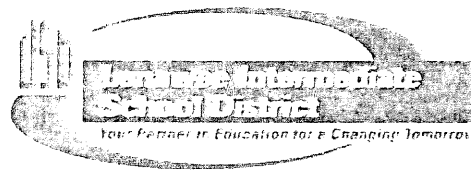


Lenawee Intermediate School District Plan for the Delivery of Special Education Programs and Services

October 2014



This document is available in English and Spanish.

LISD Nondiscrimination Statement

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

Declaración de No Discriminación del LISD

El Distrito Escolar Intermedio de Lenawee (LISD) no discrimina en ninguno de sus programas o servicios educativos, actividades, o 1eligion1 de empleo sobre la base de género, raza, color, origen nacional / ascendencia, 1eligion, estatura, peso, estado civil, edad, la habilidad limitada de hablar inglés, orientación sexual, o incapacidad. Para conseguir más información: Executive Director of Staff Resources, Lenawee Intermediate School District, 4107 N. Adrian Hwy., Adrian, MI 49221, (517) 265-2119. Personas con problemas de audición, por favor llamen al Michigan Relay Center (800) 649-3777 (TDD).

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(a) A description of the procedures used by the intermediate school district to advise and inform students with disabilities, their parents, and other members of the community of the special education opportunities required under the law; the obligations of the local school districts, private schools, registered home schools, public school academies, and the intermediate school district; and the title, address, and telephone number of representatives of those agencies who can provide information about the special education opportunities.

1-3. The Lenawee Intermediate School District (hereinafter LISD) and its constituent local public school districts advise and inform the public about special education by actively distributing informational brochures, an annual report, classroom/program newsletter(s), newspaper articles, and answering questions in person, by email and on the telephone. Many of the materials are provided in both English and Spanish. The written materials describing special education include the title, address, and telephone numbers of persons in the local and intermediate school districts that provide information about special education opportunities and obligations of the districts. List of contacts is provided on pages 8 and 9 of this plan.

Parents are also provided with The Procedural Safeguards Notice as well as a copy of the "Parents' Guide to Special Education" (a manual developed by the LISD Parent Advisory Committee) is given when an initial referral is made. The Procedural Safeguards Notice is also mailed with invitation letters to IEPT meetings and handed out at IEPT meetings.

Parents of individuals with disabilities are informed about the special education complaint process and if they seek assistance with the process, they are referred to the LISD Coordinator of Compliance, Monitoring and School Safety.

The LISD adheres to 300.504 when developing procedures for providing parents with information. Local districts are provided with updates regarding requirements for distribution of the Procedural Safeguards Notice. The LISD has a website and the most updated version of the Procedural Safeguards Notice is posted there, available to LISD staff, district staff, parents and community members.

(b) A description of activities and outreach methods which are used to ensure that all citizens are aware of the availability of special education programs and services.

The LISD, its constituent local public school districts, and other public and private human service agencies in Lenawee County cooperate in the seeking out of individuals with disabilities, birth through 26 years of age.

Area agencies and local schools distribute Child Find literature throughout the community. Radio and newspaper features explain the rights of individuals with disabilities to a free

appropriate public education. Attempts are made to provide information in the native language of families in the community. The LISD also has a website that provides information about special education programs offered. Many Lenawee County school districts provide a link on their website to the LISD site.

DIAGNOSTIC SERVICES

(c) A description of the type of diagnostic and related services that are available, either directly or as a purchased service, within the ISD or its constituent local school districts, private schools, registered home schools or public school academies.

1-2. The following types of special education diagnostic evaluations are available in Lenawee County:

| PROFESSIONAL | ASSESSMENT PROVIDED ¹ | EMPLOYING AGENCY |
|---|---|------------------|
| School Psychologists | Intelligence & achievement tests | LISD |
| School Social Workers | Behavior observations, social adaptation & family histories | LISD |
| Physicians | Physical health, visual acuity or disease; ear-nose-throat assessments; psychiatric tests; neurological assessments | Contracted |
| Physical Therapists and Assistants & Occupational Therapists and Assistants | Motor skills/adaptations, sensory abilities | LISD |
| Speech Therapists | Speech & language abilities | LISD |
| Audiologists | Hearing acuity | Contracted |
| Early On | Early On developmental screening | LISD |
| Orientation & Mobility | Mobility testing | LISD |

Other staff may be assigned to participate in the assessment on an individual basis.

3. The LISD assures that copies of contracts or service agreements per section 380.1751(1)(2) of the Revised School Code for diagnostic services are on file at the LISD and available for review.

¹Not an all-inclusive description

CONTINUUM OF SPECIAL EDUCATION PROGRAMS AND SERVICES

(d) A description of the special education programs designed to meet the educational needs of students with disabilities.

1. Programs and Services which the LISD and the LEAs operate (reference Appendix B) and adhere with the Michigan Administrative Rules Special Education; Part 3 unless otherwise noted in Appendix A.

The LISD directly operates an educational program for adjudicated youth under contract with the County of Lenawee, at the Maurice Spear Campus.

Expanded Age Range - Programs for students with moderate cognitive impairment, severe cognitive impairment and severe multiple impairment, may require expanded age ranges for programmatic feasibility and to meet the needs of the students due to the low incidence of eligible students. The LISD will maintain reasonable ranges to allow for participation in the least restrictive environment (LRE).

Criteria for Autism Spectrum Disorder Programs - The LISD assures that programs provided for students with autism spectrum disorder under Rule 340.1758(1)(b) meet the following criteria:

1. In-service education will be provided to the special education teacher responsible for the education of students with autism spectrum disorder. The in-service education shall be provided in areas identified in Rule 340.1799;
 - a. Syndrome of autism, including its etiology;
 - b. Child development, with special emphasis on language, communication, and cognitive development;
 - c. Positive behavior supports;
 - d. Systematic curriculum development, with special emphasis on personal adjustment and prevocational education;
 - e. Home/school interactions; and
 - f. Family and community support services.
2. A consultant knowledgeable about autism spectrum disorder and programming for students with autism spectrum disorder will be available to the teacher and support staff to assist in meeting the unique individual needs of the student.
3. Related service providers who are responsible for the delivery of services to students with autism spectrum disorder will have in-service education relating to the service they provide.
4. The IEP Team will describe its consideration of the ability of the student with autism spectrum disorder to function in the program of placement in the context of such items as class size and student/staff ratio.

LISD employs and provides the following ancillary and related services; Teacher Consultant, Occupational Therapist, Certified Occupational Therapy Assistant, Physical Therapist,

Physical Therapy Assistant, Orientation and Mobility, School Social Work, Speech and Language Pathologist, School Psychologist, and Sign Language Interpreter.

Secondary school and post-secondary transitioning students with disabilities may receive career and technical education at locally operated approved career and technical education programs, the LISD's TECH Center, or via specially designed individual work training programs supervised by special or career and technical education teachers, work-based learning coordinators, counselors, and/or administrators.

(e) The ISD plan shall either describe special education programs and services under Part 3 of these rules or shall propose alternative special education programs and services.

Programs and services under R 340.1832(e) are described within Appendix A. These programs and services are designed to meet the educational needs of students with disabilities for Lenawee County school districts.

The LISD has transition programs designed for students, ages 19-26 who have completed a certificate of completion, but may continue to need services. These programs work on employability and community awareness skills to assist students in making a successful transition after high school. Students will spend a minimum of half their day receiving classroom instruction and may be placed on a worksite the other portion of their day.

| Program | Teacher Certification | Age Range | Capacity | Student/Para-educator Ratio |
|-------------------------------------|--|-----------------|--|-----------------------------|
| Secondary Transition Program | Special Education Endorsement Required | 17-20 years old | Allows for 15 students @ one time; 20 max. | 1 teacher + 1 aide |
| Post-Secondary Transition Classroom | Special Education Endorsement Required | 20-26 years old | Allows for 18 students @ one time; 18 max. | 1 teacher + 1 aide |

CONFIDENTIALITY OF RECORDS

(f) Provide an assurance statement on the confidentiality of any personally identifiable data, information, and records of students with disabilities that are collected, used, or maintained in compliance with R 340.1861(3) 34 C.F.R. 300.610 through 300.626.

Part 9 of the Revised Administrative Rules for Special Education titled, Records and Confidentiality, as well as 34 CFR §§ 300.610 to 300.626 of the Individuals with Disabilities

Education Act (IDEA) regulations. Policies and procedures on file at the LISD include: Board Policy #8940: Policy on Student Records.

The LISD assures that each local educational agency (LEA) meets the requirements set forth in Part 9 of the Rules and 34 CFR §§ 300.610 to 300.626 of the IDEA regulations.

ADMINISTRATION OF PROGRAMS AND SERVICES

(g) The identity of the full or part-time constituent local school district or public school academy administrator who, by position, is responsible for the implementation of special education programs and services.

1. While the direct responsibility for the daily operations of locally operated special education programs and services rests with the local public school district superintendents, overall authority for the delivery system lies with the LISD Superintendent or his/her designee. Accountability for the delivery system lies with the LISD Director of Special Education. Local public school building principals are authorized to supervise the operation of special education programs and services in their respective school districts.

Specific technical assistance is provided by the LISD Regional Supervisors or LISD Program Principals who must have state approval as either a director or supervisor of special education. (No reimbursement will be permitted for local district staff operating in this capacity.)

Sources for information regarding Special Education services:

LISD Superintendent/Assistant Superintendents
William J. Ross Education Service Center
4107 N. Adrian Hwy., Adrian, MI 49221
Telephone: (517) 265-2119

LISD Special Education Services
Milton C. Porter Education Center
2946 Sutton Rd., Adrian, MI 49221
Telephone: (517) 263-8931
Toll Free: (888) 444-8144

- LISD Director of Special Education
- LISD Young Children Services Supervisor
- LISD Program Principals
- LISD Regional Supervisors
- LISD Coordinator of Compliance, Monitoring & School Safety

Local District Contact information:

Addison Community Schools
219 Comstock St., Addison, MI 49220
Telephone: (517) 547-6123

Adrian Public Schools
785 Riverside Ave., Suite 1, Adrian, MI 49221
Telephone: (517) 263-2115

Blissfield Community Schools
630 S. Lane St., Blissfield, MI 49228
Telephone: (517) 486-2205

Britton Deerfield Schools
201 College Ave., Britton, MI 49229
Telephone: (517) 451-4581

Clinton Community Schools
341 E. Michigan Ave., Clinton, MI 49236
Telephone: (517) 456-6501

Hudson Area Schools
781 North Maple Grove, Hudson, MI 49247
Telephone: (517) 448-8912

Madison School District
3498 Treat Hwy., Adrian, MI 49221
Telephone: (517) 263-0741

Morenci Area Schools
500 Page St., Morenci, MI 49256
Telephone: (517) 458-7501

Onsted Community Schools
10109 Slee Rd., P.O. Box 220, Onsted, MI 49265
Telephone: (517) 467-2174

Sand Creek Community Schools
6518 Sand Creek Hwy., Sand Creek, MI 49279
Telephone: (517) 436-3108

Tecumseh Public Schools
212 N. Ottawa St., Tecumseh, MI 49286
Telephone: (517) 424-7318

QUALIFIED PERSONNEL

(h) A description of the qualifications of paraprofessional personnel.

Teacher assistants and/or health care assistants for a variety of special education programs are employed by the LISD and the LEAs. The minimal qualification required is a high school diploma. Under Rule 340.1793 the state does not designate specific qualifications for paraprofessionals but instead provides that the requirements be established in the LISD plan.

The requirements are being set forth here and so for assistants and paraprofessionals all federal and state requirements are being met.

TRANSPORTATION

(i) A description of the transportation necessary to provide the special education programs and services described in subdivisions (c), (d), and (e) of this sub rule.

The LISD operates a transportation system for students enrolled in programs directly operated by the LISD. Many of the buses are specially equipped to handle wheelchairs, and all have special restraints for infant and child safety seats.

The local public school districts are individually responsible for the transportation of their resident students with disabilities to and from the appropriate programs, as well as any special transportation. They fulfill this responsibility by either direct operation of the necessary transportation or via interagency contracts.

FUNDING

(j) A description of the method of distribution of funds under R 340.1811(5).

1. LISD Millage:

Lenawee Intermediate School District is committed by Board of Education policy to provide fiscal support for locally operated special education programs and services. LISD's special education funds shall first be spent on LISD-operated center programs and services. The remainder shall be paid to local districts in pro-rata share, while retaining non-spendable and restricted fund equity that equals 5% of LISD expenditures after subtracting a specified allotment reserved for future year payments to local districts in the LISD Special Education fund.

The Special Education reimbursement formula is based on a 90/10 weighed model:

- 90% of the total reimbursement amount is prorated based on the percentage of each local district's Special Education head count to the total head count for all districts.
- The remaining 10% is based on head count numbers for visually impaired, physically impaired and ASD pupils counted in each district, using MDE's published average per-pupil costs for these specific programs and services as the cost base for this portion.

LISD pays 85% of the Act 18 amount to local districts during the current fiscal year. The remaining 15% is recorded as an Accounts Payable and paid after the LISD audit is completed in November of the following fiscal year

ORGANIZATIONAL STRUCTURE OF THE PARENT ADVISORY COMMITTEE

(k) A description of how the ISD will appoint the Parent Advisory Committee members under R 340.1838(1) and (2).

Each of the eleven (11) local public school boards of education shall nominate one (1) primary representative for the Parent Advisory Committee (PAC) at least two (2) months prior to their district's primary representative's expiration date, and shall submit that nomination in writing to the LISD Board of Education. If, after two missed meetings due to non-representation of a local education agency, the LISD may nominate/contact perspective new members directly to assist the local education agency in securing representation.

The LISD Administration shall nominate a sufficient number of persons to assure that all types of impairments and all identifiable organizations of parents of disabled persons are represented on the PAC at least two (2) months prior to their representative's expiration date or, for new organizations, at least two (2) months prior to the first PAC meeting of the school year. "Identifiable organizations of parents of disabled persons" shall be defined for this article to include only organizations with formal by-laws granting primary membership privileges to parents of disabled persons that exist independent of the LISD or its constituent school districts, and are affiliated with other state, national, or international organizations of parents of disabled persons.

ROLE AND RESPONSIBILITY OF THE PARENT ADVISORY COMMITTEE

(l) A description of the role and responsibilities of the Parent Advisory Committee, including:

1. The Lenawee PAC shall be actively involved in the development and quarterly review of the LISD Plan for the Delivery of Special Education Programs and Services and shall provide input and action as a functional component of the LISD Program Development Model.

2. Objections to the Plan by the PAC require a majority vote of members in good standing. A majority vote (50% + 1) of the votes cast (abstentions shall not be counted as legal votes cast) shall be required to receive approval or pass any business item by the PAC.

3. The PAC shall function on a continuous, active basis to assist the Intermediate and constituent school districts in the provision of a free appropriate public education for all eligible disabled persons within its jurisdiction. The LISD Parent Advisory Committee shall be the initial source of surrogate parents for the LISD and its local districts, unless the student lives with a relative who would be willing to assume the surrogate role. The membership shall be expected to act as the "Voice of the People" by reflecting parental/child interests when concerns and issue arise.

ADMINISTRATIVE SUPPORT OF THE PARENT ADVISORY COMMITTEE

(m) A description of the role and relationship of administrative and other school personnel, as well as representatives of other agencies, in assisting the Parent Advisory Committee in its responsibilities.

1. The LISD Superintendent or designee (LISD Director of Special Education) – shall assist the LISD Board of Education in assuring that the PAC represents all impairment categories and all identifiable organizations of parents of persons with a disability. Further, the LISD Board of Education shall make every attempt to assure that all impairment categories are represented in proportion to their representation in Lenawee County. The LISD Superintendent or designee shall serve as ex-officio PAC members, shall provide assistance to the officers as needed, and shall have no voting rights.

LISD Administrative Assistant to Director of Special Education – Secretary: The Secretary shall record the minutes of all meetings of the PAC, shall see that all notices are duly given in accordance with the PAC By-Laws; shall see that communications with staff, administration, and parents be kept up-to-date in accordance with the PAC By-Laws; shall keep a register of the addresses and telephone numbers of all members of the PAC; shall be responsible for the roll call of attendance at all meetings; shall be the custodian of all PAC records and documents; and shall report all absences to the PAC on a regular basis. The Secretary shall, in general, perform all duties incident to the office of Secretary. At the discretion of the PAC, an Acting Secretary may be appointed by the LISD Superintendent or designee.

(n) A description of the fiscal staff resources that shall be secured or allocated to the parent advisory committee by the ISD to make it efficient and effective in operation.

1. The PAC Chairperson shall suggest an amount of funds to be annually allocated for the PAC from the LISD's Special Education Budget. The Chairperson shall co-approve any expenditure

from the annual PAC allocation with the LISD Superintendent or designee. Such allocated funds shall be separate from any value of services provided to the PAC. The LISD provides a secretary to; record PAC meeting minutes, duplicate and distribute minutes and handouts, and contact PAC members with meeting reminders. The LISD also maintains a PAC website as part of the LISD website.

SURROGATE PARENTS

(o) Describe how a pool of surrogate parents is maintained and how appropriate training is provided to potential surrogate parents based upon individual ISD, constituent local school district, and PSA policies and procedures under R 340.1725(f).

The LISD and its constituent local districts shall comply with the Michigan Department of Education – State Board of Education Surrogate Parent Policy, as well as all Federal requirements will be met.

1. The LISD Parent Advisory Committee shall be the initial source of surrogate parents for the LISD and its local districts, unless the student lives with a relative who would be willing to assume the surrogate role. If an LISD PAC member is not available, other sources, such as other parent groups will be asked to serve. Surrogate parent services are voluntary, no compensation for time spent in the role is expected, although reimbursement for expenses (mileage, materials, pre-approved training) may be part of the routine special education expenses reimbursed by the state and/or LISD. The LISD PAC and other interested groups will receive annual training appropriate for the surrogate role.

SIGNATURE PAGE

LOCAL SCHOOL DISTRICTS
and
PARENT ADVISORY COMMITTEE

PLAN INVOLVEMENT STATEMENT

Pursuant to Rule 340.1835(b) of the Revised Administrative Rules for Special Education, as amended, the following signatures indicate the local school district's and Parent Advisory Committee's involvement in the development of the Lenawee Intermediate School District's Plan for the Delivery of Special Education Programs and Services.

Sherry D. Rutz 3/5/15
PAC Chairperson Date

Steve Guerra Addison Community School 12/12/14
Steve Guerra, Superintendent Date

Robert Behnke Adrian Public Schools 12/12/14
Robert Behnke, Superintendent Date

David P. Pray Blissfield Community Schools 12/12/14
David Pray, Superintendent Date

Charles Pelham Britton Deerfield Schools 12/12/14
Charles Pelham, Superintendent Date

Sean R. McNatt Clinton Community Schools 12/12/2014
Sean McNatt, Superintendent Date

Michael Osborne Hudson Area Schools 12/12/14
Michael Osborne, Superintendent Date

Ryan L. Rowe Madison School District 12-12-2014
Ryan Rowe, Superintendent Date

Michael McAran Morenci Area Schools 12-17-2014
Michael McAran, Superintendent Date

Mark Haag Onsted Community Schools 12-12-2014
Mark Haag, Superintendent Date

Steve Landra Sand Creek Community Schools 12-12-14
Steve Landra, Superintendent Date

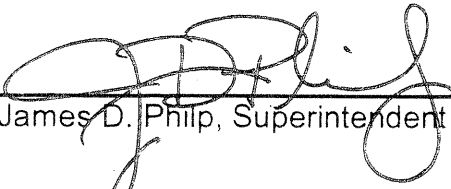
Kelly Coffin Tecumseh Public Schools 12-12-14
Kelly Coffin, Superintendent Date

SIGNATURE

INTERMEDIATE SCHOOL DISTRICT

PLAN APPROVAL

Pursuant to Rule 340.1835(a) of the Revised Administrative Rules for Special Education, as amended, the following signature of the Lenawee Intermediate School District Superintendent evidences the Intermediate School District Board of Education's approval of the Plan for the Delivery of Special Education Programs and Services.



James D. Philp, Superintendent

Dated 3/9/2015

Appendix A

**Changes Under R340.1832(e)
All other parts of the rule apply with the following exceptions**

| Program | Level HS/Post | Capacity | Rule | Assistant to be added when |
|---|------------------|---|---------|---|
| 340.1738 Severe Cognitive Impairment | | Allows for 16-students @ 1x | 1832(e) | 15 th student is added (4 th assistant) |
| 340.1740 Mild Cognitive Impairment | MS | Allows for a caseload of 18 students max | 1832(e) | 12 th student is added |
| | HS | Allows for a caseload of 18 students max | 1832(e) | 12 th student is added |
| 340.1741 Emotional Impairment | MS | Allows for 12 students @ 1x; with a caseload of 16 students max | 1832(e) | 11 th student is added |
| | HS | Allows for 12 students @ 1x; with a caseload of 16 students max | 1832(e) | 11 th student is added |
| 340.1742 Hearing Impairment | EL | Allows for a caseload of 10 students max | 1832(e) | FTE on the teacher's caseload = >5 |
| | MS/HS | Allows for a caseload of 10 students max | 1832(e) | |
| 340.1749 Teacher Consultant | | Allows for a caseload of 30 students max | 1832(e) | 30 th student is added |
| 340.1749(a) EL Level Resource | EL | Allows for 12 students @ 1x; with a caseload of 21 students max | 1832(e) | 21 st student is added |
| 340.1749(b) Secondary Level Resource | MS | Allows for 15 students @ 1x; with a caseload of 23 students max | 1832(e) | 23 rd student is added |
| 340.1749(b) Secondary Level Resource | HS | Allows for 15 students @ 1x; with a caseload of 23 students max | 1832(e) | 23 rd student is added |
| Secondary Transition Program | Secondary | Allows for 15 students @1x; 20 max | | 1 to start |
| Post-Secondary Transition Program | Post-Secondary | Allows for 18 students @ 1x; 18 max | 1832(e) | 1 to start |
| | | | 1832(e) | |

Appendix B

| | SCI | | MoCI | | | EI | | | HI | | | POHI | | | SXI | | | ECSEP | | | MiCI | | | RR | | | TC | | | Transition | | | Adjudicated Youth | | | | |
|----------------|-------------|----|------|----|-------------|----|----|----|----|----|----|------|----|----|-----|----|----|-------|----|----|------|----|----|----|----|----|----|----|----|------------|----|------|-------------------|-----|---|--|--|
| | HS/ Post | MS | EL | MS | HS/ Post | EL | MS | HS | EL | MS | HS | EL | MS | HS | EL | MS | HS | Pre | EL | MS | HS | EL | MS | HS | EL | MS | HS | EL | MS | HS | HS | Post | MS | IIS | | | |
| Addison | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adrian | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blissfield | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Britton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deerfield | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clinton | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hudson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lenawee ISD | *X | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | |
| Madison | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Morenci | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Onsted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sand Creek | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tecumseh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

*X denotes 1832(e) programs/services