



SPECIAL EDUCATION

STUDENT-PARENT HANDBOOK

2024-2025

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FOREWORD

This parent handbook was developed to answer many of the commonly asked questions that you and your child(ren) may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available to frequent reference by you and your child(ren). If you have any questions that are not addressed in the handbook, you are encouraged to talk to the classroom teacher or the special education supervisor.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of July, 2024. If any of the policies or administrative guidelines referenced herein are revised after July, 2024, the language in the most current policy or administrative guideline prevails.

DICKINSON-IRON I.S.D. MISSION STATEMENT

The entire staff of the Dickinson-Iron Intermediate School District is committed to working together in a positive manner. We believe that all students can learn. We will work cooperatively with all partners; schools, families and communities, to provide quality services, which will allow students to have a meaningful educational experience and achieve their maximum potential.

ENROLLING IN SCHOOL

The local resident district refers all students to the DIISD's classrooms. If the Dickinson Iron I.S.D. classroom is determined to be an appropriate placement, then a meeting will take place with representatives from the resident district and the DIISD in order to complete the required paperwork.

WITHDRAWAL FROM SCHOOL

Any family who wishes to withdraw their child from the school should contact the director or the special education supervisor at the Dickinson Iron I.S.D.

HOMEBOUND SERVICES

Homebound services will be offered when an illness or injury restricts a student from coming to school. The student will be required to have a doctor script to receive this service. Please contact the school director for further information.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believe he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should contact: Tricia Meneguzzo, Director of Special Education at the DIISD, 906-779-2692.

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any person making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PRIVACY POLICY REGARDING STUDENT INFORMATION

Confidentiality of information must be primary. The Family Educational Right to Privacy Act (F.E.R.P.A.) requires strict observance of the right to privacy and under severe penalty prohibits sharing ANY information about persons or their activities unless a clearly demonstrated need and right to know exist. See F.E.R.P.A. information attached.

ACCESS TO SCHOOL FILES AND RECORDS

Cumulative records are available for review by parent/guardian after a request has been made to the Special Education Supervisor or Director at least 24 hours in advance. Student records are confidential.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent/guardian who wishes to review materials or observe instruction must contact the Special Education Supervisor or Director prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT ASSESSMENT

Our students participate in the MI-Access assessment program. MI-Access was developed by the Michigan Office of Special Education and Early Intervention Services to assess educational progress of children with disabilities. This assessment is performance based and utilizes teacher observation and scoring criteria. Similar to its general education counterpart, the MEAP, MI-Access is given at certain grades and ages: grades 3rd through 9th, ages 9-14, and 11th grade, 17 years old.

TRANSITION PLANNING

This process allows both the parent and student an opportunity to address questions about the future. Such questions as future employment, living and housing arrangements, transportation, living in the community and utilizing public resources are considered a part of transition planning.

Transition planning offers your son/daughter a chance to explore options that will assist him/her in becoming more independent as they begin to leave the educational setting. Development of this plan is based on your son/daughter's individual needs, as well as taking into account his/her preferences, interest and abilities, and is part of the IEP meeting discussion. Each student must have a transition plan in place in their IEP prior to their 16th birthday, although transition plans may be added at an earlier age if deemed necessary by the IEP team.

GRADES

The DIISD MOCI programs are considered ungraded schools serving students between the ages of 3-26. Student placement is based on IEP recommendations.

PARENT INVOLVEMENT

The Board has always recognized and esteemed the rights of parents and legal guardians to determine and direct the care, teaching, and education of their children. The Board welcomes and encourages parental/legal guardian involvement in the schools and is committed to a partnership to develop each student's intellectual capability and vocational skills in a safe and positive environment

The following activities are included for parent involvement/communication:

- Regular home-school communication
- Provision of a parent/student handbook
- Parent support activities
- Multiple opportunities for student progress reporting
- Involvement in decision making about your student's educational needs
- Participation in school functions or events
- IEP team meetings

PARENT-TEACHER COMMUNICATION

Communication among families, students, and DIISD staff is what helps all of us do our best. The preferred method of communicating information regarding your son/daughter is to speak directly with the staff who work with him/her. There are times when you may need or want to speak with the Special Education Supervisor or Director to relay a concern or compliment. Due to our spending time in classrooms and in meetings, there will be times when you are asked to leave a message for the Supervisor or Director. For this reason, you should call to make an appointment rather than drive to the administrative building without knowing our availability.

Please call your child's classroom to inform us when your son/daughter will be absent for illness or any other reason. Also, it is very important that you notify the school in writing whenever you have any change of address or phone number so we can keep our emergency information current. You may leave your message on voicemail during the times when staff are not present.

CLASSROOM VISITS/OBSERVATIONS

The following procedures are based on our district policy #9150 listed below.

PARENTAL CLASSROOM VISITS

In order to avoid disruption of the classroom, parental visits should be brief. Prior approval by classroom teachers or administrators is required. If a parent needs to spend time talking with the teacher, a before or after school meeting should be scheduled. There are many opportunities throughout the school year for parents to be able to participate in school/classroom activities such as Community based activities, classroom parties, etc. Sometimes there may be extenuating circumstances. Each situation will be considered on an individual basis. Our goal for the DIISD classrooms is to be consistent in following these procedures to ensure the safety, confidentiality and instructional time for all students.

CLASSROOM OBSERVATIONS

- Observations are opportunities to view lessons/activities that are happening in the classroom.
- Observations should be kept to a minimum and limited to one hour or the length of the activity.
- Prior approval by the teacher or administrator is required. If a parent needs to spend time talking with the teacher, a before or after school meeting should be scheduled.
- Sometimes there may be extenuating circumstances. Each situation will be considered on an individual basis.

PROCEDURE FOR VISITOR REQUESTS TO VISIT SCHOOL/CLASSROOMS

1. To ensure the safety and security of students and staff, all visitors to the DIISD classrooms must check in at the office of the local district.
2. Parents/guardians are welcome to visit their child in his/her classroom provided:
 - The visit does not disrupt the instructional process or classroom activities.
 - Staff members are not interrupted while working with students or delivering instructions.
 - Questions are directed to the teacher in charge (not assistants, aides, paraprofessionals, student teachers, etc.) at an appropriate time outside of the instructional program.
 - The visit does not take place during student testing.
3. Any parent/guardian or visitor to the DIISD classroom who fails to observe these guidelines or is disruptive, may be asked to leave the building.

Our goal for the DIISD classrooms is to be consistent in following these procedures to ensure the safety, confidentiality and instructional time for all students.

Policy 9150: SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the District, it is necessary to invoke visitor controls.

The Superintendent or appropriate administrator has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the appropriate administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Non Staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the appropriate administrator after consultation with the teacher whose classroom is being visited. Classroom visitations must not interrupt the educational process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy [9130](#) - Public Complaints, a copy of which is available at the Board office and at each school.

Except as set forth in District policy, canines brought on the premises by law enforcement personnel for law enforcement purposes, or in the case of "service animals" required for use by a person with a disability.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting programs or facilities on an unofficial basis shall make the appropriate arrangements with the administrator. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a facility or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the administrator as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board. If the Board member believes the situation or condition is serious enough, s/he may wish to also inform the Superintendent.

ATTENDANCE

Because we believe that regular school attendance is an asset to the learning process, the following procedures have been established:

Excused Absences

- Please call the teacher in the morning if your student will be out of school for the day. If possible, also call the bus driver.
- Absence for reasons such as vacations or other non-school activities should be prearranged with the teacher.

Unexcused Absences

- If a student has three consecutive unexcused absences, or ten absences in a semester, the teacher must complete an Excessive Absence Report and submit it to their immediate supervisor. This will result in an investigation by the administration.
- Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

BEHAVIORAL EXPECTATIONS

DIISD staff members encourage appropriate behavior by giving students consistent, positive feedback and reinforcement (verbal praise, token economy, rewards, special activities, etc.) A variety of behavior support strategies may be implemented to help address your child's needs. Use of more intensive strategies may also be utilized in an effort to change a student's behavior and maintain safety for the student and others.

RESTORATIVE JUSTICE

Pursuant to new MCL 380.1310d, the 7 mitigating factors are considered for any discipline recommendation over 10 days (long-term suspension or expulsion)

1. *Pupil's age;*
2. *The pupils disciplinary history;*
3. *Whether the pupil has a disability;*
4. *The seriousness of the violation or behavior committed by the pupil;*
5. *Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member;*
6. *Whether the Restorative Practices will be used to address the violation or behavior committed by the pupil; and*
7. *Whether a lesser intervention would properly address the violation or behavior committed by the pupil*

BULLYING

It is the policy of the ISD 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 the subject matter or motivation for such impermissible behavior. "Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
Bullying can be physical, verbal, psychological, or a combination of all three.

Some examples of bullying are:

1. Physical — hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal — taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological — spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, e-mails, social media postings, and graffiti.

Please go to <http://neola.com/dickinson-mi/> to view District Policy #5517.01 on bullying and harassment.

POSITIVE BEHAVIOR SUPPORTS/POSITIVE BEHAVIOR SUPPORT PLANS

Positive support teaches a student alternative strategies for addressing the cause (or function) of their behavior (anger, expressing their feelings, coping with difficult situations/changes and helping meet their needs using less disruptive and more socially appropriate strategies). For safety purposes, a Positive Behavioral Support Plan may also include emergency procedures, which may include the use of Seclusion or Restraint in accordance with State Board Policy/Guidelines. Teachers and essential staff are trained in de-escalation and restraint through Handle With Care Training. Data collection and frequent review of this data is an expectation of all educational staff so that skills, techniques and strategies used to address behavior can be bridged across a student's entire day maximizing learning opportunities and providing a consistent adult response regardless of the setting.

COMMUNITY BASED EDUCATIONAL EXPERIENCES

Occasionally off campus field trips or community experiences are planned to support the student's goals. Community experiences are defined as trips during the school day that are part of the DIISD curriculum to enhance the student's learning experience. These trips include, but are not limited to, visiting a grocery store, job sites, and volunteer experiences. A "blanket" permission has been sent to the parent/guardian of each student and will remain in effect until revoked in writing by the parent/guardian. The classroom teacher will notify parents/guardians on all scheduled field trips. If you do not want your student to attend a specific field trip, inform the classroom teacher in writing prior to the trip. Revocation of permission is not effective until the ISD acknowledges receipt of the written revocation.

TRANSPORTATION INFORMATION -

School Cancellation: Information regarding school cancellations will be publicized on local TV and radio stations, and can also be received through the school's information system.

School Delays: Information regarding school delays will be publicized on local TV and radio stations, and can also be received through the school's information system.

Information Changes: After the IEP meeting, or temporary placement for new students and/or changes in present student address, the Transportation Departments needs two (2) day notice prior to picking students up.

Students Who Are Transported In Wheelchairs: Transportation must be advised whenever there is a change in a wheelchair, whether it be to a new larger model or changing to a different type of wheelchair. These changes also require a two (2) day notice.

Student Absence: If your student will not need transportation one or both ways for any reason, please call your student's bus driver Schilleman Bus Service at 906-239-4343.

Release of A Student During The School Day: If your son/daughter leaves during the school day due to a doctor appointment, etc., and will not be riding the bus home, please notify the classroom, so that they are able to notify the bus driver.

PROCEDURE FOR DONATING EQUIPMENT TO DIISD

The school accepts and appreciates donations of wheelchairs and other equipment that can be used by our students. For safety and liability reasons, our district has a safety review process for all donated items. Once the review has been completed, if the equipment is "usable", we will send the donor a form that can be used for donations on income tax returns. If a donated piece of equipment is not needed by ISD or if it does not pass the safety review process, the donor has the option of taking it back. Donated items deemed safe and usable go into the building and become district property. Please call the classroom teacher or special education administration before bringing out items for donation.

SCRIPTS FOR PHYSICAL THERAPY

If your son or daughter receives physical therapy services at school per their IEP, a script signed by your physician must be on file at the DIISD each school year. For physical therapy services, a signed script is a requirement from the State of Michigan.

MEDICATION ADMINISTRATION GUIDELINES - DIISD

Medication is defined as prescription, non-prescription and herbal medications, and includes those taken by mouth, by gastrostomy tube, by inhaler, those that are injectable, and those that are applied as drops to the eyes, nose, or medications applied to the skin.

Medication Administration

- The student's parent/guardian is responsible for completing the Medication Order Form and thus supplying a written request that medication be administered to the student.
- This request must be accompanied by written physician orders which include the name of the student, medication name, dosage, and route of administration, and time the medication is to be administered.
- Parental request and physician order shall be renewed on a yearly basis. *New orders must be on file in the nurse's office by the first week of school. Orders from previous years will not be honored, and routine medications cannot be administered without current orders.*
- No changes to dose of medication or time of administration shall be made without written physician instruction. Nursing staff may administer medication within 30 minutes of prescribed time, unless special arrangements are made.
- Any person giving medications will document administration on the Med Log— which contains the student's name, name and dosage of medication, and date and time administered.

While at school, medications will be administered by a nurse unless other specific arrangements are necessary. When a student leaves the building on a field trip, the following guidelines apply:

- Medication may be administered by classroom staff in the presence of another adult. Student name, medication name and dosage, and time will be double-checked by both adults and documented on the field trip medication administration sheet.
- For students who receive Diastat, a form will be completed and signed by the student's physician. The form also includes specific orders as to what measures will be taken in the event a seizure should occur. The completed permission form will be good for the entire school year of 2023-2024, unless parents notify nursing staff of specific health changes.
- Students may not self-administer medications at the DIISD. Exceptions need to be discussed with the Special Education Supervisor.
- Should a medication error occur, the error will immediately be reported to administration. Written documentation will be completed and the student's parent/guardian will be notified promptly. The student's physician will also be notified when indicated.

- In order to maximize student instruction time the school nurses will only dispense medications that need to be administered during the school daily. Please help us out by scheduling as many of your son or daughter's medications/treatments to be given at home whenever possible.
- In the event a student passes away, the school nurses will properly dispose of any unused medications here at school. (Unless otherwise indicated by the student's physician.)

Storage

Medications shall be stored in a locked space in a locked container.

- Medications shall be in a properly labeled container prepared by a pharmacy or physician, and labeled to include student name, medication name, dosage, and frequency.
- All medications sent in from home will be signed in and counted by a member of the nursing staff.
- Certain emergency medications may be kept with the student for emergent use, but they will remain locked and labeled as previously stated.

BOTTLE LABELING REQUEST

1. All medication must be sent to school in pharmacy filled containers. The label shall contain the student's name, name of medication, dosage and time medication is to be given. The label and physician order shall correspond with the exact same information. We *must* have an order from the physician before giving any medication.
2. The nursing staff will be sending reminders home in advance of the date we need a refill of medication.
3. When you fill a prescription at the pharmacy, please remind the pharmacist that you need a "School Bottle" as well with the proper label on the bottle.
4. In the event of physician ordered changes in a student's medication, the school nurse needs to receive such orders directly from the physician by FAX or by written prescription before the new orders can be instituted.

IMMUNIZATIONS

All students must provide the school with a record showing that your child has received all of the following immunizations:

ENTRY REQUIREMENTS FOR ALL PUBLIC & NON-PUBLIC SCHOOLS		
Vaccine	Age 4 through 6 years 7 years through 18 years Including all 6 th grade students	
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses D and T OR 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years IF 5 years since last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	3 doses
Measles, Mumps, Rubella	2 doses on or after 12 months of age	
Hepatitis B	3 doses	
Meningococcal	None	1 dose for children 11-18 years of age
Varicella' (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

Current laboratory evidence of immunity is acceptable instead of immunizations with antigen.

For more information, please refer to www.michigan.gov/immunize

****All doses of vaccines must be given with appropriate spacing between doses at appropriate ages to be considered valid.***

*For waiver information, please contact the Dickinson Iron Health Department at: (906) 774-1868 or (906) 265-9913.

COMMUNICABLE DISEASE

1. Students having a communicable disease condition should not be sent to school unless they are no longer contagious. Determination of whether a condition is contagious enough to prevent school attendance should be made by the student's physician or Health Department. If school personnel disagree with this decision, final recommendations on school attendance will be made by the school nurse and school Director or Assistant Director in consultation with the DIISD Special Education supervisor or director.
2. When a communicable disease exists in a classroom in sufficient numbers, parents/guardians will be notified. A form letter and a description of the disease will be sent to parents/guardians. The health department also will be notified of appropriate communicable diseases.
3. In order to maintain the health and wellbeing of students and staff, please keep your son or daughter home when they are showing signs of illness. Your family physician is most qualified to diagnose and treat your son or daughter. It is not within our nurse's responsibility to make medical diagnosis.

STUDENT INJURY PROCEDURE

In the event of an accident or injury, the parent/guardian will be immediately notified for any required medical attention. If a parent/guardian cannot be reached, and the injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or a hospital for treatment by ambulance. This action will not obligate the district to assume financial responsibility for treatment.

In the event of a head injury or any significant injury, nurse/staff will notify parents by phone of the incident. If the parent cannot be reached, a message will be left and staff will pursue contacting an emergency contact. A note will also be included in the student folder.

STUDENT ILLNESS

One of the problems most often confronting a parent of school-age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. Please follow the following guidelines for children's illnesses.

Dickinson Iron I.S.D.

Special Education Department Illness Policy and Procedures

COLD/FLU – Keep the child at home until coughing, runny nose, or fever has subsided. **DO NOT** send a child to school for **24 hours after symptoms have subsided.**

FEVER – (101 degrees F. or more) A fever is a sign of infection. Keep the child home for **at least 24 hours after fever is gone without the use of fever reducing medication.**

VOMITING/DIARRHEA – Child is to be kept home for **24 hours after both have stopped.**

IMPETIGO – Small, red pimples or fluid-filled blisters with crusty yellow scabs, usually found on the face, but may be anywhere on the body. Consult the child's health professional for a treatment plan. **Children may return to group settings when antibiotics are started and sores have dried up.**

STREP THROAT – Symptoms may include sore throat, fever, stomachache, headache, swollen lymph nodes in the neck, and decreased appetite. Keep the child at home **24 hours after** medication is started.

SCARLET FEVER – A fine, red rash caused by a strep infection that makes the skin feel like sandpaper. Follow the same guidelines as for strep throat.

CHICKEN POX – Contagious for 1-2 days before rash appears, and until all blisters have scabs and no new blisters are forming. Children can return to school after **all** scabs are dry.

PINK EYE (CONJUNCTIVITIS) – There are several types of conjunctivitis with varying incubation and contagious periods. Consult a health professional for diagnosis and possible treatment. Most types of pink eye are not a cause for exclusion from group settings and should generally be treated the same as you would a common cold.

HEAD LICE – **Children must be nit-free before returning to school.** If you need information on detection or treatment, contact your child's teacher, the Health Coordinator, or the Health Department. Pamphlets and videos are available. **Parents must accompany the child to school the day they return so staff can confirm that the child is nit-free.**

SCABIES (MITES) – An infestation of the skin by small insects called mites. Must be treated by a health professional. Children may return to group setting after treatment has been completed and recheck is performed by a health professional.

THRUSH – Yeast infection of the mouth, usually with white patches on the inside of cheeks and on gums and tongue. Must be seen by a health professional for prescribed medication.

FIFTH DISEASE (SLAP CHEEK) – Virus that can last 1-2 weeks. Blotchy rash on cheeks and all over the body; can be itchy. Does not respond to antibiotics, as it is viral. Use the same precautions as for cold and flu.

HAND, FOOT, MOUTH DISEASE – Mild childhood illness. May last 1-3 weeks. Follow recommendations made by a health professional.

If a student has been hospitalized or has been absent because of an extended illness, we ask that you please provide the school with a written release from the doctor for their return to school. This release slip should also clearly outline any treatments, medications, or restrictions necessary for the student at school.

MEDICAL PLANS:

If a student has seizures, requires suctioning, tube feedings or other medical interventions, a medical plan will be developed in collaboration with the student's physician. This plan will be endorsed by the physician and training will occur as indicated by parents, contracted nursing staff or other medical professionals. Each medical plan will need to be updated annually.

REPORTING ABUSE/NEGLECT

The Child Protection Law of Michigan requires the reporting of suspected abuse and neglect to a person under 18 years of age to the Department of Social Services.

1. "Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
2. "Child Neglect" means harm to a child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
3. Any staff member working with students at the Dickinson Iron I.S.D. who suspects abuse or neglect to one of the students will immediately communicate that concern to the Protective Services Division,

Department of Social Services by telephone at (855) 444-3911. The reporting staff person must also complete a written report on Form DHS-3200 and fax or email to the department within 24 hours.

4. The same procedure will be followed for suspected abuse or neglect to a dependent student in the DIISD who is over the age of 18, with notification to the Adult Services Division.

DISCIPLINE PHILOSOPHY

Consistent with the program philosophy and goals, all adults in the classroom use positive methods of guidance and discipline to teach students to have respect for themselves and others. In this manner, they will gradually learn self-control appropriate for their age and developmental level. Safety is ensured and children should always be carefully supervised. Adults provide positive models of behavior and should use the following guidance techniques:

- Students are given positive guidance and are helped to understand the natural consequences of their behaviors.
- All adults give the security of well-defined limits; specific limits are individually determined so that each student's abilities and needs are respected.
- Adults discuss and develop classroom rules with individual student needs considered. Consequences for inappropriate behaviors should be logical and individualized.
- Adults help build feelings of confidence. It is critical that each student develop the sense that he or she is capable and worthwhile.
- Specific actions and behaviors are recognized and children are helped to understand the positive effects of their actions.
- Whenever possible, adults use the techniques of positive redirection, distractions or humor to change unacceptable behaviors. Adults try to avoid power struggles by focusing on children's capabilities.
- Physical punishment or language, which demeans children, is unacceptable and will never be permitted.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts

weapons or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.
- C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of dangerous weapons or threats of violence

Because the board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

INSTRUCTIONAL PHILOSOPHY

The administration and staff at the DIISD believe that skills learned through hands-on experiences are easier to transfer to real-life situations.

This concept is the rationale for taking students out of our classrooms and into the community to learn and practice specific tasks. Every area of the curriculum has some form of instruction, which takes place in the community. This educational practice is known as Community-Based Instruction (CBI). Occasionally, a classroom may participate in a recreational activity, go out to lunch, to the ice cream store or shopping.

Students are transported to and from community learning sites on regular school buses.

PARENT INVOLVEMENT

Parents play a central role in the education of their children and are encouraged to become familiar with their child's learning environment and maintain regular contact with their child's teachers, service providers, and school administrators.

To safeguard the learning environment for all students, to prevent disruption of the learning process, and to maintain the confidentiality of other students, parents are asked to contact the teacher to set up a classroom visitation.

DIISD Board Policy states, "Parents, other than those who have been asked by a teacher to be in the classroom, who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the administrator and the teacher and state the purpose of the visitation."

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected, taking into consideration their disability, to follow teachers' directions and to obey the classroom rules.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a parent or student be aware of any dangerous situation or accident, a staff person should be notified immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the student's special education classroom. A student may be excluded from school until this requirement has been fulfilled.

SPECIAL SERVICES

Speech and Language Therapy

Occupational Therapy

Physical Therapy

Social Work

Consultants for Hearing Impaired & Visually Impaired Students

Behavioral Consultant

Evaluation Teams that include Psychologists, Social Workers and Educational Consultants

STUDENT/PARENT RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

In order to provide appropriate educational services and programming, the Board of Education collects, retains, and uses information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as interest inventories and aptitude tests, vocational preference inventories, achievement tests, and/or standardized intelligence tests,
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution. In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer(s) or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteer(s)).

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and

disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representatives of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either releases de-identified information or removes the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See [Form 8330 F16](#))
- G. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such a shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name
- B. parent(s) name when appropriate
- C. participation in officially recognized activities
- D. awards received
- E. school photographs or videos of students participating in school activities, events or programs.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States coast guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged to an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others) for that purpose.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records.
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights.
- C. consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law.

- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint of Board noncompliance with the United States Department of Education.
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records, including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See [Form 8330 F14](#) and Form 8330 F16 for additional contract requirements.

Access to Student Records

Access to student records shall be granted to designated school officials and personnel who have a legitimate interest in the information. No information regarding a student shall be released to any person or party other than the student or his/her parent or legal guardian without the written consent of the parent, a student age 18 or older, or an emancipated 17-year-old student. Written consent will be accomplished by filling out a Sharing of Information Form, signed by the appropriate parties, which is available in the Director's Office or on the DIISD website. Under no circumstances may an age 16 or younger student authorize third party access to their records to any individual without their parent's or legal guardian's signature on a Sharing of Information Form.

Method of Requesting Records

Requests for access to student records, files or data must be made in writing on a Sharing of Information Form signed by the parent/legal guardian (Is the student is under 18). Once received, access shall be granted as soon as possible by the Director or his/her designee. Special arrangements shall be made with the Director or his/her designee if the request is made other than during school office hours. In no event shall the request be granted longer than 45 days after the request is made. The examination of records shall be made in the Director's office in the presence of the Director or his/her designee. Photo copies of records will be provided if so designated on the Sharing of Information Form.

STUDENT PROGRESS

Progress reports on student goals and objectives are sent out four (two for preschool) times per year. Communication between home and school is encouraged on a continual basis. Parents should contact the teacher for information concerning a student's goals and objectives. Because of the rotation of the staff with all students in the classroom throughout the week, perceptions of how a student is doing as a whole may vary. Checklists, in addition to observations, are used to chart a student's performance over a period of time. Questions concerning progress will best be addressed by the teacher.

The teacher will address information concerning a student's goal/objectives. If a parent has a question about goals/objectives, classroom aides will refer the parent to the teacher.

Communication outside of the school setting concerning a student is an area of concern. Due to confidentiality issues, staff prefers to discuss student issues at school or by phone and not in public places.

Any time a parent/guardian desires review of their student's educational program they may make such a request to the teacher or administrator.

Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject to the student being expelled. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

Theft

When a student is caught stealing school or someone's property they will be disciplined. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher and parent. The school is not responsible for personal property.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio, television stations, and websites:

WJNR/WOBE, WMIQ/WIMK, TV 6

www.frogcountry.com

www.uppermichigansource.com

Parents are also encouraged to fill out the emergency sheets at the beginning of the school year and provide their cell phone number or email address to the classroom teacher. This information will be used to contact parents of any delays or cancellations within our school announcement system.

BYLAWS & POLICIES

The Special Education Department is governed by the Dickinson-Iron Intermediate School Board of Education. All additional practices utilized by the Special Education Department's Programs are in compliance with the DIISD School Board's bylaws and policies that are available for inspection in the Director of Special Education's office and also, on the DIISD website (www.diisd.org).

DISCRIMINATION POLICY

Dickinson-Iron Intermediate School District is an Equal Opportunity Employer/Educational Institution. It is the policy of the Dickinson-Iron I.S.D. that no person shall, on the basis of race, color, religion, national origin, or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact Michael Mulligan at 906-779-2697 or Tricia Meneguzzo at 906-779-2692.

IMPORTANT PHONE NUMBERS

Tricia Meneguzzo, Director of Special Education	779-2692
Lisa Anderson, Supervisor of Special Education	776-8163
Jennifer Huotari, Superintendent	779-2690
Casey McCormick, Director of Early Childhood	776-8150
Mary Meyers, Transition Coordinator	776-8144
Vicki Schuelke, DIISD Transportation	776-8154
Schilleman's Transportation	828-2456

Teaching Staff:

Harmony Wedin, ECSE/Headstart, Bates Center	265-4461
Whitney Beauchamp, ECSE, Willis Center	776-8187
Tracy Weber, ECSE/Headstart, Willis Center	776-8191
Amy Hord, Classroom, Norway-Vulcan Elementary CI	563-5313
Nicki Lawler, Classroom, Norway-Vulcan Middle and High School CI	563-7592
Lawrence Benz, Transition Classroom, Willis Center	776-8194
Nate Fales, Iron County Classroom, Forest Park	875-6039
Laura Wessel, Iron County Classroom, Forest Park	875-6039

(area code 906)