

A Parent's Guide to the Monroe County ISD Early Childhood Special Education Program



MONROE COUNTY
INTERMEDIATE SCHOOL DISTRICT

1101 S. Raisinville Road
Monroe, Michigan 48161
www.monroeisd.us



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Dear Families,

I would like to take this opportunity to welcome you and your child to the MCISD's Early Childhood Special Education Program. We are looking forward to getting to know your family. Your involvement in your child's education is important. We are looking forward to an exciting and enriching program year with you as a partner.

This booklet is intended to provide you with important information about the Monroe County ISD Early Childhood Special Education program (ECSE). Our program is designed to meet the needs of your child. We hope the information provided in this handbook will be helpful to you and your family to develop an understanding of our program. Please keep this handbook available and refer to it throughout the school year.

We are happy to have you and your child in our program. Please feel free to contact us if there is any way we can be of assistance to you at (734) 342-8641.

**Sincerely,
Katie Bourbina, Director
Monroe County ISD
Early Childhood**



Mission Statement

It is the Monroe County Intermediate School District's mission to prepare today's students for tomorrow's world.

IN PURSUIT OF THIS MISSION, THE MCISD WILL:

- Champion** quality educational opportunities for learners of all ages, aspirations, and abilities
- Provide** leadership in the development of educators, educational programs, and learning priorities
- Collaborate** with educators and community members in Monroe County
- Use** research to initiate educational change

Vision Statement

It is the Monroe County Intermediate School District's vision to help every student succeed.

THE MCISD WILL PURSUE THIS VISION BY:

- Creating** enthusiasm for learning
- Collaborating** with and supporting local school districts
- Partnering** with parents, business leaders, and others
- Capitalizing** on educational advances and discoveries
- Nurturing** ideas and encouraging innovation

ECSE Location

**Administrative Offices
Monroe County ISD**
1101 S. Raisinville Rd.
Monroe, MI 48161
734-342-8641

Ritter Elementary
5650 Carleton Rockwood Rd.
South Rockwood, MI 48179
734- 379-5335

Smith Road Elementary School
1135 Smith Road
Temperance, MI 48182
734-850-6400

Sodt Elementary
2888 Nadeau Rd.
Monroe MI 48162
734-289-5575

Custer Elementary School
5003 W. Albain Rd.
Monroe, MI 48161
734-265-4300

Arborwood North Elementary
1135 Riverview Ave.
Monroe, MI 48162
734-265-4500

Summerfield Elementary
232 E. Elm St.
Petersburg, MI 49270
734-279-1035

What is the ECSE Program?

Research on preschool programs indicates that children who are provided with a high-quality preschool experience show significant positive developmental differences when compared to children from the same backgrounds who did not attend a preschool program.

- **ECSE** is a child and family centered program designed to meet the needs of preschool children with special needs and their families. The program provides experiences to help children develop intellectually, socially, physically, and emotionally.
- **ECSE** staff members offer your child quality care, respect, and guidance. We provide children opportunities for success while having fun and learning.
- **ECSE** staff actively involve parents/primary caregivers, family, and the community in programs.

Health, Nutrition and Disability Services

Monroe County ISD considers your child a unique person with individual strengths and needs. We provide an individualized program for all children with special needs.

Goals for the Programs

- To provide each child with a learning environment and varied experiences which will help him/her grow and develop socially, emotionally, intellectually and physically, at his/her own level.
- To work as a team to nurture and teach each child so s/he may enter kindergarten well equipped for success.
- To involve parents in educational activities within the program in order to enhance each parent's role as his/her child's primary teacher.

Preschool is more than ABC's & 123's

Your Child Will Develop:

- ✓ A positive self-concept
- ✓ Creativity
- ✓ Social competence and self-discipline
- ✓ Inquisitiveness
- ✓ The ability to reason and problem solve
- ✓ A desire to learn
- ✓ Skills in language, movement, social and emotional development, cognition, and literacy

Days of Operation

Our AM classrooms operate Monday-Thursday from 9:00 AM – 12:00 PM
Our PM classrooms operate Monday-Thursday from 12:00 PM – 3:00 PM

School Closing

Whenever your school district is closed due to inclement weather/emergencies, your ECSE program will also be closed. Watch for announcements on your local TV and radio station. You also will receive a Honeywell notification if signed permission is on file with the most up to date, primary phone number listed in your child's records. In the event your district has a 2-hour delay, morning sessions will be cancelled, and half day afternoon sessions will run at the regularly scheduled times. From time to time the Monroe County ISD may close all county preschool programs. You will be notified the same way if this is the case. Below are the districts ECSE locations fall under:

- | | |
|---|--|
| • Bedford Public - Smith Road Elementary | • Airport - Ritter Elementary |
| • Jefferson - Sodt Elementary | • Monroe Public - Arborwood North Elementary (AWN), |
| • Summerfield - Summerfield Elementary | Custer 2 Elementary |

All services, accommodations, and supports are provided to students whether they are in the AM or PM section, and each child's individual IEP goals and objectives are addressed in whichever section they attend.

Factors that may impact whether a student attends in the AM or PM include transportation routes, and the number of children in each classroom. When we are able to accommodate parent requests for either AM or PM section, we do so. Parents are notified regarding their child's classroom location and times via letter in August.

Classroom Ratio

Classroom ratio is 2 adults per 12 students. Each classroom has a teacher and paraprofessional, as well as ancillary support staff.

ECSE Parent/Teacher Conferences

The parent-teacher conference can play a significant role in the education of our students in three important ways:

- A. Providing the teacher with vital information from parents/caregivers that will strengthen the plans and strategies the teacher uses with a student
- B. Helping parents/caregivers understand more clearly what the school and the teacher is trying to accomplish with a student, what is required for students to accomplish such results, and what the parent/caregiver can facilitate the process
- C. Building a strong home-school partnership that has implications for support of school programs beyond particular classroom or grade

ECSE Parent/Teacher Conferences are scheduled 1-2 times per school year by the teacher. They are held at a time that is mutually convenient for both parent/caregiver and teacher, and include the following components:

- 1. The teacher provides an overview of classroom activities and classroom procedures.
- 2. The teacher provides information regarding development and learning using the Teaching Strategies Gold Development and Learning Report.
- 3. Suggestions for supporting development at home are shared with families.
- 4. Parents/caregivers can ask questions and share information about the student's growth and development in the home setting with the teacher.

Parent/Teacher Communication

Our communication with families is critical to the on-going success of students. Families and teachers are encouraged to communicate in person, via classroom phone, by email, or via the Bloomz Communication app. If you have a need to meet with your child's teacher, please arrange to do so at a mutually convenient time. Staff members are available for communicating with families before or after school and on select Fridays. Teachers are not available to discuss concerns during student arrival, departure, or classroom instruction. Staff members are discouraged from using their cell phones for communication with families and are not permitted to use personal cell phones during classroom instruction. We ask that you please refrain from using cell phones when entering the school building and when you are visiting your child's classroom.

ECSE Procedures

Food and Celebrations

At Monroe County ISD, we encourage healthy eating habits at all times.

Food served in classrooms must be healthy and nutritious, this includes celebration times.

If celebrating birthdays is a part of your family traditions, you may ask your child's teacher for a list of non-food items that can be used as an alternative to food. Some examples of non-food items include; stickers, bubbles, playdough, etc.

Late Pick Up Procedure If You Transport Your Child

It is important to pick up your child at the designated pick up time to ensure we are able to stay in the state mandated child/teacher ratios. If you are five minutes late in picking your child up, a staff member will attempt to contact you. If at that time you are not available, staff will contact your emergency contacts. If one hour after the designated pick up time, you or your designated emergency persons have not contacted the staff, the staff will attempt to contact you and your child's emergency contacts once more. If unable to do so, your child will be left in the custody of the local police department or appropriate state agency. A note will be left on the school door indicating whom your child

is with and how to reach them. Under no circumstances are staff authorized to take your child home or to continue to wait at the school after 1 hour of the designated pick up time. We will complete a late pick up form with you for each occurrence.

Outdoor Procedure

Outdoor play is essential for children's health and well-being. Children in the ECSE program will participate in outside play daily unless the temperatures fall below 20 degrees (including windchill) or above 100 degrees. Please dress your child appropriately for the weather and send the appropriate attire as necessary (hats, coats, mittens, boots, etc.). If you need assistance in providing these items for your child, please contact your child's teacher.

Clean Air Procedure

Monroe County ISD prohibits smoking at all times in all space used by the program. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms, hallways, outdoor play areas and vehicles used for transporting children. This includes field trips, neighborhood walks, or other outdoor group activities when ECSE is in service.

Withdrawal Procedure

Parent Withdrawal- The parent has the right to withdraw their child from the program at any time. If any parent wishes to withdraw their child from the program, please provide the agency with notification including the reason for withdrawal. If there is anything that the agency can do to better the situation, we'd like the chance to assist.

Attendance Procedure

Unless your child is ill, please make every effort to have your child attend ECSE on a regular basis. A missed day of class is an opportunity missed to learn and grow. **If your child must miss class, please call and notify the school using the appropriate number outlined at the bottom of this page, leave the child's first and last name, teacher and reason for absence.** If your child has been absent for three (3) consecutive days without notice from you, a call will be made to determine if there is a problem that the staff can assist you with, and an attendance action plan will be developed.

If your child will be absent, please notify our transportation department at 734-322-2677

Information Changes

The following information must be communicated with your child's teacher immediately when changes occur:

You may make the following changes by phone or in person:

- New phone number for parent/guardian or a current emergency contact
- New address for parent/guardian/child or an emergency contact
- Adding or deleting any emergency contacts and/or persons to whom the child can be released.

Child Release Procedures

Your child will be released from the center to the person/s listed on the emergency contact or birth certificate only unless you have court-ordered paperwork terminating the rights of one/both parents on the birth certificate. If any additions or changes need to be made, you must notify your child's teacher. No child will be released to a person who is not listed on the release form. **Photo identification will be checked and verified with the release form on every person who comes to pick up your child. Phone calls to emergency contacts will not be accepted. A release person must be 16 years of age or older and have a photo ID with them unless parent/guardian has written permission on file and has been approved by program administration.**

Fees

ECSE program is free to those who qualify.

Cell Phone Usage

Please refrain from using cell phones when entering the school building and when you are in the classroom.

Transportation

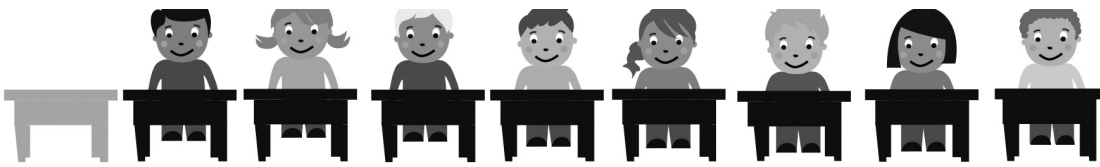
If a child does not need transportation on a scheduled school day, families are responsible to inform the transportation department one hour prior to the designated pick up times.

A message must be left at 734-322-2677 with your child's name and bus number and reason for absence.

If you need to adjust your bus route (moving, new pick up/drop off location, etc.) please contact your child's teacher immediately to inform him/her of the change. All transportation changes will take a minimum of three (3) school days.

Confidentiality

Information is gathered so that the MCISD ECSE program can completely understand the needs for your child/family and work together to meet those needs. All information obtained from you is completely confidential. Except for your local school district, records will only be sent to another agency with written permission of the parents or legal guardian. Only the parent or guardian indicated on the enrollment and/or birth certificate will have access to the records..



Help Your Child Succeed in Preschool: Build the Habit of Good Attendance

Early School Success goes hand in hand with good attendance!

DID YOU KNOW?

Showing up on time every day is important to your child's success and learning from preschool forward.

Missing 10 percent of preschool (one or two days every few weeks) can

- Make it harder to develop early reading skills.
- Make it harder to get ready for kindergarten and first grade.
- Develop a poor attendance pattern that's hard to break.

High quality preschool programs have many benefits for your child. The routines your child develops in preschool will continue throughout school. You can make the most of preschool by encouraging your child to attend every day!

WHAT YOU CAN DO

Work with your child and his/her teacher to help your child develop strong attendance. Your enthusiasm is a big boost to success.

Talk about it – sing about it – make it an adventure!

- Set a regular bed time and morning routine
- Lay out clothes and pack backpacks the night before
- Share ideas with other parents for getting out the door on time

Before the school year starts:

- Find out what day preschool starts and start the exciting count down!
- Make sure your child has the required shots.
- Attend orientation with your child to meet the teachers and classmates.

Ready – Set GO!

- Develop back-up plans for getting to preschool if something comes up
- Ask family members, neighbors or other parents to lend a hand if you need help dropping off or picking up your child
- Schedule medical appointments and extended trips when preschool is not in session
- If your child seems anxious about going to preschool, talk to the program director, teacher, your doctor or other parents for advice. If the problem persists, make sure the program is a good fit for your child.



Education Services

Education is a Two Way Street

Our Part

Our goal is to provide an environment that stimulates each child's curiosity and learning. We encourage each child to develop his/her unique pattern of interests, talents and skills. We know that children learn best through interaction with people and objects, and it's through play that they will achieve their educational goals. While we recognize that each child grows and develops at different rates, their individual goals will focus on the following areas:

- **Language:** Listening, understanding, speaking and communication.
- **Literacy:** Phonological awareness (the sounds of words), book knowledge, appreciation of books, print awareness, pre-reading concepts, early writing and alphabet knowledge.
- **Mathematics:** Geometry, spatial sense, patterns, measurements.
- **Science:** Scientific skills, methods and knowledge.
- **Creative Arts**
Music, art, movement and dramatic play.
- **Social and Emotional**
Self Concept, self-control, cooperation, social relationships, knowledge of families and communities.
- **Approaches to Learning**
Initiative, curiosity, engagement, persistence, reasoning and problem solving.
- **Physical Health and Development**
Fine and gross motor skills, health status and health practices.

Curriculum

ECSE program uses the Creative Curriculum to guide their daily planning. This curriculum is evidence and play based.

Your Part

- Children need to be well rested; 10-12 hours of sleep is recommended for children going to preschool.
- Nutritious meals help children to be healthy and at their best. Wholesome, nutritious foods are important.
- Please dress your child or children for the weather.
- Create opportunities for learning at home through play
- Please keep your child or children at home if they are not feeling well and get them the necessary medical attention needed.
- Please bring your child to class on time or have them ready for the bus.
- Be an active participant in your child's ongoing assessment.
- Please bring an extra set of clothes for your child in case of an accident.

Assessments

Assessments are used to plan individually as well as for small and large group learning experiences. Our program tracks progress in the areas of social/emotional, physical, language/literacy, cognitive and mathematics. Assessments are conducted on an ongoing basis by gathering observational data and work samples, reviewing progress three times a year.

Classroom Daily Schedule

The daily schedule will vary from classroom to classroom, but all classrooms will have the following activities planned daily in accordance with the curriculum:

- Large Group
- Small Group
- Breakfast/Lunch
- Snack
- Toileting as needed
- Outside/Large Motor 30 minutes
- Reading throughout the day/Large Group
- Free Choice/Interest Areas



Student Abuse and Neglect Policy 8462

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

Each professional staff member employed by this District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member shall immediately call the local office of the Department of Social Services and shall secure prompt medical attention, if necessary, to any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to the Department of Social Services.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each administrator/supervisor should be mindful of the possibility of physical or mental abuse being included on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

M.C.L.A. 722.621 et seq.

Child Abuse and Neglect

Child abuse is usually a pattern of behavior directed toward a child. It is not usually a single physical act or a single act of deprivation or molestation; but rather, it takes place over a period of time and its effects are cumulative. The longer the abuse continues, the more serious the injury to the child.

There are four types of abuse:

- 1. Physical** – Non-accidental injury of a child.
- 2. Physical Neglect**—This is the failure to provide the necessities of life for a child. It includes the lack of medical care, inadequate nourishment, inappropriate clothing, lack of supervision, and inadequate housing.
- 3. Sexual Abuse**—This is the exploitation of a child for the sexual gratification of an adult. It may include acts of rape, incest, fondling of the genitals or exhibitionism.
- 4. Emotional Abuse/Neglect**— This is excessive, aggressive or unreasonable parental behavior that places demands upon a child to perform beyond his/her capabilities.

Child Discipline

All adults are expected to use the following guidelines in the ECSE Program. In order to have a safe experience for all our children, we need to have a positive classroom environment. Teachers plan an appropriate schedule of activities and set reasonable expectations for the children

on a daily basis. Positive reinforcement is used to support appropriate behavior. Children's self-control and cooperation with others are developed. If a problem occurs, children and staff work towards a solution together. **These steps are used if there are inappropriate behavior.**

- Redirect child towards appropriate behavior.
- Discuss with the child why the behavior is inappropriate and help the child with a plan for a better way to handle it.
- Give a verbal reminder to help the child use appropriate behavior. Help child choose another activity if the inappropriate behavior continues, follow through with a reminder and guide the child through the process of choosing another activity.
- If the child is unable to calm themselves, they may be directed to a quiet/calm down area located within the classroom until they are calm enough to discuss the issue. The child chooses when to leave this area by showing they have calmed down.
- If a pattern of inappropriate behavior continues, staff will develop individualized behavior interventions.
- Parents will be informed of persistent inappropriate behavior and a family meeting may be scheduled.
- As a last resort, crisis prevention intervention supported physical restraint is used if the child is in danger of hurting him/herself or others.

Adults May Never:

- Hit, spank, shake, pull, bite or pinch a child.
- Restrict a child's movements without an individualized education plan or approved behavior plan.
- Inflict mental or emotional punishment such as humiliating, shaming or threatening a child.
- Deprive a child of meals, snacks, rest, recreation or necessary toilet use. Food may not be used as either a reward or a punishment.
- Confine a child in an enclosed area such as a closet, locked room, box or similar cubical.
- Exclude the child from the classroom, outdoors or gross motor activities due to inappropriate behaviors without an approved behavior plan. A child may be removed from an area/room if behavior is endangering other children until the child is calm enough to re-enter the room safely.

Guidance

Anyone working with children shall use positive methods of guidance which will encourage self-control, self-direction, self-esteem, and cooperation. We encourage parents to apply the following principles of guidance, when working with their children at home allowing the ECSE program and home environment to reinforce one another.

Encouragement

Use words of encouragement when the child does well, follows the rules, and responds in a positive/acceptable manner. Example: "You picked up your toys without being asked. You followed the rules!"

Redirection

Attempt to redirect the child to choose an appropriate behavior. For example, if a child is coloring in a book, you might say: "Books are for reading. If you'd like to color, you can color on this paper."

Talking to the Child

Talk about his/her behavior and help the child understand why the behavior is unacceptable. Example, "When you hit Jimmy it hurts him, and that's not okay."

Ignoring the Behavior

Sometimes adults create problems by making too much of an incident or use of certain words. It may help to find ways to give children positive attention for appropriate/desired behavior while ignoring undesired/inappropriate behavior.

Giving special attention

Sometimes children "act out" to get needed attention, whether it is positive or negative attention. It may help to find ways to give children positive attention for appropriate behavior.



Toileting & Diapering

Procedures

Many children in our program wear diapers or pullups. If your child needs to wear diapers, pullups, the following changing procedure will occur:

- The teaching staff person will assist the child in removing the wet/soiled pull-up/clothing.
 - Any dirty clothing will be put in a bag labeled with child's name, date and time, and sent home with the child. The staff cannot wash the child's clothing.
 - The teaching staff person will describe what he/she is doing at all times and will allow the child to do as much of the removal as possible.
 - The teaching staff will verbally describe to the child how to "wipe their own bottoms," making sure that the child has thoroughly cleaned themselves. If the education staff person sees the child has missed some part of their bottom, they will assist them by wiping the area.
 - The teaching staff will verbally describe and assist the child in putting on a fresh pull-up and their clothes.
 - The teaching staff and child will wash their hands with soap and warm water and then return to the classroom.
 - At no time will the child be shamed or punished for having a potty-training accident.
 - All pull-ups and wipes will be provided by families.
 - Parents are encouraged to bring an extra set of clean clothes to have on hand just in case an accident occurs.
 - Parents are only allowed to take their own child to the bathroom.
- Please have a discussion with your child's teacher when you have questions related to toilet training. It is important for home and school to work together during this process.

Health Care Plan

Bodily Fluids Handling

ECSE staff members are responsible for adhering to the Exposure Control plan as outlined in this plan. The purpose of this plan is to provide procedures and protocols to protect employees, students, and other individuals who have had direct or indirect contact with potentially hazardous bodily fluids and to protect these individuals against the risk of infection and/or transmission of disease.

The Department of Labor OSHA Regulations require that all individuals with exposure to human blood and other potentially hazardous bodily fluids be informed that they may be at risk of contracting diseases caused by pathogenic microorganisms present. These pathogens include, but are not limited to, hepatitis B, and HIV/AIDS.

Exposure is defined as contact with human blood, bodily fluids which may contain blood, human bites which break the skin and scratches which break the skin. Urine, human feces, runny noses, emesis and loose teeth have the potential to carry disease as well. Contacts (portals of entry) include, but are not limited to eyes, mouth, ears, nose and skin.

Hand Washing

- Staff members are required to wash their hands upon arrival, after diapering or assisting with toileting, after touching bodily fluids, before meals, snacks or handling food, after playing in water, after handling pets or any materials that might be contaminated by contact with animals, before and after feeding a child, before and after administering medicine, and after handling garbage or cleaning.
- Gloves are required to be worn while changing diapers and/or soiled clothing and while addressing bodily fluid spills (i.e. bloody noses, emesis, etc.).
- Gloves are not to be considered a substitute for washing hands.

Universal Precautions Policy

All staff members will follow the Universal Precautions Policy:

Consider all blood or bodily fluids of children as potentially infectious. If contact with fluids is likely, a protective barrier (gloves, gown, and mask) should be used as appropriate to prevent contact between fluid and the employee’s skin, mucous membranes and clothing.

When there is a risk of exposure to blood or other bodily fluids, disposable gloves must be worn. Hands will be washed thoroughly and immediately if they become contaminated with blood. When possible, direct contact through mouth-to-mouth resuscitation should be avoided by using airway equipment and ventilation devices. A person who is exposed to blood or other bodily fluids, including but not limited to a puncture wound, a cut, or a splash onto a mucous membrane, will be referred to a physician for further evaluation. The name of the source person will be recorded so that the likelihood of infection can be assessed. Staff members who have open wounds or weeping lesions on their hands will wear gloves while working with children until the condition resolves. Surfaces contaminated with blood or other bodily fluids will be washed with detergent and disinfected with a freshly prepared 1:10 solution of common household bleach or suitable approved substitute. Any blood spill or other potentially hazardous bodily spill should be reported immediately to the Director who will then report to Department of Health and Safety if deemed necessary. All infectious waste should be appropriately disposed in biohazard bags and are available upon request. ECSE will provide gloves and safety goggles to employees at no charge. DHS incident reports are completed for each blood or bodily fluids exposure.

Toy Cleaning Procedures

Teaching staff will disinfect toys before returning them to storage and clean them when mouthed. Toys in preschool will be thoroughly cleaned with soap and water twice each year or as needed. Each washing will be accompanied by disinfecting. Toys in the classroom will be sprayed daily with a disinfecting solution.

Table and Chair Cleaning Procedures

Tables and chairs will be washed with soap and water followed by a disinfectant before and after each meal and snack daily with an appropriate disinfectant solution.

Carpet Cleaning Procedures

If a carpeted area has become contaminated by blood or potentially hazardous bodily fluids, the area should be made inaccessible. For large spills, a spill kit should be used. For other spills, a staff member using gloves should clean the spot with soap and water, identify where the spot is and notify the Janitor.



Medication Administration

Medication includes both prescription and non-prescription medication, and includes those taken by mouth, by inhaler, by injection, applied as drops to eye or nose, or applied to the skin. If your child needs over-the-counter or prescription medication throughout the school day, please contact your child's teacher immediately, as there are specific forms you and your health care professional will need to complete.

Child, Staff, and Volunteer Illness Policies

If the ECSE classroom becomes aware that a child/teacher/volunteer in the program location has contracted a communicable disease, the teachers shall notify parents of the following:

- The name of the communicable disease.
- That their child may have been exposed.
- The symptoms of the disease.

Upon arrival at the classroom, children will receive a simple health check by the teacher. This looks for the common signs of illness that may prevent a child from feeling able to participate in the daily routine of activities. Teachers are not expected to care for sick children who are unable to participate fully with the other children in the classroom. Families may be notified at any time that children may not be able to attend on that day.

Teachers will also contact family members when they notice any changes in a child's health and when a child is too ill to remain in a group-care setting. The teachers will call 911 in the event of a medical emergency immediately and notify parents and family members.

A child/teacher/volunteer with any of the following symptoms or signs of illness will immediately be isolated and discharged to their parent/guardian until they have been **symptom free and over-the-counter medication free for 24 hours**:

- Fever more than 100 degrees axillary
- Sore throat or difficulty swallowing
- Diarrhea (more than two loose stools a day)
- Vomiting (more than one time)
- Redness, swelling, drainage of eye, matted eyelashes, burning, itching of the eyes
- Unusual spots/rash
- Stiff neck and elevated temperature

A child with any of the following signs or symptoms of illness will be closely monitored by the teacher:

- Earache with or without discharge
- Headache
- Low to moderate fever
- Yellow or green discharge from the nose
- Mild cough

The classroom will care for children who are experiencing minor cold symptoms, provided they have no other symptoms and are able to participate in all aspects of the daily routine. This includes outside, physical activity. If children are not well enough to engage in outdoor play, parents will not be allowed to have their children attend that day. **Children can be excluded from preschool programming until they have been symptom free from the condition for a 24-hour period.**

Long-Term Exclusion of Children

Monroe County ISD ECSE must not deny program admission to any child, nor exclude any enrolled child from the program participation for a long-term period, solely on the basis of his/her health care needs or medication requirements. Unless keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, District personnel, and the community at large from the spread of the above-mentioned diseases. The District will allow students and staff members to attend school unless there is a definitive evidence to warrant exclusion.

Guideline 8450A- PEDICULOSIS (HEAD LICE)

Monroe County ISD defers to the recommendations from the Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) procedures for managing head lice in schools.

Any student with live lice or nits within one-fourth ($\frac{1}{4}$) inch of the scalp may remain in school until the end of the school day. The following procedures shall be followed:

- A. The student should be returned to class but restricted from activities involving close head to head contact or sharing of personal items with other children. Child should be allowed to ride the bus home.
- B. The parent shall be notified by telephone and a letter (Form 8450A F2) shall be sent home with child along with the necessary treatment memo contained in Form 8450A F1. https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf
- C. Parent must accompany the child to the school office with confirmation that they have treated the lice. If a parent is unable to transport their child to school for confirmation of lice treatment, administration will work with family to make alternative arrangements.

Parent must provide completed Form 8450A F3 to school personnel before student will be readmitted to school.
- D. Designated school personnel will re-examine the student's hair.
- E. Student will be readmitted if no live lice are found.
- F. If the student has no live lice, but nits are further than one-fourth ($\frac{1}{4}$) inch from the scalp, the student should return to class.
- G. Periodic checks of the student's hair by designated school personnel should be done over the following two (2) weeks to ensure successful treatment.
- H. Request parent to continue daily lice checks and removal over the following two (2) weeks.
- I. Parents of students in the class may be notified by letter that head lice is suspected however the student's name must be kept confidential.

Approved 2/2/16
Revised 3/11/16
Revised 8/3/16

Head Lice treatment and treatment form continued on next pages.

8450A F1-TREATMENT OF HEAD LICE

The following is a suggested procedure you may wish to confirm with your physician or local health department prior to use.

A. Treatment of the Child

1. Remove all your child's clothing and place him/her in a bath or shower stall and the clothing in a plastic bag.
2. Apply head louse treatment according to your physician's instructions or label instructions provided by the drug manufacturer. There are medicated liquids (pediculicides) available for head lice available by prescription only. There is no published evidence to indicate that one product is superior to the others. Parents need to consult their physician regarding such products. Many of these shampoos are insecticides and should be used with caution, especially on children and by pregnant or nursing women. If your child has allergies or asthma, please consult with his/her physician. If the package directions indicate, apply a second treatment ten (10) days later to kill lice that hatch after the initial treatment. **Do not over apply.**
3. Malathion (Ovide) should be used with extreme caution and Lindane is not recommended by the Michigan Department of Public Health.
4. Never use any volatile, synthetic pyrethroid or lindane or malathion shampoos on your child.
5. Do not apply any household insecticide or other chemicals not specifically labeled for treating head lice on people. Toxic or flammable substances, particularly when used with hair dryers, may cause injuries or death. Because it is easy to burn the hair and the scalp, this method should not be used.
6. Have your child put on clean clothing after treatment.
7. All family members and close friends of your child should be examined. Family members who have evidence of infestation (crawling forms or nits) should be treated. Anyone who shares a bed with a known infested child should be treated, whether or not there is evidence of infestation at the time of the examination.

B. Decontamination of Personal Articles and Environment

Since heat is lethal to lice and their eggs, many personal articles can be disinfested by machine washing in hot water and/or drying using the hot cycle of the dryer. Eggs are killed in five (5) minutes at 51.5°C/125°F, and crawling forms succumb to slightly lower temperatures. Home hot water heaters keep water at about 60°C/140°F when the heat selector is set on medium or high. However, some water heaters are not able to sustain the 60°C/140°F water temperature when several loads of laundry are processed one after the other or when other demands for hot water (bathing) are made simultaneously. To maintain the water at 60°C/140°F or higher, allow time between loads of laundry or baths for the water heater to regain its maximum water temperature. If total reliance is placed in the clothes dryer for disinfestation, dry articles for at least twenty (20) minutes at the high **heat setting**. Some nonwashable articles may be disinfested in the dryer provided that the heat will not harm them.

1. Machine-wash-all washable clothing and bed linens that have been in contact with your child within the previous three (3) days.
2. Personal articles of clothing or bedding that can not be washed or dried may be dry cleaned or simply left in a plastic bag and sealed for a period of ten (10) days.
3. Combs, brushes, and similar items can be disinfested by soaking them in one of the pediculicide liquids for one (1) hour or by soaking them in a pan of water heated on the stove to about 150°F for five (5) - ten (10) minutes (caution: heat may damage some combs and brushes).
4. Using household insecticides to treat the home, vehicles, carpets or furniture will unnecessarily expose your household to harmful chemicals. Consult with your doctor or the public health department for recommended treatments to disinfect these areas.

C. Notification of Other Parents

Parents of your child's closest friend(s) should be notified that their child may also be infested since the children play together. This is particularly important if the children have slept together or participated in activities involving frequent body contact such as wrestling, ballet classes, football, etc.

D. Returning to School

Your child may return to school the morning after s/he has been treated with a head louse shampoo.

For detailed information on treatment on head lice, see the Michigan Head Lice Manual, A comprehensive guide to identify, treat, manage and prevent head lice, July 2004 – Version 1.0, at http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf

PEDICULOSIS (Head Lice) TREATMENT FORM

DATE: _____

TO: _____
Name of School

This is to notify you that _____ (child) has been
treated _____ (what
was done) on _____ (date) and I have begun to remove nits and to
do the necessary treatment of the home environment.

Signature of Parent

Parent should accompany their child on the day s/he returns to school.

Communicable Disease Guidance for Schools

The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
ANIMAL BITES (Rabies)	Variable. Rabies in man: 5 days to over 1 year; commonly 2 - 8 weeks	Variable depending on species involved.	Seek medical attention immediately. Report to local animal control center.
CHICKENPOX	2 – 3 weeks; commonly 13 – 17 days.	As long as 5 but usually 1 – 2 days before onset of rash and not more than 5 days after first crop of lesions appear.	Exclude until 5 days after the eruption of the first crop of lesions. This includes Zovirax therapy.
CONJUNCTIVITIS (Pink -Eye)	Variable depending on infecting agent.	During course of active infection.	Exclude until medical care and drainage from eyes has cleared.
FIFTH DISEASE (Hungarian Measles)	Variable about 4 – 20 days.	Prior to onset of rash.	No exclusion providing rash is diagnosed as fifth disease by physician.
HAND, FOOT & MOUTH DISEASE	Usually 3 – 5 days.	While sores are present, about 7 - 10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
HEPATITIS, TYPE A	2 – 6 weeks; average is 4 weeks (28 days).	2 weeks before onset of symptoms to a maximum of 2 weeks after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
HEPATITIS, TYPE B	45 days – 6 months; average is 60 – 90 days (2 – 3 months).	Several weeks before onset of symptoms until blood is no longer positive for evidence of virus.	No exclusion except for open sores or if child is biting people.
HEPATITIS, TYPE C	2 weeks to 6 months (commonly 6 – 9 weeks).	1 or more weeks before onset through acute clinical course.	No exclusion except for open sores or if child is biting people.
HERPES SYMPLEX, TYPE I AND II	2 – 12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended. Sores on skin should be adequately covered with a bandage.
IMPETIGO	Variable, indefinite; commonly 4– 10 days.	While sores are draining.	Exclude under treatment and lesions healing and no new lesions appear.
MENINGITIS (Aseptic/Viral)	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
MENINGITIS (Haemophilus influenzae)	Probably short, within 2 – 4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MENINGITIS (Meningococcal)	2 – 10 days; commonly 3 – 4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MONONUCLEOSIS	From 4– 6 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
MUMPS	12 – 25 days, commonly 18 days.	Usually 48 hours before swelling. As long as 6 days before gland involvement to 9 days after swelling.	Exclude until swelling or other symptoms have disappeared.
PEDICULOSIS (Head Lice)	Eggs hatch in a week.	Until lice and viable eggs are destroyed.	Exclude until 1 st treatment completed. A 2 nd treatment may be necessary 7– 10 days after 1 st treatment.
PERTUSSIS (Whooping Cough)	Commonly 6– 20 days.	After onset of cold-like symptoms until 5 days after start of treatment with erythromycin.	Exclude until 3 weeks from onset of disease if untreated, or until on antibiotic treatment at least 5 days.
PINWORMS (Enterobiasis)	2 – 6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
RINGWORM	10 - 14 days.	As long as lesions are present.	Exclude until on oral medication for 48 hours for lesions of scalp and scalp line including back of neck. Exclude until under topical treatment for face, trunk and extremities. Exclude from swimming and contact sports until lesions are cleared.
RUBELLA (German or 3day Measles)	Usually 16–18 days with a range of 14–23 days.	From 1 week before to 4 days after onset of rash.	Exclude until 6 days after onset of rash.
RUBEOLA (Hard or 10-day Measles)	7 – 18 days; 10 days average.	Beginning of cold symptoms until 4 days after appearance of rash.	Exclude until 4 days after onset of rash.
SALMONELLA	6 – 72 hours; commonly 12 – 36 hours.	During course of infection and until organism is no longer in feces.	Exclude until symptoms have disappeared. Activity exclusion based on CMDHD recommendations.
SCABIES	First exposure 2 – 6 weeks; subsequent exposure 1 – 4 days.	Until mites and eggs are destroyed.	Exclude until 12 hour treatment completed.
SCARLET FEVER AND STREP THROAT	1 – 3 days usually.	Greatest during acute stage of illness, 2 – 4 days after rash appears. 10 – 21 days if untreated.	Exclude until under treatment for 24 hours.
SHIGELLA	12 – 96 hours, usually 1 – 3 days.	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
SHINGLES (Herpes Zoster)	No incubation period – reactivation of dormant virus.	As long as 5 but usually 1 – 2 days before rash and not more than 1 week after lesions appear.	If lesions can be covered, no exclusion necessary. If unable to be covered, exclude as for chickenpox.

This Handbook belongs to:

Child's Name _____ Parent Phone: _____

Classroom Information

Preschool Site My Child Attends _____ Room# _____ Class Times _____

Teacher: _____ Phone# _____

Transportation Information (Transporation Hotline 734-322-2677)

My Child's Pick-Up Location: _____

My Child's Bus Number: _____ Estimated pick up/drop off time: _____ / _____

Absence HOTLINES: It is the parent/guardian responsibility to call one of the two hotlines to report your child's absense. Please call and leave the child's name, teacher's name and the reason for absence.

Absence Hotlines

**For those receiving transportation
734-322-2677**

Kindergarten Transition

It is the Monroe County Intermediate School District's (MCISD) Mission to "prepare today's students for tomorrow's world." Research shows the earlier and more frequent exposure to high quality early childhood services impacts preparedness for Kindergarten. In the ECSE program we believe that preparing students for Kindergarten is a critical component to achieve our mission. We know that preparing students for Kindergarten does not start in preschool, it is a progression that begins prenatally and through their first day of kindergarten. In the ECSE program, we prepare children for kindergarten by working collaboratively with families utilizing community resources and training staff to ensure the whole child-whole family approach is implemented. We consistently track student progress in all developmental areas through on-going assessment. We use an evidence and play based curriculum

titled, Creative Curriculum. The Creative Curriculum allows students to explore and learn about their environment around them in a play-based setting through both teacher and child directed/initiated instruction. In both programs we use an evidence and observation based assessment titled, Teaching Strategies Gold (TSGold). TSGold is a continuum designed to track a child's progress from birth-5 years old. We assess students in our programs on an ongoing basis and track each child's individual progress three times annually, each time setting revised individualized child development goals. TSGold is aligned with the State of Michigan's Pre-K Early Learning Standards, which also align with the State of Michigan's Kindergarten Standards.

When it is time for your child to move on to the next level your child's IEP team will work with you to identify the most appropriate programs and services for your child to receive as they make this transition. Please do not hesitate to talk with your child's teacher about questions you have related to kindergarten transition.

ANNUAL NOTIFICATION OF STUDENT AND PARENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and legal guardians ('parents') and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access. Parents or eligible students should submit to the school principal or program supervisor a written request that identifies the record(s) they wish to inspect. The principal or supervisor will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request of the viewer, a record shall be reproduced unless the record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimum copying charge.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Monroe County Intermediate School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Monroe County Intermediate School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605
6. Directory Information: Monroe County ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance in writing on the Opt Out form. The primary purpose of directory information is to allow the MCISD to include this type of information from your child's education record in certain school publications. Examples include:
7. For school or district publications, including but not limited to a brochure about my student's program or class, the school's/district's website or social media accounts, a brochure about a student activity or competition, a yearbook or yearbook-type video, or a student recognition or honors program:
 - A photo of my student or my student's name posted in the building, or included in a program or brochure about a school program, event or activity,
 - News releases about programs and/or student honors, awards and certifications
 - Colleges, U.S. military, prospective employers, employment-training and internship providers (MCMC only)
 - Scholarship agencies (MCMC only)

CONTINUED ON NEXT PAGE >

Information may also be published in newspapers or shared with employers and colleges. In addition, federal laws require local educational agencies to provide military recruiters, upon request, with names, addresses and phone listings.

Directory information which would not generally be considered harmful or an invasion of privacy if disclosed includes: student's name, address, telephone listing, major field of study, program and session, student photographs, participation in recognized activities, dates of attendance (school year enrolled), certifications, awards and honors received, scholarships and other information that is generally found in directories, yearbooks and programs. **The District will not disclose directory information requested for the purpose of surveys, marketing or solicitation unless the district determines that the use is consistent with the educational mission of the district and is beneficial to the affected students..**

If you do not want MCISD to disclose this information, you must notify the ECSE Director, in writing, within 30 days of the first day of attendance. An opt out form for that purpose is included in this handbook.



MCISD Classroom Visitation Procedures by Parents and/or Guardians

Parents and/ or guardians are welcome in their child's classroom; however, classroom visitations can be distracting to students. Additionally, FERPA (Federal Educational Rights and Privacy Act (20 USC § 1232g, et seq) requires we take steps to ensure students' individual privacy and confidentiality in the classroom. As a result, the following guidelines have been established for visits to MCISD classrooms either in the Local Based Special Education classrooms, MoCI classrooms, Early Childhood Classrooms, Youth Center or Educational/Transition Center classrooms:

- Parents and/or guardians who wish to observe learning activities taking place in their child's classroom or who wish to observe learning activities in other MCISD classrooms for the purposes of considering their child's placement, are to confer, in advance, with the supervisor and the teacher about the purpose of the visitation.
- Visitations will not be allowed during examinations and independent study periods or at any time deemed disruptive by the supervisor.
- Visitations and approval of the visitation by the teacher and supervisor must be scheduled at least two (2) school days in advance of the visit using the MCISD Classroom Visitation Request Form.
- Parents and/or guardians shall be accompanied by a MCISD staff member.
- Visitations should be no longer than 30 minutes or one class period unless prior approval is granted by the supervisor and teacher.
- The number of separate sets of parents and/or guardians visiting any one classroom at any one (1) time should not exceed two (2) sets parents and/or guardians, unless prior approval is granted by the supervisor and teacher.

CONTINUED ON NEXT PAGE

- Parents and/or guardians are to be silent observers and are not to create any type of disturbance or disruption to the learning process.
- Copies of instructional materials being used by the students or teacher may be requested of the teacher but may not always be immediately available during the visitation.
- Any comments made by individual students are to be maintained in confidence by the parent and/or guardian.
- No parent and/or guardian shall take photos, videos or recordings of students in the classroom as it violates the privacy rights of students unrelated to the parent and/or guardian.
- If a parent and/or guardian wishes to record a conversation or meeting with a teacher or the supervisor, s/he must receive prior permission from the teacher or supervisor.
- Any comments or concerns regarding the visit are to be discussed with the teacher before or after the school day when students are not present.
- Parents and/or guardians are encouraged to meet with the supervisor and teacher during noninstructional hours to discuss the observation and to obtain answers to their questions. If a parent and/or guardian has a concern about what may be transpiring in his/her child's classroom, s/he should discuss the concern first with the teacher and, if the concern is not satisfied, arrange to schedule a conference with the supervisor to discuss the concern.
- Parents and/or guardians shall complete a Classroom Visitation Request Form and have it approved by the supervisor at least two (2) school days prior to any visit to a MCISD classroom.
- Monroe County Youth Center classroom visitations are subject to the Youth Center facility restrictions and requirements.

February 3, 2019 (Policy 9150)

C:\Users\betsy.taylor\Work Folders\Documents\Policies.Guidelines\Classroom Visitation Forms\MCISD Classroom Visitation Procedures.docx

Monroe County Intermediate School District

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PRODUCED AND PRINTED BY THE MCISD COMMUNICATIONS OFFICE.



MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

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Monroe, Michigan 48161
www.monroeisd.us



The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial status in its programs, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Eric Feldman, Assistant Superintendent for Human Resources and Legal Services, 1101 S. Raisinville Road, Monroe Michigan 48161; Telephone: 734.322.2640.