	Home Phone	Cell Phone	Email
1							
2							
3							
4							
Please indicate: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian Optional: Please also check here if you consider your child Multi-Racial: <input type="checkbox"/> If so, please specify:				Resident of this School District School of Choice (Non-Resident) Non-Resident Attending			
Federal Ethnicity Question: Hispanic/Latino Ethnicity? <input type="checkbox"/> Yes <input type="checkbox"/> No				Is there any legal information or documents that the school should be informed of concerning the above student? <input type="checkbox"/> Yes, <input type="checkbox"/> No. If Yes, please attach.		Is the student currently receiving any Special Education Services? <input type="checkbox"/> Yes, <input type="checkbox"/> No.	
In case of Emergency, if not listed above:							
1	Name	Relation	Phone				
2	Name	Relation	Phone				
3	Name	Relation	Phone				
4	Name	Relation	Phone				
EMERGENCY MEDICAL AUTHORIZATION - I GIVE MY PERMISSION: <input type="checkbox"/> Yes <input type="checkbox"/> No In case of accident involving injury, or suspected injury, or in the case of illness involving my child named on this card, I hereby authorize the school staff to transport or secure ambulance to transport said child to the nearest available emergency room when away on school-related activity. I authorize any emergency room doctor to treat my child. I further authorize either doctor to call another doctor for consultation and treatment in the event special treatment is necessary, such as surgery, orthopedics, etc. I agree to and authorize the above, and this consent will be in effect as soon as the student named above is enrolled in this school district.				EXTRA COPY OF REORT CARD SHOULD BE SENT TO: 1 2 3 4 (Please circle) (Be sure address is provided) <small>Medical Conditions/Allergies</small>			
PARENT SIGNATURE >				DATE:		<small>Rev May 2015</small>	

Page 2 Registration Form

Yes No (circle one)	TECHNOLOGY USE POLICY As the Student's parents or legal guardians, we have read and agree to the school Technology Use Policy and have discussed it with our son or daughter. We understand that internet access is a privilege provided for educational purposes. We understand that it is impossible for the District and all LISD programs to restrict access to all controversial material. The District, including all LISD programs, its employees and agents, and individual members of the Boards of Education are released from any and all claims or causes of action arising out of our son's or daughter's use or misuse of the Network or Network equipment. In addition, the District and all LISD programs are indemnified of any fees, expenses or damages incurred as a result of our son's or daughter's use or misuse of the Network or Network equipment.
Yes No (circle one)	COMMUNITY-BASED INSTRUCTION (CBI) AND FIELD TRIPS Throughout the year, students may participate in CBIs and/or field trips. Transportation for CBIs and field trips may be provided by the LISD Transportation Department's vans or buses, local district buses or through Lenawee County's public transportation. Classroom teachers will provide parents/legal guardians with prior notice of when students will participate in CBIs and field trips.
Yes No (circle one)	MASS NOTIFICATION SYSTEM The LISD utilizes an automated mass notification system to provide information to its students, their families, its staff and others. Notifications may occur via an automated phone call message, text message, and/or email. Please indicate whether you wish to receive (Yes) or not receive (No) automated messaged from the LISD.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOKS

We, the undersigned, acknowledge receipt, read and discussed the Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District and all LISD programs. We also understand that this Handbook supersedes all prior Handbooks and other written material on the same subjects.

 Parent/Legal Guardian Signature

 Date

 Student Signature

 Date



Bus Driver & # _____
 School Attending _____
 Teacher _____

2023-2024 Student Information

Student Name: _____ Phone (residence): _____
 DOB: _____ City of Birth: _____
 Mother/Guardian’s Name: _____ Email: _____
 Place of Employment: _____ Work Phone: _____
 Father/Guardian’s Name: _____ Email: _____
 Place of Employment: _____ Work Phone: _____

HEALTH INFORMATION

Chronic Health Condition: None Cerebral Palsy Down Syndrome Autism Asthma
V/P Shunt Bleeding Disorders Heart Disorders Seizure Disorder
Hydrocephalus Other: _____

Allergy – Please list all medication, food, and bee/insect allergies.

Allergy	Type of Reaction (i.e., hives, difficulty breathing, etc.)	Treatment (i.e., Epi-Pen, antihistamine, no intervention needed)

Seizures (if applicable)

- A) How often does the student experience seizures? _____
- B) When was the last seizure? _____
- C) Emergency 911 will typically be called if the seizure lasts longer than 5 minutes or breathing stops longer than 1 minute. If this is not the protocol needed for your child, please provide us with a written medical protocol from your child’s physician.

Medication – Please list all medication given to the student, both, at home and at school.

Name of Medication	Amount Given	Times to be Given

Please Note: No medication will be administered by school staff, including the nurse, without a completed Medication Administration Consent form on file.

Does this student use special appliances or equipment needed during transportation OR during the school day (i.e., glasses, trays, oxygen, wheel chair, braces, AFOs)? Yes No

If Yes, please list: _____

Student’s method of communication: Verbal (words) Symbol (pictures) Voice Output Device
Sign Language Other _____

Primary Care Physician _____ Phone _____

Dentist _____ Phone _____

2023-2024 Student Information

Bus Driver & # _____
Attending _____
Teacher _____

For your student's safety and welfare, LISD Bus Drivers must make visual contact with a parent, guardian, baby sitter (responsible person) before letting a student off the bus. Please provide the following information:

- I hereby authorize LISD to leave _____ at HOME ALONE, without a parent, guardian, or caretaker present and will assume total responsibility for the student. I will not hold LISD or the driver responsible if no one is home.

Signed _____ Date _____

- I do NOT wish to leave _____ at home alone and will provide alternate address and phone numbers for emergency use.

The signal I wish to establish with my student's bus driver for visual contact is: (*check only one*)

- Authorized person will meet the bus.
 Authorized person will wave from doorway.
 Authorized person will wave from window that driver can see.
 I have a special agreement with the bus driver. Specify _____
(Subject to approval by Transportation Coordinator.)

I understand that it is imperative to notify the school and Transportation Department of any changes that may affect my child's health. I also understand that it is equally important to inform the school of changes in contact information for my student.

Parent/Legal Guardian Signature _____ Date _____

Student Signature (if own Guardian) _____ Date _____

Because of a very tight schedule, we are not able to spend extra time trying to locate a place to leave students whose parents or sitters are not home when they are delivered after school. While we are not legally responsible if no one is home, it has always been our procedure to make sure a responsible adult was home before the student is left.

If you have any questions, please call 265-1697. Thank you!

LISD Nondiscrimination Statement

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School Attending _____
 Teacher _____

2023-2024 Student Information

Student Name: _____ Phone (residence): _____
 DOB: _____ City of Birth: _____
 Mother/Guardian's Name: _____ Email: _____
 Place of Employment: _____ Work Phone: _____
 Father/Guardian's Name: _____ Email: _____
 Place of Employment: _____ Work Phone: _____

HEALTH INFORMATION

Chronic Health Condition: None Cerebral Palsy Down Syndrome Autism Asthma
V/P Shunt Bleeding Disorders Heart Disorders Seizure Disorder
Hydrocephalus Other: _____

Allergy – Please list all medication, food and bee/insect allergies.

Allergy	Type of Reaction (i.e., hives, difficulty breathing, etc.)	Treatment (i.e., Epi-Pen, antihistamine, no intervention needed)

Seizures (if applicable)

- A) How often does the student experience seizures? _____
- B) When was the last seizure? _____
- C) Emergency 911 will typically be called if the seizure lasts longer than 5 minutes or breathing stops longer than 1 minute. If this is not the protocol needed for your child, please provide us with a written medical protocol from your child's physician.

Medication – Please list all medication given to the student, both, at home and at school.

Name of Medication	Amount Given	Times to be Given

Please Note: No medication will be administered by school staff, including the nurse, without a completed Medication Administration Consent form on file.

Does this student use special appliances or equipment needed during transportation OR during the school day (i.e., glasses, trays, oxygen, wheel chair, braces, AFOs)? Yes No
 If Yes, please list: _____

Student's method of communication: Verbal (words) Symbol (pictures) Voice Output Device
Sign Language Other _____

Primary Care Physician _____ Phone _____

Dentist _____ Phone _____

APPENDIX C – MEDICATION ADMINISTRATION CONSENT & LICENSED PRESCRIBER ORDER

Medication Administration
Consent & Licensed Prescriber Order



Name of Student _____ DOB _____

Diagnosis _____

Known Medication/Allergies _____

Name of Medication	1)	2)	3)	Tylenol/Motrin (circle one if applies)
Amount of Medication				
Time of Administration				
Possible Side Effects				
Special Concerns or Comments				
Student Capable of Self-Administering Medication?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student May Carry Medication on Person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Legal Prescriber's Printed Name _____

Signature _____ Date _____

Address _____ Phone _____

1. No medication will be given without an order signed by the legal prescriber.
2. All prescription bottles must be labeled by the pharmacy with a current date, name of the student, name of medication, strength of medication, and time to be given.
3. All non-prescription medication must come to school in its original packaging.
4. Any change in dosage, schedule, frequency, time given, or addition of new medication, must be accompanied by written legal prescriber's statement.

I hereby request that my student be administered his/her medication by the school personnel authorized by the principal/supervisor. I understand that the medication will be administered as per the instructions of my above name physician. I will notify the school of changes or discontinuation of the medication(s).

Parent/Legal Guardian Signature _____ Date _____

I request (name of student) _____ be allowed to self-administer and carry the above medication(s) at school according to school policy.

Parent/Legal Guardian Signature _____ Date _____

LISD Nurse: 517-265-1689
Fax: 517-263-2890



Standards for Student Use of Medications

Whenever possible, student medication should be scheduled outside of the school day. However, from time to time, the need for medication to be dispensed to a student while s/he attends school is required. The LISD recognizes that a student's medication must be administered in a safe and effective manner in order to provide for the safety of the student. It is for the continued safety of all students that the LISD will adhere to the following procedures.

Parent Responsibilities

1. All prescription, non-prescription (over-the-counter), vitamins, and homeopathic medications shall be given **only** with a written order from the health care provider. **The written order must include:**
 - a. Name of Student
 - b. Name of Medication
 - c. Specific Dosage
 - d. Route of Administration
 - e. Time of Medication
 - f. Date of Authorization and Termination of Administration
 - g. Signature of Physician or Licensed Prescriber
 - h. Signature of Parent/Legal Guardian, or Witness of Adult Student Signature

A copy of the *LISD Medication Administration Consent Form* may be downloaded from the LISD web page by following the Health Information link at www.lisd.us, or by calling the LISD Nurse at 517-265-1689.

2. Parents need to provide a completed and signed *LISD Medication Administration Consent Form* ([Appendix C](#)) for any additional medication that may be added throughout the school year.
3. Providing a note from the student's physician, or a copy of the actual prescription, will be adequate in situations where the medication remains the same but the dose or frequency changes.
4. As medication is discontinued, a note signed by the prescriber and parent/legal guardian should be provided to the school.
5. All prescription medication will only be administered from containers with CURRENT pharmacy labels, which include the student's name, current date, name of medication, dosage, and time the medication is to be given.
6. All over-the-counter, vitamin, and homeopathic medication must be in its original packaging.
7. School personnel cannot accept medication that is brought to the school wrapped in tissue, baggies, or plastic containers.
8. Medications shall be brought to school by the parent/legal guardian, unless other safe arrangements are made and approved.
9. No medications shall remain in the building over the summer, unless students are enrolled in the summer program. Unused medication not picked up or otherwise returned to the parent/legal guardian shall be discarded.
10. All controlled substances shall be counted together by the parent and/or staff upon delivery.

A Student's Self-Administration of His/Her Medication

Michigan school law permits students to possess and use inhalers to alleviate asthmatic conditions while at school. Epi-Pens and other non-controlled medications may be considered on a case-by-case basis for parents who wish that their child self-administer medication. Students may be authorized to carry their medication and self-administer it if **the following standards are met:**

1. The parent/legal guardian **and** the physician/licensed prescriber have completed the *LISD Medication Administration Consent Form* ([Appendix C](#)).
2. The parent/legal guardian and physician/licensed prescriber have determined that the student is capable and responsible to self-administer his/her medication(s) and have provided instructions.
3. It is understood that school staff will not supervise, monitor, or maintain records of self-administered medication. The *LISD Medication Administration Consent* form will be maintained for reference.
4. Any misuse of medication that violates LISD district Policies, such as the selling or giving away of medication, will result in the revocation of self-administration of privileges and may result in referral to law enforcement officials.
5. Program administrators may disallow self-administration if they deem it necessary for the safety of the student population.
6. It is strongly advised that students carry Epi-Pens and inhalers have a backup supply in the building office or health office.

Other Important Information about Student Use of Medications at School

1. If a student's medication comes to school without the conditions of these guidelines being met, it will be returned with an explanation as to what is needed.
2. In addition to the LISD Nurse, other school staff shall be designated to administer medication. The LISD program principal or supervisor shall determine who will be responsible for and trained to administer medication.
3. The administration by LISD school staff of injectable Epinephrine for severe allergic reactions will be given only in a life-threatening situation and 911 will be called immediately. As with other medication, written permission and instruction for administration of the medication must be given by the prescriber. For the student's safety, it is strongly advised that students carrying Epi-pens and inhalers have a backup supply in the building office or health office.
4. Parents enrolled in the LISD PREP Academy program have a right to control their child's medical care, including administration of medication, without regulation by school officials – so long as they do not expect school staff to administer the medication. If LISD PREP Academy teen parents expect school staff to administer medication to their infants/toddlers, they are expected to comply with the *LISD Standards for Student Use of Medications in School* as presented in this document.
5. Adult students, those either emancipated by court order, or 18 years old or older, without court appointed guardian, may carry and self-administer medication in compliance with the LISD policy and procedures regarding *LISD Standards for Student Use of Medications in School*.



LISD Young Children Services (YCS)
Kindergarten Readiness
Tuition – Payment Agreement Form

2023-2024

Tuition Policy

Annual tuition is billed in 9 equal installments. It is expected that your child(ren) will be enrolled for the entire 10 months of the school year. Tuition payments are non-refundable, non-transferable, and are not affected by holidays, absences, or inclement weather. Tuition installments remain constant throughout the year. You are not paying for the number of school days each month; you are making equal installment payments for the entire year.

For children attending less than a full month, due to a late enrollment or a withdrawal, tuition will be based on the following:

Enrolling – If your child’s first day is before or on the 15th of the month, the full monthly installment amount for that month is due. If your child’s first day is after the 15th of the month, then half of the monthly installment amount for that month is due.

Withdrawing – If your child’s last day is before or on the 15th of the month, then half of the monthly installment amount for that month is due. If your child’s last day is after the 15th of the month, then the full monthly installment amount for that month is due.

Scholarships & Hardship Arrangements

Scholarships through Child Care Network may be available. If you would like more information, please contact Lori Andrews at 517-265-1707. Hardship arrangements may be available to help families that have unforeseen financial difficulty for a limited amount of time. Hardship arrangements must be made prior to the 7th of the month with the LISD Business Office, 517-265-1639.

Invoicing & Payments

Tuition for the school year is billed in 9 equal installments. Tuition is \$400, per month, for the full-day sessions.

All invoices are mailed on the 20th of each month, beginning in August; and payments must be received by the LISD Business Office on or before the 7th of the following month.

All families must have an authorized LIDS YCS Kindergarten Readiness Payment Agreement Form on file with the LISD Business Office before the child(ren) can attend. The Payment Agreement Form offers families the option to set up recurring credit card payments by authorizing the LISD to charge your credit card each billing period for the total amount due for that period. If you choose to use the recurring credit card payment option, a valid credit card must be on file for each billing period.

Past Due Tuition

Any account that is past due 3 times during the school year will result in your child(ren) being dismissed from the preschool program.

Tuition payments not received by the 7th of each month will be assessed a \$20 late fee due on the 20th of that month. Statements reflecting past due balances will be mailed on the 15th of each month. Parents will be notified that their child(ren) will be asked to leave the program if the entire account balance is not received by the end of the day on the 20th of the month.

Please choose one of the following payment options:

- Recurring Credit Card Payment – Please complete Authorization Form
Monthly Check
Monthly Cash

Please do not send cash through the mail. Teachers are not responsible for tuition payments and will decline accepting them.

Payments can be dropped off or mailed to: Lenawee Intermediate School District
ATTN: Accounts Receivable
4107 N. Adrian Hwy., Adrian, MI 49221

Student’s Name _____ Guardian’s Name _____

Guardian’s Signature _____ Date _____

Through my authorized signature above, I voluntarily affirm that I am registering the above-named student for enrollment in an LISD preschool or kindergarten readiness program’s Before and/or After Care and understand and accept full obligation to pay LISD all tuition and other fees due to LISD at the time of enrollment and during each billing period for which the above-named student is enrolled in the program. I also understand and acknowledge that failure to pay may result in student’s dismissal from the program.

LISD Young Children Services (YCS)
Kindergarten Readiness
Tuition – Recurring Credit Card Payment



2023-2024

Authorization Form

Here's how recurring payments work: By signing this form, you authorize regularly scheduled charges to your Visa, MasterCard, American Express, or Discover card. You will be charged each billing period for the total amount due for that period. A receipt will be mailed to you and the charge will appear on your credit card statement. You agree that no prior notification will be provided. A valid credit card must be on file for each billing period if you choose to use the recurring credit card payment option.

Payment Information

Type of Card: Visa MasterCard American Express Discover

Card Number _____ Exp. Date _____ Validation Code _____

Billing Amount Full Day \$400 Description 2023-24 Tuition

Number of Payments _____

Name as it Appears on Card _____ Phone _____

Billing Address for Card _____

I authorize Lenawee Intermediate School District to charge the credit card indicated in this Authorization Form according to the terms outlined above. If the above-noted payment days fall on a weekend or holiday, I understand the payments may be executed on the next business day. I understand that this Authorization will remain in effect until I cancel it in writing, and I agree to notify the LISD in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and I will not dispute the scheduled payments with my credit card company, provided the transactions correspond to the terms indicated in this Authorization Form.

Please mail this payment option form by August 19th to:

**Lenawee Intermediate School District
ATTN: Accounts Receivable
4107 N. Adrian Hwy., Adrian, MI 49221**

Printed Name of Cardholder _____

Signature of Cardholder _____

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Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

LISD Young Children Services (YCS)

Kindergarten Readiness

Before and/or After Care – Payment Agreement Form



2023-2024

Tuition Policy

Before and/or After Care fees are billed in 9 equal installments. It is expected that your child(ren) will be enrolled for the entire 10 months of the school year. Before and/or After Care fee payments are non-refundable, non-transferable, and are not affected by holidays, absences, or inclement weather. Before and/or After Care fee installments remain constant throughout the year. You are not paying for the number of school days each month; you are making equal installment payments for the entire year.

For children attending less than a full month, due to a late enrollment or a withdrawal, Before and/or After Care fees will be based on the following:

Enrolling – If your child’s first day is *before or on the 15th* of the month, the full monthly installment amount for that month is due. If your child’s first day is *after the 15th* of the month, then half of the monthly installment amount for that month is due.

Withdrawing – If your child’s last day is *before or on the 15th* of the month, then half of the monthly installment amount for that month is due. If your child’s last day is *after the 15th* of the month, then the full monthly installment amount for that month is due.

Invoicing & Payments

Before and/or After Care fees for the school year are billed in 9 equal installments. Before and/or After Care rates are: \$80 per month – Before *and* After Care
\$40 per month – Before *or* After Care

All invoices are mailed on the 20th of each month, beginning in August; and payments must be received by the LISD Business Office on or before the 7th of the following month.

All families must have an authorized LISD YCS Kindergarten Readiness Before and/or After Care Fee Payment Agreement Form on file with the LISD Business Office. The Payment Agreement Form offers families the option to set up recurring credit card payments by authorizing LISD to charge your credit card each billing period for the total amount due for that period. If you choose to use the recurring credit card payment option, a valid credit card must be on file for each billing period.

Past Due Tuition

Any account that is past due three times during the school year will result in your child(ren) being dismissed from the preschool program.

Before and/or After Care fee payments not received by the 7th of each month will be assessed a \$20 late fee due on the 20th of that month. Statements reflecting past due balances will be mailed on the 15th of each month. Parents will be notified that their child(ren) will be asked to leave the program if the entire account balance is not received by the end of the day on the 20th of the month. **Any date referenced in this document that falls on a LID non-work day will default to the next business day.*

Please choose one of the following payment options:

- Recurring Credit Card Payment – Please complete Authorization Form Monthly Check Monthly Cash

Please do not send cash through the mail. Teachers are not responsible for tuition payments and will decline accepting them.

Payments can be dropped off or mailed to: **Lenawee Intermediate School District**
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Student’s Name _____ Guardian’s Name _____

Guardian’s Signature _____ Date _____

Through my authorized signature above, I voluntarily affirm that I am registering the above-named student for enrollment in an LISD preschool or kindergarten readiness program’s Before and/or After Care and understand and accept full obligation to pay LISD all tuition and other fees due to LISD at the time of enrollment and during each billing period for which the above-named student is enrolled in the program. I also understand and acknowledge that failure to pay may result in student’s dismissal from the program.

LISD Recurring Kindergarten Readiness
Before and/or After Care – Credit Card Payment



Authorization Form

2023-2024

Here's How Recurring Payments Work: By signing this form, you authorize regularly : MasterCard, American Express, or Discover card. You will be charged each billing period for the total amount due for that period. A receipt will be mailed to you and the charge will appear on your credit card statement. You agree that no prior notification will be provided. A valid credit card must be on file for each billing period if you choose to use the recurring credit card payment option.

Payment Information

Type of Card: Visa MasterCard American Express Discover

Card Number _____ Exp. Date _____ Validation Code _____

Billing Amount Before **or** After Care \$40 Before **and** After Care \$80

Number of Payments _____ Description 2023-24 Before and/or After Care

Name as it Appears on Card _____ Phone _____

Billing Address for Card _____

I authorize Lenawee Intermediate School District to charge the credit card indicated in this Authorization Form according to the terms outlined above. If the above-noted payment days fall on a weekend or holiday, I understand the payments may be executed on the next business day. I understand that this Authorization will remain in effect until I cancel it in writing, and I agree to notify the LISD in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. This payment authorization is for the type of bill indicated above. I certify that I am an authorized user of this credit card and I will not dispute the scheduled payments with my credit card company, provided the transactions correspond to the terms indicated in this Authorization Form.

Please mail this payment option form by August 19th to:

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4107 N. Adrian Hwy., Adrian, MI 49221**

Printed Name of Cardholder _____

Signature of Cardholder _____

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APPENDIX F – LISD YCS PRESCHOOL PROGRAM

Preschool Program

Philosophy Statement

The LISD believes inclusion involves all preschool-age students belonging, being valued, and having choices. A continuum of inclusive opportunities for preschool-age students must be available in Lenawee County.

The LISD supports and aligns the YCS preschool program to the National Association for the Education of Young Children/Division of Early Childhood combined Definition of Early Childhood Inclusion.

The Key concepts and defining features which will guide the high-quality preschool programs through the Lenawee Intermediate School District are as follows:

- Access – Policies and practices of the LISD will support the right of every young child and their family, regardless of ability, to participate in a broad range of educational activities and contexts as full members of the community.
- Participation – Participation in a continuum of early childhood inclusive programs in Lenawee County has a beneficial impact on children both with and without disabilities. These include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential.
- Supports – It is important for the LISD to work together with community, local district early childhood educations, and families as a team and to foster, through play, a love of learning by providing multiple opportunities for success within an inclusive preschool setting.

Who is Eligible?

The classrooms are open to all families in Lenawee County. Children with special needs are included, in addition to children of diverse backgrounds, lifestyles, cultures and home languages. Children must attain the group age by September 1 of the year of enrollment.

Parents are welcome to schedule an observation before enrolling their children. We enjoy giving tours and discussing our program with prospective families. To ensure adequate space and the availability of a staff member, these observations are by appointment.

Additional information and registration packets are available at www.lisd.us or by calling (517) 263-8931.

Educational Programs

Inclusive Full Day Kindergarten Readiness

A four to five day a week, 8:30a-3:15p, program is offered for children at the LISD Trenton Hills Learning Center. The full day program focuses on supporting children in a stimulating and nurturing environment.

The classroom has at least a teacher, who is responsible for implementing the teaching, and a teacher assistant. High School Co-Op students participate regularly.

Guidelines for Enrollment and Withdrawal

The following forms must be completed and turned in for your child to begin in childcare:

- Registration Form
- Student Information Form
- Health Appraisal
- Copy of Current Immunizations
- Proof of Lenawee Residency
- Certified Birth Certificate
- Medical Authorization

The District maintains the right to withdraw students from the program under certain circumstances (i.e., neglecting to pay tuition in a timely manner). It is not the District's policy to withdraw students based on behavior. However, we will work together as a team to determine appropriate strategies to support students in the learning environment.

Tuition and Fees

Please see District's Payment Agreement Form.

Full Day Students' Rest Time

Children will have an opportunity to rest/sleep after the lunch period. Parents provide:

- crib sheet (fits the cot the best)
- small blanket
- cots will be sanitized daily with bleach solution as needed

Please refrain from sending additional special bedtime sleep toys/stuffed animals. All bedding will be sent home each Friday to be laundered and returned each Monday.

Classroom Equipment

The LISD will provide an adequate and varied supply of play equipment, materials and furniture. These will provide exploration and growth opportunities according to each child's developmental stage. Toy weapons or anything resembling a weapon are PROHIBITED from being brought to school. The program provides daily outdoor play in accordance with licensing rules. Be sure to dress your child accordingly or have clothes on hand for that need.

Health Care Policies and Resources

All practices will follow LISD Board Policies regarding sanitation, hygiene, communicable disease, child abuse/neglect reporting, and medication standards.

Staff are trained annually in First Aid and Infant, Child & Adult CPR. The LISD Nurse is available during school hours as a resource for health needs.

Staff will inform parents as to changes in health or any accidents that have occurred with their children. Parents of children becoming ill will be notified and may be asked to take their child home. Items used by these children will be cleaned and sanitized.

Individualized Health Care Plan (IHP)

Some children with health issues may need an IHP. This plan is developed by the LISD Nurse in cooperation with the student's IEP team and physician. The IHP will be presented to, and reviewed by, parents and staff at the beginning of each school year, and periodically throughout the school year as warranted.

Children and Staff Handwashing

Thorough hand washing with liquid soap can reduce the spread of colds and flus by 80% when done systematically by everyone. All adults are expected to wash their hands upon entering the classroom and before leaving. In addition, children and adults are to wash hands with liquid soap and running water before and after eating or serving food, and after handling body fluids, such as saliva, nasal discharge, eye discharge, human and animal waste (urine and feces), and open sores and blood.

Hands shall be washed with running water. ***Hand sanitizers, water basins and pre-moistened cleansing wipes are not approved substitutes for soap and running water.***

Hand washing directions are posted in every classroom.

The following procedures are considered best practice for hand washing:

- Have a single service towel available
- Turn on the water to a comfortable temperature (between 60°F and 120°F)

- Moisten hands with water and apply soap
- Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds
- Rub areas between fingers, around nail beds, under fingernails, jewelry and back of hands
- Rinse hands under running water until they are free of soap and dirt; leave water running while drying hands
- Dry hands with a clean disposable paper; turn off tap with the disposable paper
- Dispose of the single service towel in the lined trash container

Handling Children’s Bodily Fluids

All staff are trained in how to handle blood borne pathogens (universal precautions) and expected to follow these essential health procedures. Biological Spill Kits are available in each classroom and include detailed directions.

Cleaning and Sanitizing All Equipment, Toys and Surfaces

All tables and counters are sanitized daily following the three-step process posted in the classrooms. Three small spray bottles are used that respectively contain soapy water, plain water, and bleach water (50-200 PPM with 100 PPM best practice, confirmed via test strip; equates to 1T of bleach per gallon of water); used in the order listed; with single-use paper towels for each step. The spray bottle of bleach water should be frequently changed or it will lose its sanitizing strength.

Toys and materials are sanitized weekly, if not daily, following the three-step (three-bins) process, then they are air dried. If toys or other materials are mouthed or touched by children/adults after coughing/sneezing, they are immediately removed from classroom use and sanitized after the session before being returned.

Controlling Infection, including Universal Precautions

The above procedures are to be followed at all times. In addition, staff is to wear gloves whenever dispensing or assisting with food/snacks. Increased hand washing is strongly recommended, such as children washing their hands before and after playing at the sensory table. Staff will cough/sneeze into the crook of their respective elbows and teach children to do likewise. Adults or children who have sneezed into a tissue are to wash their hands after discarding the tissue.

Health Related Resources:

- Lenawee County Health Department, www.lenaweehealthdepartment.org
- American Red Cross, www.redcross.org

Preschool Food Service

Students attending full day preschool classroom need to bring a lunch to school each day. Please send a labeled lunch container with a drink and necessary utensils for your child. A microwave is available to warm food. Please be sensitive to the amount of time it takes and limit time to one minute or less. Please include a freezer pack to keep drinks or food items cool.

Families provide a snack once a month for their child’s preschool classroom as part of the volunteer snack program. At the beginning of each month, your child will be assigned a day to bring in a snack for either the A.M. or P.M. If you are unable to participate, please notify the classroom teacher and they will arrange for coverage. Please be sure to provide paper supplies for your child’s snack (i.e., napkins, cups, plastic ware).

The LISD understands that children may have food allergies. LISD staff will work with the parents/guardians of children with food allergies to develop an individualized plan intended to eliminate the possibility of a child being exposed to known allergens. Parents of children with food allergies should inform the child’s teacher and/or program administrator as soon as possible so that a plan can be developed.

Diapering

Changing stations and/or tables are located in each classroom where needed. Sinks are located in close proximity to these areas so that staff can wash their hands after each diaper change. A new sheet of exam paper is placed on the diaper changing area for each diaper change after the table is sanitized in between uses. Diapers are disposed of in a lidded diaper pail next to the diaper changing station. Staff wear a new pair of gloves for each diaper change.

Toileting/Toilet Training – Toilet training will be planned cooperatively between the staff and parent to ensure an established routine. Staff and students will wash their hands after toileting.

Staff and Administration

The director of the program has achieved a bachelor's degree and meets the requirements of the State of Michigan. The adult/child ratio will meet or surpass the guidelines set by the State. The Center is set up to meet all State requirements and is licensed through the State of Michigan. The premises, equipment and facilities of the Center conform to all applicable safety and sanitary requirements established by the State of Michigan.

Lead Caregiver

- Each child will be assigned a lead caregiver.
- Lead caregivers will help meet your child's needs for intimacy and enhance positive emotional and social development.
- Lead caregivers will keep track of your child's development stepping stones.
- Lead caregivers will make sure your child has appropriate social interactions.

Staff and Volunteer Screening Requirements

It is the legal responsibility of all licensed early childhood centers in Michigan to assess staff and volunteer suitability. In addition to asking current and perspective employees and volunteers' questions related to any convictions and/or any history of substantiated abuse or neglect, additional screening measures will be used. These may include, but are not limited to:

1. Observing interactions with children and/or adults.
2. Contacting several personal references.
3. Contacting several professional/work-related references (peers and supervisory).
4. Reviewing employment histories and reasons for leaving.
5. They must also provide the LISD with documentation from the Department of Human Services that s/he has not been placed on the central registry for substantial abuse or neglect.
6. A criminal background check, as well as fingerprints, will be conducted prior to the staff person beginning work with the LISD.

Any person who has contact with the students must answer questions regarding substantiated abuse or neglect of children and criminal convictions.

Staff Training

The following list describes the training requirements for staff in early childhood classrooms:

- Infant, child and adult CPR and 1st Aid Certification
- Blood Borne Pathogen Training
- Safe Sleep Training (infant/toddler staff)
- Child Development
- Prevention and Control of Infectious Diseases (includes Immunizations)
- Administration of Medication (consistent with Standards)
- Prevention of and Response to Emergencies (due to food and allergic reactions)
- Emergency Preparedness and Response Planning
- Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment
- Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants
- Precautions in Transporting Children
- Recognition and Reporting of Child Abuse and Neglect

- Building and Physical Premises Safety
- Child Abuse & Neglect Reporting Procedures

All program directors, site supervisors and caregivers shall complete at least 16 hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, document and assessment; interactions and guidance; professionalism; and the child care Center administrative rules.

Staff-to-Child Ratio

2 weeks to 2½ years of age: 1 staff to 4 children

2½ to 3 years of age: 1 staff to 8 children

3 to 5 years of age: 1 staff to 10 children

Discipline Policies

Positive communication builds teacher/child relationships and helps children develop internal controls. We take a preventive approach to discipline that teaches children prosocial behavior. Our goal is to provide children with the opportunity and motivation to make choices; function independently; learn social skills through gentle, encouraged guidance; respect the needs and rights of others; adapt to routines and simple rules; and become a responsible group member.

LISD YCS implements preventive discipline by maintaining an environment with structure and interesting activities to reduce the occurrence of disciplinary problems from boredom or undue restraint. The LISD:

- provides many interesting choices of activities;
- redirects children away from problems and into positive interactions;
- provides consistent positive communication to positive behavior, with minimal attention given to misbehavior;
- provides simple rules that are consistent, enforced, and clearly communicated to the children;
- allows children to problem solve among themselves without teacher interference;
- arranges the environment to promote positive behavior and self-control.

In **extreme** situations, separation from the group may be required for the benefit of the child or the remainder of the group.

When this happens, teachers will be patient, supportive and firm in their efforts to help children regain control. In these situations, teachers usually implement a timeout procedure. Time-away means just what its name implies: children take time away from the busy classroom to regain their composure privately, with the support of a caring adult. Children are never left unaccompanied. For example, if a child has a tantrum:

- The teacher will take him/her to a quiet place in the room, or immediately outside of the room. This will be an open, safe space where the child has few distractions, where the child will be less disturbing to other children, and where classmates have little opportunity to stare at or tease the child. When children are upset, privacy helps them to calm down; an audience prolongs the difficulty.
- Once the child is in the time-away area, the teacher will say something like this: "You're still very upset. When you're quiet for one minute, we can talk about what's bothering you."
- The teacher will remain with the child and, if necessary, carefully restrain the child from hurting him/herself or the adult.
- Once the child has satisfied the conditions of the time-away (e.g., one minute of calm), the teacher will accompany the child back into a quiet part of the classroom to discuss the original concern.

- Later in the day, the teacher will make sure to have some positive contact with the child to show that the teacher does not dislike the child because s/he lost control. Thus, the purpose of time-away is to help children regain control, not to punish, shame or blame children in any way.

Time-away is the ultimate discipline strategy used at the LISD. Teachers do not threaten, slap, spank or ridicule children in an effort to maintain order in the classroom

Notification of Accident, Injury or Illness

In the event an individual should be injured while on LISD property, health and safety needs will immediately be addressed. A Medical Incident/Accident Report form will be completed and submitted, as soon as possible, to the program supervisor for review, signature and submission. Parents/Guardians receive a phone call and/or information in person, in addition to receiving a copy of the Medical Incident/Accident Report.

Licensing Notebook

The Licensing Notebook includes reports from all licensing or registration inspections, renewal inspections, special investigations, and Corrective Action Plans (CAP). The Licensing Notebook includes a summary sheet outlining all reports and CAPs contained in the notebook and includes all reports issued and CAPS developed on and after the license renewal until the license or registration is closed. The Licensing Notebook is available for review on each campus. The information in the Licensing Notebook shall be updated as provided by the department and is made available to parents, guardians and prospective parents/guardians at all times during regular business hours.

Each parent must sign a document that includes all of the following statements:

- The Center maintains a Licensing Notebook of all licensing inspection reports, special investigation reports and all related Corrective Action Plans.
- The Notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website, www.michigan.gov/michildcare.

Parent Handbook

The LISD Student Handbook is available onsite during regular business hours. Please speak to the classroom teacher or supervisor if you have any questions.

APPENDIX G – BUS CONDUCT REPORT



NOTICE TO PARENTS: Students are expected to follow all school rules on the bus.
www.lisd.us

Bus Conduct Report		Date of Incident: Report No: Time of Incident:
Student's Name: Teacher's Name:	Issued by: Bus #	
<p>1. This report is to inform you of a disciplinary incident involving the student on the school bus.</p> <p>2. We appreciate your cooperation in this matter. It is our hope that corrective behavior will be the end result of this action taken.</p> <ul style="list-style-type: none"> • Students may be issued a bus conduct or a request to stop undesired behavior depending upon the severity of the behavior. • A Bus Conduct Report will be issued if <u>continued unacceptable behavior</u> persists beyond the level of a Bus Conduct warning. • Repeated reports of this type may result in the loss of bus privileges after each accumulation of 3 points: Bus Conduct Reports = 1 point. First accumulation of 3 points = 1 day bus suspension; Second accumulation of 3 points = 2 day bus suspension; Third accumulation of 3 points = 3 day suspension from school bus; If a student accumulates a total of 3 points for a fourth time, the transportation staff will consult with school staff and LISD administrators to determine the appropriate course of discipline for the student. If school is cancelled due to weather or other circumstances, that day will not be counted towards the bus suspension. • All efforts will be made to ensure reports are as timely as possible with appropriate feedback from the school staff. • Student may be issued <u>one</u> Bus Conduct Report per day. If an undesired behavior is a continued action, that information may be added to the original report. • Additional information can be listed as A,B,C, to document continued behavior problems. 		
CALL (517) 265-1711 FOR MORE INFORMATION		
<p>Actions that could result in a Bus Conduct Report:</p> <ul style="list-style-type: none"> ○ Fighting or assaultive behavior ○ Unsafe behaviors toward other students or passengers ○ Inappropriate/disrespectful comments to driver, bus assistant or other student ○ Sexually explicit behavior (using gestures, repeating words of songs, etc) ○ Destruction of property ○ Smoking or use of any tobacco product ○ Other: ○ <p>Further description of action: (Please provide details)</p> <p>DRIVERS: If immediate assistance is needed, please radio base. Transportation Supervisor or Coordinator will be contacted if further direction is need.</p> <p>IF STUDENT BEHAVIOR IS CREATING UNSAFE CONDITIONS, THE PARENT/GUARDIAN MAY BE REQUESTED TO TRANSPORT STUDENT.</p>		
Teacher Signature:	Date:	Accumulated points from Bus Conducts and Warnings
Parent Signature:	Date:	Bus Conduct and Feedback forms sent electronically within one business day. Date sent:

03-18-2022

LISD Nondiscrimination Statement

The Lenawee Intermediate School District (LISD) does not discriminate in any of its educational programs and services, activities, or employment practices, on the basis of sex, race, color, national origin / ancestry, religion, height, weight, marital status, age, limited English-speaking ability, sexual orientation, or disability. Direct inquiries to: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Persons with hearing impairments, please call the Michigan Relay Center at (800) 649-3777 (TDD).

Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o prácticas de empleo sobre la base de género, raza, color, origen nacional / ascendencia, religión, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

LISD Board of Education

Richard Germond, President
James Hartley, Vice President/Secretary
David Pray, Treasurer
Paula Holtz, Trustee
Dale WIngerd, Trustee

LISD Administration

Mark Haag, Ed.S., Superintendent
Jody Howard, Assistant Superintendent, Special Education & Strategic Initiatives
Dan Garno, Ed.S., Executive Director of Staff Resources
Judy Pfund, CPA, Executive Director of Finance & Business Services
Jenny Heath, Executive Director of CTE & Secondary Programing
Brian Jones, Executive Director of Instruction & General Services



Lenawee Intermediate School District

Your Partner in Education for a Changing Tomorrow

Bus Conduct Feedback Form

(Please complete within two school days)

Student Name _____

Bus Conduct Number _____ Date Issued _____

Program Supervisor. _____ Teacher _____

School/Program _____

Action Taken (please mark all that apply):

_____ Classroom staff talked to student

_____ In-school suspension

_____ Called parent/guardian

_____ Counseling

_____ Will continue to monitor behavior

_____ Other (please explain) _____

Additional Comments or Recommendations for Transportation Staff:

Reviewed by: _____

Transportation Supervisor



Bus Warning Report

This Report is to inform you of a minor disciplinary incident involving the student on the school bus. We appreciate your cooperation in this matter. It is our hope that corrective behavior will be the end result of this action taken.

1. A Bus Warning Report is a request for the below-named student to stop unacceptable behavior or language immediately.
2. A Bus Warning Report is issued directly to the student when a minor behavior problem occurs that is not to the level of a Bus Conduct Report.
3. An accumulation of Bus Warnings (½ point) and Bus Conducts (1 point) may result in disciplinary action and/or suspension of bus privileges:
 - a. First accumulation of 3 points – 1 day suspension from school bus
 - b. Second accumulation of 3 points – 2 day suspension from school bus
 - c. Third accumulation of 3 points – 3 day suspension from school bus
 - d. Fourth accumulation of 3 points – Transportation staff will consult with school staff and LISD administrators to determine the appropriate course of discipline for the student.

If school is cancelled due to weather or other circumstances, that day will not be counted towards the bus suspension.

CALL (517) 265-1711 FOR MORE INFORMATION
For a complete copy of the LISD Board of Education’s Student Code of Conduct, please visit the LISD website, www.lisd.us/.

Actions that could result in a Bus Warning Report

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Violation of the Student Code of Conduct ▪ Negative or inappropriate language ▪ Violation of safety procedures | <ul style="list-style-type: none"> ▪ Eating or drinking on the bus ▪ Littering on the bus ▪ Other violation of bus rules |
|--|---|

Further descriptions of action (please provide details):

Student Name		Bus Warning Report #
Driver/Bus Assistant	Date	Accumulated Points from Bus Conduct & Warnings
Teacher Signature	Date	Bus Warning Report Sent Electronically by: Name: Date:

Common Questions about LISD Transportation

Who is transported by the LISD?

Students receiving special education services provided in classrooms directly operated by the LISD. These include classroom programs at the Porter Center and several classrooms in local district school buildings throughout the County. Also, from time-to-time, a local district may request the LISD to assist with busing a student.

When will I know which bus my student will ride?

You will be notified soon after s/he is enrolled in an LISD special education program. Special transportation needs will be identified during the Individual Education Planning Committee (IEPC). A Transportation representative may be in attendance; but, if not, LISD regional supervisors will contact Transportation regarding the student's special needs. You will also be asked to fill out emergency information forms. Transportation will also receive this information from school staff, which will assist in serving the needs of the student.

How will I know when to expect the bus?

The LISD Transportation secretary, under the direction of the Transportation supervisor, will assign your student to a bus after looking at special needs. Personnel from the Transportation Department will let you know the driver's name, the bus number, and the approximate departure and arrival times. Drivers attempt to be consistent; however, high absenteeism among the Special Education students means the bus could be running off schedule. (Drivers who know in advance that they will be running off schedule will attempt to notify parents.)

Where will my student be picked up?

Students who have physical limitations or other exceptional needs will be transported to and from home residences. Students who are able may be requested to walk to a convenient pickup point. Waiting students are required to be at least 20' away from the pickup point (per state law) until the bus has come to a complete stop. This is to ensure the safety of the student.

Can the bus wait for my student to get ready?

Please have your student ready 15 minutes before the time you are given. Drivers will not be able to wait more than three (3) minutes past the time the bus arrives, which will be as near the scheduled time as possible. Routes vary on occasion due to weather and student absences, but every attempt is made to stay as close to the schedule as possible. Each time a bus must wait for a student, the schedule for the remaining students is interrupted.

What will happen if I need to have my student picked up at a different address?

Parents or guardians will be asked to complete a Contact Agreement Form authorizing the bus driver to drop a student off at an address other than the residence (one alternate address). The bus will transport a student to and from the residence or the alternate address upon parental request and Transportation Department approval.

Drivers will NOT honor student requests for drop off changes. If a student will be at a different address for a temporary period of time, the parent will be responsible for transportation to and from school, or to the student's regular bus stop.

The demands upon the LISD bus system are too great to routinely accommodate temporary changes on routes; however, in unique circumstances, the Department will consider special requests for change with at least 48 hours notice. Decisions will be based on bus space and time involved in rerouting. Name, address and phone number of person you are authorizing to receive the student must be provided to the Transportation Office.

For any additional questions regarding pickup or drop off issues, please refer to the Drop-off Guidelines.

Please don't assume drivers will see notes in your student's bag. Call Transportation directly regarding bus requests. Give advance notice of address changes to allow ample time to reroute affected buses. Drivers will NOT honor student requests for drop off changes.

When else should I contact the Transportation Department?

To verify any change of address, school or other special circumstances about bus needs. This is particularly important for students who attend school in a district other than their home district for all or part of the day. School calendars are not all the same. Half-days present special challenges for Transportation, and it is helpful to know which schools will be releasing early well in advance.

Will my student be assisted to my door?

No. If the bus is stopping at your residence, the driver will park as close as is safely possible. Parents of students in wheelchairs should keep their walks and ramps free of ice and snow. Brakes on wheelchairs must work, and chairs must have secure locking safety lap belts. If necessary, drivers will assist your student in exiting the bus but may not leave the bus location to assist students up porch steps, open back doors, etc. Please arrange for assistance if required for your student.

Drivers are to see a responsible person in the home before leaving a student. Be sure any signal you authorize can be seen by the driver. LISD requires a signed form stating the driver and school will not be held responsible for older students who are capable of staying alone if you ask that we do so. You should receive a Contact Agreement Form at the start of each school year. Drivers will not leave preschoolers alone under any circumstance.

Will I have to be home when the bus arrives?

Yes. Due to the unique nature of transporting students with special needs, and the probability that the bus could run early, a parent, guardian or responsible adult is expected to be at the bus stop about 30 minutes before the bus is scheduled to arrive. This is for your student's protection and not meant to be an inconvenience to parents/guardians.

Occasionally, a driver may only have a partial bus load. Because of this, the bus could be as early as the time it takes from the release bell to get to your house from the school. Please supply one alternate address on the annual form provided with emergency contact information. The form should include signatures of the individuals who agree to receive the student.

If a responsible adult is not present when the bus arrives and an alternate contact cannot be reached or the LISD has not been authorized to leave the child unattended, the student will remain on the bus. If it is necessary to bring the student back to the Transportation Department and a parent/guardian has not been reached to pick their student up, procedures will be followed as outlined in the [Drop Off Policy Guidelines](#). A committee of parents, drivers and school administration developed these procedures.

Lenawee Intermediate School District

Tick Removal Instructions/Permission for Parents/Guardians

Dear Parent/Guardian:

Ticks transmit bacteria, therefore removing ticks within 24-hours of the time they attach to the skin reduces the chance of getting Lyme disease. Although a bullseye rash is a common sign of Lyme disease, about 20 percent of infected people do not get a rash but may have symptoms such as fever, headache, and fatigue. Knowing the symptoms helps you know to get treatment early. Your written permission will allow an RN to remove a tick from your child at school as needed during the school year. If you do not provide written permission allowing the nurse to remove a tick from your child, then if a tick is found on your child, you will be notified to pick your child up from school for tick removal.

If a tick is found on your child at school, you will be notified and informed of the tick removal process. The process may include tick removal and/or referral to your health care provider. If the nurse can safely remove the tick, you will be provided with the information about the removal and follow up care. You may or may not need to pick up your child.

Our school has approved the process below for tick removal.

1. A fine-tipped tweezer is used to grasp the tick as close to the skin's surface as possible.
2. The tick is pulled upwards with steady, even pressure, to avoid any tick parts breaking off and being left in the skin.
3. After removing the tick, the area is cleaned with soap and water. Source: CDC Tick Removal Process

The tick will be taped to the notification form so you can show it to the health care provider if needed. Removal of a tick may leave a small wound, or part of the tick may be left in the skin which will eventually fall out. Be sure to notify your health care provider of the tick bite. It is important to watch your child for the following symptoms and contact your doctor if they occur.

- Fever/Chills
- Muscle/Joint Pain
- Headache/Stiff Neck
- Rash
- Swollen Glands

Parent/Guardian Permission for Tick Removal

Parent Signature: _____ Date: _____

I agree that the school nurse may remove a tick at any school/school sponsored activity.