

Michigan School for the Deaf
OPERATIONAL PROCEDURES

Revised April 2010

The Michigan School for the Deaf (MSD) offers a Bilingual Deaf Education program designed for students with profound and severe hearing impairments between ages 3 and 26. A learning environment that includes instruction through both American Sign Language and Standard English is available through placement at the MSD. Other students with hearing impairments may also be considered for placement at the MSD.*

In addition to academic classroom programs, students who attend the MSD receive a unique combination of services resulting from individualized educational planning involving the interaction of many social, emotional and behavioral intervention strategies. As part of the continuum of services and programs, the MSD offers educational programs and related services at the Flint campus on a fee-for-service basis (costs are billed to resident school districts).

Per federal statute and regulations, for each student there must exist a continuum of placement options from which the Individualized Education Program (IEP) team makes the most appropriate placement. Placement at the MSD is determined on a student-by-student basis through the IEP team process involving MSD personnel, local and intermediate school district personnel, and the student's parents.

The MSD offers the following basic programs and services to enrolled students:

- MSD based classroom instruction
- Audiological evaluation
- Medical evaluations by an otologist/otolaryngologist
- Speech and language evaluation and services
- Counseling services
- Other classroom instruction through an Individualized Education Program (IEP) team process in conjunction with other public schools, as appropriate
- American Sign Language classes.

Additional services, as determined by the IEP team, offered on a fee-for-service basis include:

- Occupational therapy
- Physical therapy
- Assignment at the area skill center through an IEP team process and agreement with Flint Community Schools, or other public schools
- An alternative educational program for students needing additional and intensive structure and support in their educational program.

The MSD may provide the following diagnostic services to non-enrolled students by contractual agreement with the resident school district.

- Audiological evaluations
- Speech and language evaluations
- Otological evaluations
- Occupational therapy evaluations
- Physical therapy evaluations
- Outreach services.

Evaluations provided through contracted services for enrolled students are billed to the resident school district.

Upon request, evaluations and services can be provided to non-enrolled students; such services are billed to the resident school district. Attendance at an IEP team meeting for a student who is attending the MSD, or being considered for admission to the MSD, is not billed to the resident school district.

All initial evaluations as well as any subsequent evaluations for special education eligibility will be conducted by the resident school district, unless other contractual arrangements are made with the MSD.

Admission Procedures

Any interested individual may contact the MSD for information regarding the state school. The school is open to informal and prearranged tours by individuals and groups to gain a better understanding of the programs and services provided.

When placement at the MSD is being considered, the resident school district will forward to the MSD all appropriate records which may include, but are not limited to:

- Current Multidisciplinary Evaluation Team (MET) reports
- Current Review of Educational Evaluation Data (REED)
- Latest Individualized Education Program (IEP) report
- Medical evaluations
- Audiological evaluation
- Otological evaluation
- Other special education support service reports

These records must be exchanged prior to the IEP team meeting being scheduled to consider placement at the MSD.

When consideration for placement at the MSD is indicated, an IEP team meeting will be scheduled by the resident school district per Rule 340.1742 Michigan Administrative Rules for Special Education (MARSE). Representatives of the MSD, the intermediate school district, the resident school district, and the parents shall be invited to the IEP team meeting.

Placement at the MSD is an IEP team decision; there can be no unilateral acceptance/rejection of the placement by either the parent, resident school district, or the MSD. The parent, the resident school district, or the MSD may initiate a due process hearing complaint regarding the appropriateness of placement at the MSD per Rule 340.1724 MARSE.

Placement at the MSD and the special education program and services required by the student is determined by the IEP team. Once the IEP team determines placement at the MSD, a contract with the resident school district will be developed. The contract will specify the costs for any additional services listed in the student's IEP which will be billed to the resident school district. The MSD and the resident school district review the contract annually, generally at the time of the student's annual IEP team meeting.

The resident school district is responsible for convening and conducting the initial IEP team meetings.

Procedural Safeguards

The MSD assures that policies and procedures are on file at the MSD IEP/Records Office and available for review; the MSD complies with the requirements of the MARSE entitled "Records and Confidentiality," as well as Sections §300.611-300.618 of the implementing regulations for the Individuals with Disabilities Education Act (IDEA).

Policies and Procedures on file at MSD include:

- Family Educational Rights and Privacy Act; and,
- Michigan Department of Education (MDE) Bulletin 522 titled "Revised Schedule for the Retention and Disposal of Public School Records," March 1997.

Central Registry

Current student data shall be maintained by the MSD for all students with disabilities in attendance at the MSD through twenty-five (25) years of age. The central registry shall be operational and have the ability to provide up-to-date pupil counts and other data requirements of the Department of Education. Each resident school district shall provide the MSD with a complete updated data record for each student who is receiving a special education program or related service at the MSD.

Change in Resident School District

When the family of a student at the MSD moves to a new school district, a new IEP team meeting will be held and a new contract developed. The family must register the student in the new resident school district and inform the special education administrator that the student is currently placed at the MSD. The MSD will assist by making telephone contact with the special education personnel in the new resident school district. The new district will convene an IEP team meeting, inviting the parents and representatives of the ISD and the MSD. All programs and services listed in the student's IEP will be reviewed and a new contract will be developed between the MSD and the new resident school district.

Follow-up Procedures

Following the IEP placing the student at the MSD, the resident school district may designate in writing that the MSD convene all future IEPs. The IEP form provides a space for this designation.

Transportation

The MSD provides transportation for the enrolled student to and from any off-campus site that is necessary to implement the programs and services described in the student's IEP, and per contractual agreement with the resident school district. These transportation costs are billed to the resident school district.

The resident school district is responsible for providing transportation between the MSD and resident school district for its MSD students.

Residential Living Option

Residential student life is available for students who live too far (outside Genesee County) from campus to commute on a daily basis. Day students residing in Genesee County may be considered for residential placement due to family concerns, transportation issues, after school participation, and/or court involvement.

Consideration for residential placement will be determined by the Chief Administrator of MSD on a case-by-case basis. A request for residential placement must be submitted in writing by the parent(s)/guardian(s) to the Chief Administrator of MSD.

Individual student needs for dormitory housing will be given consideration outside the IEP team process.

**Nothing within these operational procedures reduces the rights and protections of students and their parents under state and federal laws including the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.*

Approved and Signed by:

Michael P. Flanagan
Superintendent of Public Instruction
Michigan Department of Education

April 14, 2010

Date