

LISD PREP Academy STUDENT HANDBOOK

2023-2024



**Lenawee Intermediate School District
LISD PREP Academy
1372 N. Main Street
Adrian, MI 49221
(517) 266-1198 Toll-Free (888) 444-8144
Fax (517) 266-6986
TDD (800) 649-3777**

LISD BOARD OF EDUCATION

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William J. Ross Education Service Center
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Adrian, Michigan 49221
(517) 265-2119

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2946 Sutton Road
Adrian, Michigan 49221
(517) 263-8931

LISD TECH Center 1372 N. Main Street Adrian, Michigan 49221 (517) 263-2108	Trenton Hills Learning Center 1008 West Maple Avenue Adrian, Michigan 49221 (517) 263-6354
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www.lisd.us



LISD Child Find Outreach and Statement of Nondiscrimination for Programs and Services

Are you concerned about any Lenawee County resident's (birth – age 25) development? If you think a person's growth, learning, or social skills are not the same as others the same age, the sooner this person is evaluated, the better. This evaluation is free.

¿Está preocupado por el desarrollo de algún residente del condado de Lenawee (de nacimiento a 25 años)? Si usted piensa que el crecimiento, el aprendizaje o las habilidades sociales de una persona no son las mismas que otras de la misma edad, es mejor que se evalúe lo más pronto posible. Esta evaluación es gratis.

Contact (Llame):

Lenawee Intermediate School District (LISD)
Director of Special Education
4107 N. Adrian Highway
Adrian, MI 49221
(517) 265-1682 OR Toll-Free (888) 444-8144

For more information, visit the LISD Special Education webpage:
<https://webapps.lisd.us/sites/specialed/Pages/Specialedhome.aspx>

LISD Nondiscrimination Statement

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

Declaración de No Discriminación del LISD

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

Please be aware that anyone, at any time, may contact the following offices, as well as the Lenawee Intermediate School District (LISD) Staff Resources Office:

Le aseguramos que cualquier persona, a cualquier momento, puede comunicarse con las siguientes oficinas, así como las oficinas del Distrito Escolar Intermedio Lenawee (LISD).

Office for Civil Rights
United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100
(202) 245-6800

OR

Office for Civil Rights
United States Department of Education
600 Superior Avenue East
Cleveland, OH 44114-2614
(216) 622-4970

Lenawee Intermediate School District

Our Vision

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

Our Mission

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

Our Purpose

To empower learners and create opportunities for success. Through honest communication, mutual trust, integrity, and transparency, the LISD is an inclusionary leader in education that **models the following core values** with all of its stakeholders:

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

Program Overview

The LISD PREP Academy is an educational program provided by the Lenawee Intermediate School District (LISD) in cooperation with Lenawee County's 11 public school districts. It is an alternative high school program for students who are pregnant and parenting teens who reside within one of LISD's constituent school districts. The PREP program offers the opportunity to complete high school while receiving parenting support

and licensed childcare. Upon successful completion of the curriculum, the LISD PREP Academy recommends that students receive credit, diplomas, and transcripts from their resident school district. While the LISD PREP Academy makes recommendations with respect to student receipt of credit, diplomas, and transcripts, final decisions are the responsibility, and at the discretion, of the student's resident school district.

Contacting LISD PREP Academy

LISD PREP Academy welcomes your participation, input, and questions. Please stop by our office during school hours and/or call the LISD PREP Academy at 517-266-1198.

Student Outcomes/Quality Standards

Definition of LISD Student Outcome and Quality Standards

The STUDENT OUTCOME describes what we want a student to know (be like) and/or be able to do as a result of participating in the program or service.

The QUALITY STANDARDS are the activities, strategies, and/or behaviors which indicate how a student outcome is being met.

The following four (4) Student Outcomes are provided to teen parents/students and their young children enrolled in the LISD PREP Academy.

1.) The Student Achievement Outcome

LISD PREP students gain the knowledge and skills needed to support academic achievement and to become life-long learners in an increasingly interconnected local and global economy.

Quality Standards – The LISD PREP Academy staff will support student growth in the following ways:

- Have the appropriate qualifications and training (meet the certification requirements of the State of Michigan).
- Provide a challenging curriculum that is based upon:
 - Students' Educational Development Plans (EDPs) and Career Pathways
 - The unique needs of pregnant, parenting, and at-risk teens (Youth Assets)
 - Michigan Curriculum Frameworks.
- Use best practices to guide students into becoming self-directed learners with an emphasis on learning styles, communication skills, and effective study habits.
- Provide students with information and opportunities to learn about a variety of post-secondary institutions and opportunities to attend (scholarships, grants, etc.)
- Prepare students for further education by providing transition services to various post-secondary institutions.

- Review with each student – two times per year – her/his EDP and provide feedback to the family regarding the student’s academic progress.

2.) The Employability and Self-Sufficiency Outcome

LISD PREP students learn the knowledge, behaviors, resources, and opportunities needed for securing employment and providing for themselves and their families in an increasingly interconnected local and global economy.

Quality Standards – The LISD PREP Academy staff will support student growth in the following ways:

- Provide information to students about a variety of careers in occupational areas.
- Integrate career education and job skills into all the content areas.
- Provide a variety of work-based learning experiences such as Job Shadowing, On-the-Job-Training, Co-op, and/or Apprenticeships.
- Identify and remove barriers hampering teen parents’ use of community services.
- Increase students’ awareness of and access to stable living arrangements, quality childcare, and preventative primary healthcare.
- Teach students ways to appropriately self-advocate for the need of themselves and their child/children.
- Create opportunities for co-located services.
- Assist students in connecting to community resources.

3.) The Parenting and Emotional Well-Being Outcome

LISD PREP Academy students learn and practice the skills needed to identify and meet their family’s physical and emotional needs in a healthy and safe way.

Quality Standards – The LISD PREP Academy staff will support student growth in the following ways:

- Guide students in knowing and making healthy and responsible choices about sexuality, repeat pregnancies, and parenting.
- Establish a comprehensive sex education curriculum and advisory committee.
- Schedule intermittent weekly playgroup times for all students and their child/children, facilitated by the Parents as Teachers (PAT) instructor.
- Share accurate information in a clear and understandable way about healthy vs. abusive relationship behaviors.
- Teach students the skills needed to provide their child/children with a safe, nurturing, and developmentally appropriate home environment.
- Link students and their child/children to all needed family support services.

4.) The Young Children - Developmental Readiness Outcome

LISD PREP Academy encourages each child’s development in the areas of language, communication, and motor and social-emotional growth.

Quality Standards – LISD staff will support student growth in the following ways:

- Young children are supported in developmentally appropriate environments.
- Developmental screenings are provided for all children.
- LISD PREP Academy childcare staff use best practices and research related to each child’s development in the areas of language and communication, motor, and social-emotional growth.
- LISD PREP Academy childcare staff link young children with appropriate LISD and community services.

Enrollment Requirements

Eligibility

In order to enroll in PREP, a student needs:

- to be a resident of an LISD constituent school district,
- to be under the age of 20 by September 1,
- to be either pregnant or a custodial parent with a child under the age of 3 years as of September 1 and
- permission to enroll in and attend LISD PREP from the student’s resident school district.

Requirements

Proof of required immunizations or a statement signed by a parent/guardian (or student if the student is 18 or older) stating that the student has not been immunized because of religious convictions or other objections to immunization, LISD residency, and a certified birth certificate must be provided to the LISD.

Procedures

Eligible and interested students may either contact their local district’s guidance counselor, the LISD PREP Academy, at 517-266-1198 or Jenny Heath, Executive Director - CTE and Secondary Programs, at 517-265-1668.

Graduation Requirements

The granting of credit and issuing of diplomas will be done through the local district of residence. Students must meet the graduation requirements of their resident district.

LISD PREP operates on a semester basis. Students will receive one progress report and one report card per semester. Credit and grades will be based on the quality and quantity of work completed.

Student Behavior Guidelines

Student Code of Conduct

Students must follow the LISD Student Code of Conduct as well as any additional program and/or classroom rules.

LISD Board Policies

Students are expected to follow LISD Board Policies at all times. Board Policies are available at <https://go.boarddocs.com/mi/lenisd/Board.nsf/Public>.

State, Federal, and Local Law

Students must follow all applicable State, Federal, and local laws at all times.

Dress Code

Students must wear appropriate clothing. If the attire is disruptive to the education process, students will be required to change, cover up, or leave school for the day. Additionally, disciplinary action may be taken against students who engage in multiple violations of this dress code.

- Revealing clothing is not appropriate for school. Necklines that expose cleavage, sheer (see-through) clothing, and bareback or midriffs are not permitted.
- Shirts and tops must have sleeves.
- No undergarments may be showing.
- Clothing with profanity, lewd images/words, and advertisement of alcohol, tobacco, or firearms are not permitted.
- The bottom length of all shorts and skirts must be within three inches of the top of the knee or longer.
- Holes in jeans or skirts must be below fingertip length
- Stretch pant material, such as leggings, tights, yoga pants, and spandex, are allowed to be worn provided they are not see-through, undergarments are not visible, and when worn with shorts, a skirt, a dress, or top extending to at least fingertip length all the way around.
- Shoes must be worn at all times; unless in Child Care rooms.

Cell Phones/Electronic Communication Devices

Cell phones are not allowed in the classroom during instruction. The exception will be if the teacher has given permission for the student to use the phone for educational purposes. Appropriate time to use phones is before and after school and at lunch. If an outside person needs to get in touch with a student, they may call the front office at 517-266-1198. If a student needs to make a call during class time, they may come to the front office. Students will be guided to use cell phone etiquette as they would in a work setting. To minimize disruptions, students will be prohibited from using their cell phones. When students register at PREP, parents and students will sign a cell phone agreement policy. LISD PREP Academy is not responsible for lost or damaged phones. Students who violate this policy will be subject to the following disciplinary action:

1st Offense:

Device will be taken to the office, where the student may pick it up at the end of the session. Parents will be notified.

2nd Offense:

Device will be taken to the office, and parents must pick it up at the end of the day.

3rd Offense:

One day out of school suspension.

4th Offense or more:

Three days out-of-school suspension for each occurrence.

Students who violate this policy may also be disciplined in accordance with the LISD's Student Code of Conduct for behavior that would be considered disruptive to the educational program/school environment and/or insubordination. Students who connect to the LISD's wireless internet network from their personal electronic resources must abide by the LISD's Technology Code of Conduct and Acceptable Use policies. Students have no expectation of privacy while using the LISD's network.

****Note - Refusing to turn over an electronic communication device/cell phone when asked by a staff member will be considered insubordination and result in a Level 2 Offense under the LISD's Student Code of Conduct, resulting in up to a 10-day suspension for a first offense (subsequent offenses may result in additional disciplinary action in accordance with the LISD's Student Code of Conduct).**

TECHNOLOGY ACCEPTABLE USE POLICY

Students are authorized to use the LISD's computers, laptops, tablets, personal communication devices (such as cellular phones, tablets, and smartwatches), network, and Internet connection and online educational services (collectively, "Educational Technology") for educational purposes. Use of the Educational Technology is a privilege, not a right. When using the Educational Technology, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Educational Technology, including any violation of the LISD's educational technology policies, may result in cancellation of the privilege, disciplinary action, and/or civil or criminal liability. Prior to accessing the Educational Technology, students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Educational Technology that is in accord with their personal and family values, in addition to the Board's standards. Use of LISD Educational Technology by students off campus must have prior instructor approval as to content and standards. A full copy of the LISD's Technology Acceptable Use Policy is available in the PREP Academy office.

DISTANCE/REMOTE LEARNING

Circumstances may present where LISD PREP Academy courses/programs are provided through remote means. This may include but is not limited to the provision of instruction, student work, and assessments through electronic or other means, which do not require face-to-face interaction between the student and instructor. Student instruction and engagement may occur through participation in live video conferencing, watching pre-recorded video lessons, engaging in online communities, completing assigned work and

assessments on an electronic device, or through other means. Students who participate in an LISD PREP Academy course/program that is provided through remote means must have access to reliable internet service. If you do not have access to reliable internet service, please contact your LISD PREP Academy instructor. To the extent feasible, the LISD PREP Academy will work with the student and his/her parent/guardian to obtain reliable internet service that will allow for the student's participation in the distance/remote course/program.

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

JC/LISD Academy and Jackson College Courses

Please remember, if students are enrolled in a JC/LISD Academy or Jackson College course, **in addition** to the LISD PREP Academy program, all rules and policies listed in this **LISD PREP Academy Student Information Guide and the Student Code of Conduct** will, in addition to all JC/LISD Academy or Jackson College rules and policies, still apply.

Student Use of Artificial Intelligence (AI)

Artificial Intelligence (commonly referred to as AI) uses technologies to perform tasks and produce information that would historically require human intelligence. While AI has the potential to improve work product and decision-making while also realizing certain efficiencies in work, AI also poses ethical, privacy, safety, and equity risks.

The LISD believes strongly that original authorship and work is an important facet of the educational experience and individual growth. While AI is a tool that may be helpful in certain circumstances, over- and/or inappropriate use has the potential to limit student demonstration of their own knowledge and abilities, which is an essential part of the educational program.

Unless expressly authorized by the educational program teacher, the use of AI by students is prohibited. AI-generated work is not original to the student author and will be considered plagiarism. Students using AI when such is not expressly allowed will be disciplined in accordance with the student code of conduct and/or classroom rules.

AI use which has been expressly authorized by a student's teacher should be properly cited, and/or credit should be given to AI tools whenever used.

Closed Campus

Students **may not** leave campus during the day for any reason except for an appointment with a valid or documented excuse. Students must sign in and out at the office. Parental approval is required for students who are not 18 years of age or older.

Attendance Policy

The Michigan Revised School Code requires that student attendance be “continuous and consecutive.” The Code also states that absences are permissible only with “valid excuses.”

“Valid” or “documented” excuses are Doctor appointments, dental visits, funerals, court appointments, and pre-approved agency appointments.

All valid excuses must be documented in writing from the agency (not a parent) and submitted to the office on the next attending school day in order for missing work to be received. Teachers are granted at least 24 hours to prepare for missed work after being notified.

Notes for doctor appointments must state that the student is excused for the whole day. Otherwise, only a normal appointment time will be excused.

“Undocumented absences” are Student or child illnesses without a doctor visit and other absences without documentation. More than 5 *undocumented* absences per marking period will result in a conference with a teacher/counselor/administrator. At the conference, the student will be presented with a contract that will discuss the student’s status in each class and an agreed-upon plan for improving academic behavior and performance. If the conditions of the plan are not met by the student, there will be a loss of credit for that class.

Tardy: School starts at 8:45 am and ends at 2:45 pm. You will be marked tardy if you are not in your classroom by 8:55 am. If a student is late three times, a verbal warning is given. If a student is late five times, a written warning is given. If a student is late seven times, credit could be lost for the class. Students need to be in their classes on time to take full advantage of the material being taught.

If you are concurrently enrolled in LISD TECH Center programs, you are not allowed to attend the TECH Center without attending the PREP Academy.

Childcare Policies

Please see the *LISD PREP Academy Childcare Handbook*

School Cancellations

Cancellation of classes due to weather conditions or building problems will be announced on local radio stations, WABJ 1490 AM, WLEN 103.9 FM, and/or WQTE 95.3 FM. **Listen for “LISD PREP Academy.”** Students and parents/guardians who have not opted out of receiving automated messages from the LISD will also be notified by the “Blackboard”

automated system using the contact numbers provided. LISD PREP Academy will typically follow Adrian Public Schools **weather delays and weather closures; however, the LISD PREP Academy may be delayed or closed at times when Adrian Public Schools are open.**

If the school district in which you live is closed or delayed **due to weather only**, you will follow that school's schedule.

School Safety Procedures

The following safety and security procedures are in place:

- LISD Photo ID Badges are provided to all staff..
- Communication systems throughout each building include a building-wide PA system.
- Emergency Power Generators are installed to enhance our ability to safely provide services and monitor students during power outages.
- Access to each building can be limited to only one or two main entrances, with visitors signing in and out of the main office.
- In response to a threat or concern to students and/or staff, security (lockdown) procedures may be implemented.
- All visitors must sign in and remain in the reception area until escorted to another part of the school by District staff.
- Students may not leave the building without children unless for school functions.
- Number of visitors is limited to an as-needed basis.
- In response to a threat or concern to students and/or staff, security (Lockdown) procedures may be implemented.

If there are questions about school safety, please call Jenny Heath, Executive Director - CTE and Secondary Programs, at 517-265-1668.

Video Surveillance

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

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

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

Reporting Discrimination, Harassing, or Other Inappropriate Conduct

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

Daniel Garno, Executive Director, Staff Resources
4107 N. Adrian Highway
Adrian, Michigan 49221

517-265-1608
Dan.Garno@lisd.us

Heather Reau, Special Education Compliance Coordinator
2946 Sutton Road
Adrian, Michigan 49221

517-266-6973
Heather.reau@lisd.us

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

If you have questions about school safety, please call Jenny Heath, Executive Director - CTE and Secondary Programs, at 517-265-1668.