T2L1 Local Based Leveled Classrooms
Operated by Jackson County ISD

Student Handbook

JCISD Operated Local Based Classroom Administrators

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Foreword:

The JCISD is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community- including students, educators (including teachers, teacher assistants, secretaries, custodians, and other school personnel), parents, and engaged service providers- must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

Additional information can be found on the JCISD website at www.jcisd.org.

We are looking forward to working with you to make the school year a success!

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Protocol Questions & Concerns

When a question or concern arises regarding your student's educational program, it is generally advisable to first make contact with your student's classroom teacher. If a resolution is not reached, the principal is available to be contacted. All staff are available at the contacts listed via phone or email and can typically respond within 24 hours during the week.

Access to School Records

Student records are confidential. Parents, legal guardians of students and eligible students may inspect and review the student's education records upon written request, at least 24 hours in advance. The director or designee may be present during the review. Interpretation of these records is the responsibility of the school. If, upon inspection, the parent/guardian/eligible student finds inaccurate information, they may request amendments. (If amendments are denied, a right to challenge that decision exists.)

The school may, without consent of parents or students, release a student's permanent record file to:

The student's resident district and intermediate school officials, including teachers, within the district who have a legitimate educational interest.

The Superintendent of the Michigan Department of Education and subordinates, so long as the intended use of the data is consistent with the Superintendent's statutory powers and responsibilities.

Officials of the Michigan Department of Human Services investigating an abuse case when, in the judgment of those involved, disclosure to the parent(s) could be a threat to the child's health or safety.

Other authorized government officials may be entitled to access student records in accordance with the

Family Educational Rights & Privacy Act (FERPA), 20 USC 1232g.

School personnel may not reveal, in any form, to persons other than those listed above, any information contained in school records except:

With written consent from the student's parent(s) or guardian (or the eligible student) specifying records to be released and to whom they are to be released. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act and the Americans with Disabilities Act.
In the case of a student transferring to a different school, records will be sent to the new school either with written consent from the student's parent(s) or guardian or at the written request of the new school.
Certain "directory information" regarding a student may be released to any person or party, although the parents/guardians/eligible students may refuse to allow such information to be disclosed by notifying the school in writing within two weeks of the first day of attendance each year. Board Policy 5309 designates the following as directory information: student's name, address, major field of study, participation in officially recognized activities and sports, dates of attendance, date of graduation, awards received, scholarships, and telephone numbers for school directory. Parents will be provided with additional information on how student information may be shared and on how the parent may make adjustments to the sharing of directory information about their students.
Parents are asked for permission to use student photographs (to appear on a website or brochure, for example).

More information about student and parent rights related to student educational records is available at
A Parent Guide to the Family Educational Rights and Privacy Act (FERPA)

Calendar of Events

Please refer to the calendar on the website at www.jcisd.org for upcoming events, conferences, shortened days and planned days with no school. Local Based ISD classrooms follow the calendar of the Local District they are located in.

Emergency Closing

School closing announcements will be sent via the automated system, which will call each student's designated phone numbers.
School closing announcements will also be announced on the following media outlets:

WILX TV 10
Fox 47
K-105.3 radio
WLNS Channel 6
MLive
www.jcisd.org.

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort will be made to alert the parent/guardian of this situation.

Our JCISD Transportation Department transports students throughout the entire County of Jackson. Many students who ride JCISD Transportation have physical and medical conditions that cannot withstand a stranded bus situation. When roads are unsafe, fog impacts visibility or the wind chill is -19 degrees or below, school will be closed.

In the event of a pandemic the Jackson County ISD will strive in good faith, and to the extent practicable, to meet individual needs of all students with IEPs. This plan will be fluid in order to meet the unique needs of students and may be

redesigned as we continue to support student learning in these unprecedented times.

Safety Drills (Fire, Lock Down and Tornado Drills)

In accordance with State Law, each school districts are mandated to hold 5 fire drills, 2 tornado drills, and 3 lockdown drills throughout the school year. Instructions on how to proceed with safety drills are provided to our staff who will be responsible for safe, prompt and orderly procedures.

Severe Weather

It is the policy of the Board of Education of the JCISD that, when official US Weather Bureau information is received that a Tornado Watch is in effect, students in JCISD operated classrooms in the local districts will be dismissed at the time of the local district dismissal.

If a tornado has formed and its existence is known to the US Weather Bureau, a Tornado Warning will be issued. If a Tornado Warning occurs, students will be taken to areas designated as Tornado Safety Areas in the building. These areas have little or no glass and the building is no higher than the main structure. Students and staff will remain in these areas until an "all clear" is received, even if this means regular dismissal time is delayed.

In the event of a "Tornado Warning" prior to the beginning of school, students will not be picked up until the warning is lifted. If a "Tornado Watch" is in effect, pick up will be at transportation's discretion. If a "Tornado Warning" occurs while in transit, the bus driver will seek shelter for the students.

In the event a local school district is in a situation in which students need to be transported off campus to a different location, this will be communicated to families in a timely manner as it is appropriate to do so.

Extreme Temperatures

Students' time outside will be monitored when temperatures are below 40 degrees or above 95 degrees Fahrenheit actual temperature.

Cardiac Emergency Response

Bill 5527 states that the personnel who will be responsible for performing cardiopulmonary resuscitation (CPR) or using an automated external defibrillator (AED) will not be held liable for any damages from the performance. Each local district is responsible for a Cardiac Emergency Response Plan and protocol.

Parent Involvement/communication in the school program

The following activities invite parent involvement or communication:

Regular communication between home and school:

a. Parent meetings
b. Multiple opportunities for student progress reporting
c. Involvement in decision making about your student's educational needs
d. Participation in select school functions or events
e. Parent/teacher conferences
   The Parent-Teacher conference is a good time to discuss any parental concerns. Parents are encouraged to attend scheduled conferences. You or the teacher can request additional meetings or phone conversations.

Per JCISD Board policy 5401, JCISD will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
    a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
    b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present. Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.
3. Parents are not permitted to observe testing.Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

Assessments and Surveys

1. State assessments - Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.
2. National Assessment of Educational Progress - As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary. The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
3. Surveys
   Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

School Lunches

Children need healthy meals to learn. Local Based ISD Classrooms offer healthy meals every school day. A Free/Reduced lunch application needs to be completed by each household. Applications for free or reduced lunches are accepted at any time throughout the school year. JCISD Local Based Classrooms will utilize the food service program in the school district where the classroom is located.

Visitor Policy

Anyone that is not an ISD employee who is visiting the JCISD classrooms must obtain a visitor badge by registering in the main office. This badge must be worn and visible at all times while in the school buildings. Visitors should only access the buildings through appropriately marked entrances.

Video Monitoring Systems

A video monitoring system is used on school busses and a video monitoring system is also used in some public areas of many of the school buildings. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Emergency Forms

It is essential that we have your student's completed emergency form in the school office by the first week of school. PLEASE NOTE: Other than to a parent/legal guardian, students will not be released to any person not listed on the emergency form. Thank you for your cooperation in this important matter.

Medication Administration (Prescription and Over the Counter)

The State of Michigan Revised School Code, MCL 380.1178 states, in part:

(1) Subject to subsection (2), a school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to written permission of the pupil's parent or guardian, and in compliance with the instructions of a physician, physician's assistant or

certified nurse practitioner, or a school employee who in good faith administers an epinephrine auto-injector to an individual consistent with the policies under section 1179a, is not liable in a criminal action or for civil damages as a result of an act or omission in the administration of the medication or epinephrine auto-injector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

(2) If a school employee is a licensed registered professional nurse, subsection (1) applies to that school employee regardless of whether the medication or epinephrine auto-injector is administered in the presence of another adult.

JCISD personnel will dispense medications within the legal parameters specified in the law.

Procedure: Administration of Medication

A JCISD School Administered Medication Authorization Form must be on file for each child requiring medication at school. For all over-the-counter and prescription drugs, and/or nutritional supplements, this form must include:

1. A written order from the physician stating the medication to be given, dosage, time to be given at school, route of administration (if other than oral) and physician signature.
2. Student's name and birthdate.
3. A dated signature of parent/guardian
4. Medical condition for which medication prescribed, comments regarding medication such as side effects, and other directions if physician is willing to provide this information.

The School Medication Authorization form must be completed and filed each school year. A physician's order is required for

a dosage change, medication change or discontinuation of a medication. It may be sent by fax to 517-787-1932.

Medication:

1. Must be brought to school by an adult.
2. Cannot be sent in on the bus.
3. Cannot be sent in a student's backpack.
4. Must be brought in its original bottle labeled by a pharmacy (if you need an extra labeled bottle the pharmacy can provide this).

Parents may come to school and administer medication to their child if the child does not have a medication order on file.

Epi-Pens: Our school is authorized to maintain a small supply of epinephrine auto-injectors ("epi-pens") for emergency treatment of an apparent anaphylactic reaction. Some school staff have been trained to administer this medication in accordance with state guidelines. A parent/guardian will be promptly notified if the medication is administered to a student and 911 will be called.

Medical Marijuana

School property is a drug free zone, and therefore, will not administer medical marijuana, cannabis, or other medicinal/derivatives on school campus, even with the appropriate prescription. Students will be excused from school to parents, should parents choose to administer medication to students at least 1000 feet away from school grounds.

Health Procedures

The following procedures will require a JCISD School Procedure Authorization form:

1. Gastrostomy feedings and venting
2. Oral and tracheostomy suctioning
3. Oxygen
4. Urinary Catheterization
5. Ventilator
6. Vagus Nerve Stimulator

The School Procedure Authorization form should include:

1. A written order from the physician stating the health procedure, frequency, time, and physician's signature.
2. Student's name and birthdate.
3. A dated signature of parent/guardian

The School Procedure Authorization form must be completed and filed every school year. A procedure may be changed or discontinued with a signed prescription from the child's physician. It may be sent by fax.

The parent is responsible for providing equipment and supplies for health procedures given during school hours.

Immunizations

In order for students to begin receiving services or to start school, immunizations need to be up to date or a completed immunization waiver must be filed with the school office. Students up to the age of 18 are required by the Jackson County Health Department to be current on immunizations. Students already enrolled in school and over the age of 18 are strongly encouraged to maintain current vaccinations to ensure the health of the total school population. Parents must contact the Jackson County Health Department for an Immunization Waiver appointment, if desired.

Illness Policy:

Children should stay home or will be sent home if they are experiencing any of the following symptoms not related to other known or diagnosed medical conditions.

1. Fever of 100.4 or above
2. Vomiting
3. Diarrhea
4. Sore throat
5. New uncontrolled cough
6. New onset of severe headache
7. Difficulty breathing
8. Eye drainage
9. Ear drainage
10. Rash (unless their doctor has found that it is not contagious)
11. Open wound(s) that cannot be kept covered

If a student comes to school with any of these symptoms, they may be sent home. Your child must be picked up **within 1 hour** of the initial phone call.

- **Keep your child home until their fever has been gone for 24 hours without medicine.**

- **Keep your child home for 24 hours after their last vomiting or diarrhea episode.**

- **If your child's illness requires an antibiotic, they must be on the antibiotic for 24 hours before returning to school.**

* If your child has been seen in the Emergency Department, has had surgery or has been hospitalized, transportation will be stopped and he/she will require a "Return to School" form to be completed and signed by the treating provider prior to returning to school. This form must be received in the North Campus Nursing office before transportation will be reinstated for your student.

This form can be obtained from school, or found on the JCISD website. Return to School forms can be emailed to JCISD Nurses : katie.patterson@jcisd.org or Katheryn.mckinney@jcisd.org

In the event, you are not able to obtain a Return to School form, you may have the provider write a note that includes the date your child may return to school and if there are any restrictions. This information helps us to ensure your child's medical needs are being met. The form/note can be faxed to 517-787-1932.

You are expected to pick your child up from school when your child is ill upon arrival or becomes ill at school with symptoms identified in the illness policy. The following procedure will occur:

1. Parents/guardians will be notified of the illness by telephone. Pick up is expected within one hour of the notification.
2. If there is no response from the parent/guardian, all contacts on emergency form will be called.

In case of a medical emergency, the following procedure will occur:

1. School nurses will call 911 immediately if a student requires an ambulance and emergency room care.
2. Parents/guardians will be notified of the emergency.
3. If there is no response from the parent/guardian, all contacts on emergency form will be called.
4. If no response from parent/emergency contacts, then police may be notified to assist with locating parents. Parents/caregivers who cannot be reached will be asked to give additional emergency contact names/phone numbers, cell phone numbers, e-mail address and make/model/license plate number of their vehicle.

REMINDER - NO STUDENT WILL BE RELEASED TO ANYONE <u>NOT</u> LISTED ON THE STUDENT'S EMERGENCY FORM WITHOUT EXPRESSED PERMISSION FROM THEIR GUARDIAN. IF WE ARE NOT FAMILIAR WITH THE PERSON SENT TO TRANSPORT YOUR CHILD WE WILL ASK FOR IDENTIFICATION.

Students that arrive at school with unusual markings on their skin will be assessed by a nurse and proper documentation will be made. Communication is helpful from parents/guardians with an explanation when their child has an unusual mark on their skin obtained during non-school hours.

The district has a school nurse with an office at JCISD's North Campus. The nurse's duties include seeing ill students, contacting parents or physicians when necessary and overseeing the health, medications and special health procedures for students. Occasionally a student emergency arises which cannot be handled in the school and 911 will be called.

Teacher Assistant/LPN's are Licensed Practical Nurses who work in classrooms as a teacher assistant, but also provide health care and procedures as needed. They ride school buses that carry medically fragile students and provide for their needs during transportation.

Staff is trained to perform certain procedures and must follow JCISD's protocol.

Head Lice

Head lice do not pose a significant health hazard, but in a school setting it does require immediate attention in order to prevent it from spreading. Lice are most commonly spread by direct head to head contact. Due to our type of setting, students are often in direct contact with their classmates and classroom staff.

Procedure: Lice (Pediculosis)

1. If a student is suspected to be infested with head lice, the student will be referred to the school nurse or designated staff member.
2. If live lice are found or the nits are $\frac{1}{4}$ inch or less from the scalp, the student will be considered to have a viable head lice infestation. The parent/legal guardian will be notified and provided with information regarding head lice and treatment options.
3. A letter will be sent home with classmates notifying the parent/guardian that there is a suspected case of head lice in the classroom.
4. A parent/legal guardian must bring the student to school, after the student has been properly treated, to be checked by the school nurse or designated staff member. The student will be readmitted to school if no live lice are found.
5. Transportation will resume once no live lice are found.

The Michigan Department of Education Head Lice Manual can be found here.

Bed Bugs

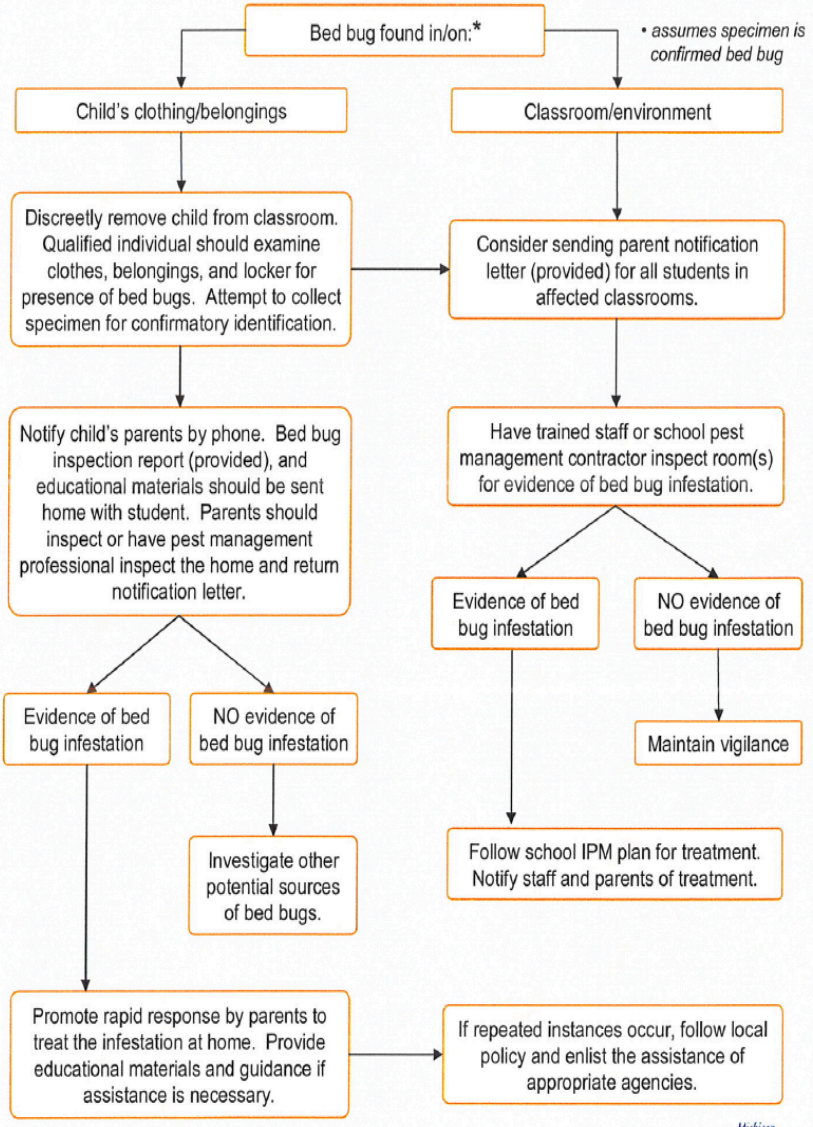
Bed bugs are small, wingless, blood-sucking insects. They feed on warm-blooded animals, such as birds, bats and humans. They hide in cracks and crevices of beds, wooden furniture, floors and walls during the day and come out at night to feed on sleeping hosts. Bed bugs are not caused by poor hygiene or bad housekeeping. Bed bugs are not known to spread disease.

Procedure: Bed Bugs

a) If a student is found to have a bed bug on them, on their personal belongings, or if there is a suspicion of bedbugs in the home, the student will be referred to the school nurse or designated school personnel. If bed bugs are confirmed, student's personal items will be placed in a sealed container while at school and on JCISD transportation. Students will **not** be excluded from school due to bed bugs unless efforts have not been made to remedy the situation at home and it persists. Ultimately, this decision will be up to the discretion of school officials.
b) The School Response Flowchart from Michigan Bed Bug Working group will be used to determine what actions need to be followed.
c) The parents/guardians of the student will be called.
d) A letter will be sent home with students who are in the same classroom or ride the same bus as the affected student.
e) Custodial staff and transportation will be informed of findings so proper cleaning protocols can be followed.

Bed Bugs: School Response Flowchart

School Responsibility:
Providing a healthy, pest-free environment in which students can excel
Parent/Caregiver Responsibility:
Providing a safe and healthy living environment for the student



See the Schools and Daycares section of Michigan's Bed Bug Prevention and Control Manual for detailed instructions.
Michigan Bed Bug Working Group (May 2010)

Ringworm

Ringworm of the body is a highly contagious fungal infection of the skin, hair, or nails. It is spread by skin to skin touching or touching an infected object. Ringworm is generally, but not always, ring shaped.

Procedures

1. If the student is believed to have ringworm, a parent/guardian will be notified and requested to pick the student up from school. Students may return once treatment has started. The affected area must remain covered at all times at school until resolved.

Soiled Clothing

To ensure a safe, hygienic, and healthy environment for all students and staff, the school does not launder clothing on-site that has been soiled with **bodily fluids** (including blood, urine, feces, or vomit).

- **Handling of Soiled Items:** In the event of an accident or illness, the affected clothing will be placed securely in a sealed plastic bag and sent home with the student at the end of the day.
- **Spare Clothing Recommendation:** Parents/guardians of younger students, or students prone to accidents, are strongly encouraged to keep a labeled change of seasonal clothing in their child's backpack or locker.
- **Health and Safety:** This policy strictly follows biohazard safety and infection control guidelines to prevent the spread of germs.

Student Attendance Policy

It is important for students to attend school each day as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, please contact the school office to explain your child's absence.

Notification of Absence

It is important for students to attend school daily as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, please contact the school office, 517-787-8910 to explain your child's absence and notify JCISD transportation at 517-788-5904. A determination for excused or unexcused absences will be made by the school supervisor or designee.

Excused absences typically include:

- Illness (with a written statement from a physician)
- Doctor appointment with a note from the physician
- Religious holidays
- Extreme emergency
- Funeral/Death in the family
- Lice (3 days)
- School related and approved activities, i.e. Special Olympics or educational trip.

Absent Notified:

- Illness but parent/guardian notified prior to or morning of the absence.

Unexcused absences may include:

- Illness with no doctor's excuse/no notification
- Babysitting/caregiver
- Vacations

In cases where absences are due to an extended or chronic illness, health condition, or behavioral issues, modifications may be made to the notification schedule. Each case will be reviewed individually before a letter of concern is sent.

Notification of absence concerns will be sent to parents according to the following:

- Letter of concern with community resources to assist with absences will be mailed home once a student has reached their 5th unexcused absence or tardy. The family will be contacted by a school social worker.
- Letter of concern with community resources will be mailed home once a student has reached their 9th unexcused absence or tardy.
- Potential referral to JCISD's Truancy Officer once a student has reached either 10 or more unexcused absences or when they reach up to 10% days absent of total possible days.

Tardy

Any student that arrives at school 15 minutes after the start time will be marked Tardy. All students arriving at school after the school day start time must be signed in by a parent/guardian in the front office.

JCISD Transportation - 517-788-5904

If your child will not be riding the bus to or from school on a regularly scheduled school day, please contact the transportation office to notify them.

Due to the tight schedule of the bus routes, drivers will wait for a maximum of 2 minutes for your child to get on the bus before leaving for their next stop.

If your child is absent for three days and you do not notify the transportation office, the bus will not return for pick up until you call transportation.

Rights of Homeless Students

Students who meet the federal definition of "homeless" have certain rights related to education. Students, parents and/or

guardians who need information regarding rights for homeless students and/or who want to file a dispute related to these rights may contact our Attendance, Truancy and Special Populations Coordinator at 517.768.5264 or Kimberly.brown@jcisd.org or Anita Swan, anita.swan@jcisd.org 517-867-5939, McKinney Vento Liaison - JCISD Special Education

Cell Phone Use

Personal Cell Phone/Electronic Devices Policy

In order to reduce distractions to the learning environment as well as power struggles that often lead to student behaviors, the use of personal electronic communication and listening devices including but not limited to cell phones, iPods, iPads, MP3 players, etc. may only be used on the bus, before class begins, or during breaks with staff permission. Any personal electronic device should be turned off and put away once school is in session. Devices can be placed in the student's backpack, locker, or locked in a designated area in the classroom. Any student who wishes to contact home during the day will be permitted to do so from the office. If students do not comply with putting personal electronic devices away appropriately, parents/legal guardians will be contacted to pick up the device from school. Failure to follow these guidelines may result in disciplinary action. Please reference Board Policy 5209.

Disciplinary Procedures & Student Behavior

The students receiving their special education programming located in local school districts will follow the local district's discipline policies and procedures. See the local district's handbook for their specific discipline policy.

It is the responsibility of the JCISD staff to encourage appropriate behavior by giving students consistent, positive feedback and reinforcement. When inappropriate behavior occurs, a variety of strategies can be used to assist the student. In cases of chronic or severe behavior,

a meeting with support staff, classroom staff and parents/guardian is arranged to determine the necessary interventions.

Behavior management techniques may include restrictive measures but this will be addressed through a formal behavior plan that will include parent notification and consent.

Positive Behavior Supports

It is the goal of the Local Based Leveled Programs to provide the most positive and least restrictive procedures appropriate for the student. Positive support may include verbal praise, token economy, rewards, special activities, etc.

Suspension

Suspension is defined as a temporary removal of the student from the classroom operated by the Jackson ISD. Suspension generally refers to a period of 1-10 days. The student will be provided the opportunity to explain what s/he did and his/her reason for acting in such a manner prior to any disciplinary decision being made. Additional factors that will be considered include the student's age, the nature of the student's disability, the history of behavior interventions with the student, the seriousness of the violation or behavior, whether the student action threatened the safety of others, whether restorative practices are appropriate in the circumstance, etc. If the situation involves a weapon, MCL 380.1311 additional questions must be asked which could impact the disciplinary action taken.

For special education students, total suspensions cannot exceed an aggregate of more than ten (10) days without a Manifestation Determination Review meeting called to determine if the discipline is a result of the student's disability and to ensure the student's placement is

meeting their needs. At this time we may involve our school psychologist/clinical psychologist to examine or rewrite an existing behavior plan.

Students who may be a threat to themselves or to the well-being of others and who may not be able to benefit from their school program may be considered for an alternative placement by the student's IEP members.

Seclusion & Restraint

There are some situations in which it is necessary and appropriate to seclude a student from other students or restrain a student from harming himself or others. In each such situation, the care, safety, welfare and dignity of each student will be considered, the incident will be documented and assessed, and the parent/guardian will be notified of the reason, duration and outcome. Seclusion will always be for a short period of time reasonably calculated to address an emergency or to assist the student to regain control of his behaviors. Restraint will only be used in emergency situations. More information is available in Policy 5211.

State Law Discipline Requirements

Parents are reminded that as a Public School Entity, all students have to abide by the mandate of the Revised School Code (MCL 380.1311-.1313), federal statute (20 USC 71510), as they relate to the possession of weapons and drugs, and with respect to various threats, except where their disability may be a factor. JCISD Board policies 3408, the possession of a weapon is prohibited. Weapons include, but are not limited to: firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

Bullying and Harassment

We strive to provide a safe nurturing educational environment for all students in JCISD Operated Classrooms. Bullying behavior toward others is prohibited. This includes written, physical, verbal and psychological abuse toward another student(s) which cause or threatens to cause bodily harm, creates reasonable fear for personal safety, substantially interferes with educational opportunities or has a substantial detrimental effect on a student's physical or mental health.

- Physical- may include hitting, kicking, spitting on, pushing, damaging personal property
- Verbal- may include taunting, malicious teasing, insulting, name calling, making threats
- Psychological- may include spreading rumors, manipulating social relationships, coercion or engaging in social/shunning, extortion or intimidation. This may occur in a number of ways including, but not limited to, notes, emails, social media postings, verbally

Violation of this standard may result in disciplinary action per Board policy 5207.

Dress Code

School appropriate clothing must be worn that complies with the building's dress code policy.

Support Services

Health Care Services

Health care services are provided by a registered nurse (RN). The RN duties include reviewing all medical and health records and supervising the health needs of the students. They are also responsible for attending to illnesses, accidents and emergency situations.

Audiology Services

Audiology services include complete diagnostic audiological assessments to students in Jackson County and are provided by a licensed audiologist. The audiology department also provides services and support to local school districts for deaf and hard-of-hearing students that are enrolled in their programs. These services include, but are not limited to, providing personal FM systems, classroom amplification systems, acoustic evaluations, and support to teachers. The audiologist can also serve as a communication link between medical/clinical professionals regarding information about a student's hearing loss to serve that student's educational needs appropriately. Audiology evaluations are offered annually to all JCISD students either by our audiologist or the Jackson County Health Department. Student demographic information may be provided to the Jackson County Health Department for students needing further assistance. In addition, our audiologist may be asked to evaluate a student's ears by an RN or staff member.

Physical Therapy (PT)

Physical Therapy (PT) is provided by a Physical Therapist, whose responsibility is to assess the needs of the students and carry out individual therapy prescriptions/treatments, driven by the selected IEP goals. In addition, the PT serves as a consultant to classroom staff – training them in proper exercising and positioning of physically involved students. The PT is assisted by a physical therapist assistant (PTA) in some cases. The PT and PTA deliver direct therapy but also train staff in procedures to be used in the classroom for maintaining a student's abilities or physical status.

Occupational Therapy (OT)

Occupational Therapy (OT) is provided by an Occupational Therapist whose responsibility is to assess students and develop and implement treatment plans, which are driven by the selected IEP goals. The OT carries out occupational treatment programs related to sensory-motor, fine motor, visual perceptual skills and activities of daily living. The OT consults with classroom staff and provides adapted equipment to integrate these attained skills into the student's daily routine.

Speech & Language Services

Speech and Language Services are provided by a Speech and Language Pathologist (SLP). The SLP works directly with students and staff within individual classrooms, providing a variety of language experiences and materials suited to meeting the varied communication goals of students. CORE language, sign language, picture and symbol systems and augmentative communication devices are all a part of JCISD's Speech and Language program.

Social Work Services

Social work services are provided as needed by a licensed social worker.

Field Trips/Community Outings

Trips will be taken within the local area, which will be of interest and educational value to the students. Usually, you will be informed of trips in advance, but occasionally we will contact you by telephone for a special event.

Transportation of students on trips will be made by school vehicles driven by Jackson County Intermediate School District drivers (JCISD) and/or JCISD staff. The trips are under the direct supervision of your child's teachers and staff.

Volunteers

Volunteers are occasionally needed for special events. It is the policy of Jackson County Intermediate School District that all volunteers submit to a criminal background check before volunteering takes place. Any individual who will have direct contact with students may require fingerprinting at the volunteer's expense as well as an interview. Volunteer opportunities must be approved by the principal or designee. Volunteers need to be at least 14 years old.

Child Safety GPS and Audio Child Tracking/Monitoring Systems:

Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

The Principal/School Designee must be given access by the parent to be a school guardian on the device. This will ensure the Listen-In feature is disabled during school hours due to privacy concerns.

Use of Tobacco and Non-Tobacco Nicotine Products

Students are prohibited from using and possessing tobacco and non-tobacco nicotine products on district property and at district-related events. Families and visitors are prohibited from using tobacco and non-tobacco nicotine products on district property and at district-related events. More information is available in Board Policy 3102.

Drug and Alcohol Prevention

The use of illicit drugs and the unlawful possession, sale and use of alcohol is wrong and harmful. Students who violate this standard may be disciplined and could be referred for prosecution. Students and parents who want assistance with these matters may ask school for information and referrals for substance abuse counseling. More information is available in Board Policy 5530.

Search and Seizure

In situations where there is reasonable suspicion; items including but not limited to lockers, backpacks, desks, may be searched by a school official per Board policy 5103 .

Commonly Used Abbreviations

ASD – Autism Spectrum Disorder
BIP – Behavior Intervention Plan
ECDD – Early Childhood Developmentally Delayed
ECP – Early Childhood Program
ECSE - Early Childhood Special Education
IEP – Individualized Educational Program
IFSP – Individual Family Service Plan
LPN – Licensed Practical Nurse
MiCI - Mildly Cognitively Impaired
MOCI – Moderately Cognitively Impaired
OT – Occupational Therapist
PBIS – Positive Behavior Intervention System
PPP – Parent Paw-tner Program
POHI – Physically or Otherwise Health Impaired
PT – Physical Therapist
REED – Review of Existing Evaluation Data
RN – Registered Nurse
SCI – Severely Cognitively Impaired
SLP – Speech & Language Pathologist
SXI – Severely Multiply Impaired
YAP – Young Adult Program

Community Support Agencies

Jackie Morris- disAbility Connections 517-990-8061

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator: Director of Special Education, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5129, amy.rogers@jcisd.org;
Assistant Superintendent/Principal, Jackson Area Career Center, 6800 Browns Lake Road, Jackson MI 49201, 517-768-5100, dan.draper@jcisd.org;
Principal, Lyle A. Torrant Center, 1175 W Parnall Road, Jackson MI 49201, 517-787-8910, brittany.orourke@jcisd.org;
Designated Section 504 Coordinator: Superintendent, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5258, maureen.keene@jcisd.org;
Designated Civil Rights Coordinator/Employment Compliance Officer: Director of Human Resources, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5155, elizabeth.gayle@jcisd.org;

Employee and Community Relations Manager, 6700 Browns Lake Road, Jackson MI 49201, 517-768-5279, marcus.gill@jcisd.org.

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at JCISD.ORG. To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.