

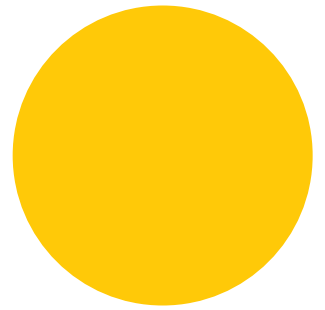


**Lansing**<sup>®</sup>  
School District

Lansing School District Bilingual Education Department

# Multilingual Learner Family Guide

School Year 23-24



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# Enrolling Students in the Lansing School District

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## Enrollment

In the United States, the law requires all children to go to school. Elementary, middle, and high school are all free if your child attends a public school. Public school usually starts between age 4 and 6 and continues until around age 17 to 18. Michigan law requires students to attend public or private school until they're 18 years old, unless they've fulfilled the requirements for high school graduation.

### Preschool enrollment

Lansing Public Schools offers free Universal Pre-school for children who turn 4-years old by December 1st. Enrollment for preschool programs is a separate application. Learn more and register here:

<https://www.lansingschools.net/academic-choices/preschool/>

For families who qualify and have children who are 3- years old, they may be able to attend Head Start classrooms. Learn more and register here:

<https://cacs-inc.org/head-start/>

### Kindergarten enrollment

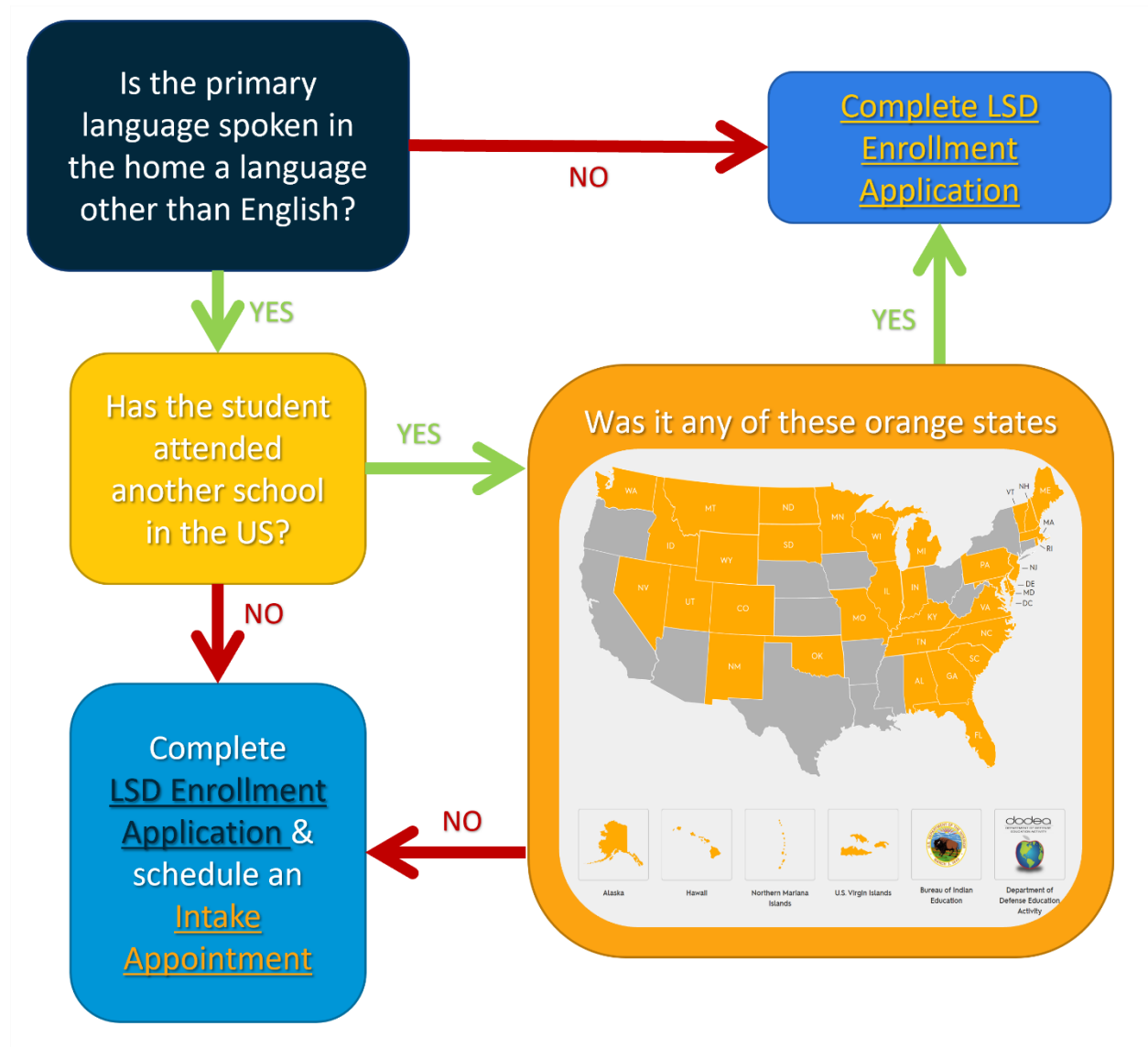
A child who resides in the school district may enroll in kindergarten if the child is at least 5-years old on December 1st. For children who are 4-years old between September 1st-December 1st, they are eligible to enroll in a Young 5s kindergarten classroom during their first year and continue to a regular kindergarten classroom for the following school year.



## Enrollment Steps

All enrollment for the Lansing School District (LSD) takes place online.

*If families don't have access to a computer, all schools and the Welcome Center have computer kiosks that families can use.*



The required documents for school enrollment are:

- Immunization records.
  - If you have questions, ask a family doctor or the Ingham County Health Department.
- Student Identification.
  - Bring one of the following:
    - Student's birth certificate\* | I-94 | passport | green card.

*\*If the student was born in the United States, you can request a birth certificate from the county clerk's office of the county the student was born.*

- Verification of Address (must be current, only one required):
  - Utility Bill (water, electric, waste, etc.) with service address listed.
  - Lease Agreement / Rent Receipt (signed with property address).
  - Cable/Internet bill with service address listed.
  - Proof of Residency letter if unable to provide a bill.
- Guardianship / Custody Documentation, if applicable.



## Additional documentation that may be needed

- Documentation of any known medical conditions that may require students to have medications in school for their safety.
- Individualized Education Plan (IEP) from previous school, if applicable.
- Transcript (7-12) and grades from previous school.

A separate enrollment is required for each student. Once the student is enrolled in Lansing Schools, they will be automatically re-enrolled every year. There is no need to repeat the enrollment process every year unless the student would like to attend a different school within the Lansing School District.



## ParentVUE & StudentVUE

ParentVUE and StudentVUE are an electronic messaging sites that allow families and students to have access to:

- bus information
- class schedules
- grades, class assignments, and behavior reporting
- attendance information
- graduation tracking

Parents and guardians can also submit updates through ParentVUE for:

- Address and phone number changes
- An absence
- Student enrollment

## Logging into ParentVUE & StudentVUE

1. Families and students can log in at: [ParentVUE](#).
  - a. Families can access ParentVUE by signing-in with the original email and password used for student enrollment.
  - b. Visit <https://www.lansingschools.net/ParentVUEstudentvue/> or on the Lansing School District Website and click on the *ParentVUE/StudentVUE* button in the top right corner.



2. Click on the *I am a parent* Button.



3. Enter your username and password and click Login.

**Login**

**Lansing School District**

**User Name:**

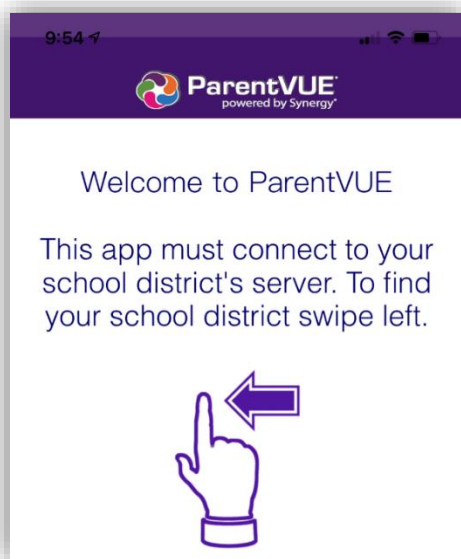
**Password:**

[Forgot Password](#)

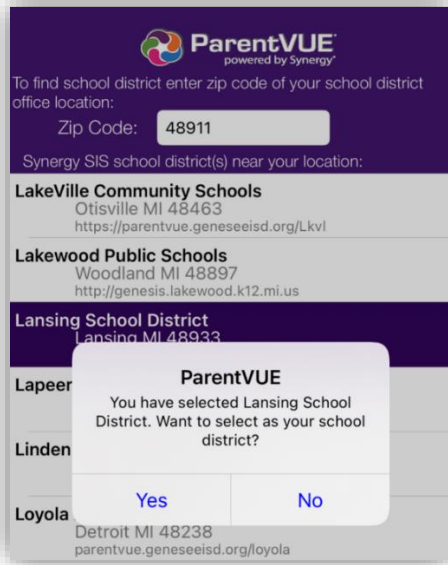
## Mobile App



Download the ParentVUE app by searching "ParentVUE" in the [Apple iTunes](#) or [Google Play](#) stores.



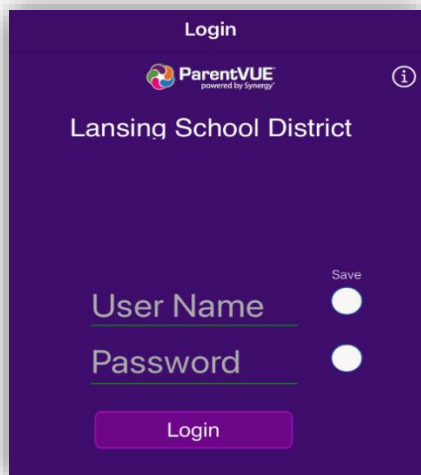
Open the ParentVUE app and swipe left on the screen to search for the Lansing School District



Search a Lansing Zip Code and select the Lansing School District and then Yes to proceed.



If you are a First Time User, please select Yes and follow the New User instructions above. If your ParentVUE account is already activated, please select Already Activated.



Enter your ParentVUE username and password to login to your account.



# Connecting with the Lansing School District

## How to Connect in your Home Language

### Bilingual Language Lines

To help families communicate more effectively with the district and school buildings, please use the phone numbers below. Families can call and leave a message in their language. The message will be translated and forwarded to the appropriate person. These lines are for non-emergencies.

العربية (Arabic)	517-755-1375	नेपाली (Nepali)	517-755-1373
မြန်မာ (Burmese)	517-755-1372	Af Soomaali (Somali)	517-755-1374
فارسی/داری (Farsi/Dari)	517-755-1380	Español (Spanish)	517-755-1371
Français (French)	517-755-1378	Kiswahili (Swahili)	517-755-1376

### How to Connect with the Teacher

Getting to know your student's teacher and remaining in contact is an important step for supporting students in school. A teacher can work with you to understand what is happening with your student in the classroom, and what additional support is needed to ensure their academic success. In the United States, it is encouraged to communicate with your student's teacher! Building a relationship with a teacher and school will create a stronger support system for your student and their education.



You can reach out to a teacher by calling the school or emailing the teacher directly. You can also call the [Language Line](#) and leave a message to request a meeting with a teacher or relaying important information about your student. This message will be sent to the student's teacher, or an appointment will be arranged so that a translator in a home language is made available for a family/teacher meeting.

### School Events

Connecting with the teacher is also possible through in-person events held by the school, like Open House (generally held at the very beginning of the school year), Parent Teacher Conferences (held twice a year, once in the fall and once in the spring), Literacy Nights, Performances, Cultural Nights, and even sporting events. There is always an Open House right before school starts each year, and this is a great opportunity to meet the new teacher for the year.

## Parent Teacher Conferences

Parent Teacher Conferences (PTC) are a set day (generally in the late afternoon/evening) when the school invites parents and guardians of students to come visit the school and meet with their student's teachers. Parents and families can find out how students are doing in school, and they can talk to the teacher about a student's grades and behavior in the classroom. A family member should attend as it helps to build the relationship between the school and the family and that will better support the student in achieving their academic goals. If you are unable to attend a PTC, you can reach out to the teacher and set up a meeting at an alternate time or through a virtual meeting. A translator for a home language can be made available for conferences upon request. Parent Teacher Conferences take place every October/November and March/April.

## Translation and Interpretation Services

The Bilingual Department places Bilingual Assistants (BAs) in many of our schools to provide academic/language support to our Multilingual Learner population. However, when the need for language/cultural support exceeds the capacity and role the Bilingual Assistants can provide, the department contracts with Cultural Brokers to help meet these needs.

A cultural broker is a contracted employee who speaks a highly specialized language and assists with interpretation and translation needs for the district. Cultural Brokers facilitate communication between parents, staff, and community agencies and can frequently be found supporting school services like parent-teacher conferences, IEPs, school meetings, and specialized interventions with at-risk students.



## How to Stay Connected

Stay Connected with the Lansing School District Social Media:



<https://www.lansingschools.net/>



<https://www.facebook.com/LansingSD>



<https://www.youtube.com/channel/UC7hNurVND8eyOi8GfnHwZiQ>



[Subscribe to the LSD Newsletter: Brightside](#)

## School-based communications:

Check with the school to learn about newsletters and online resources:



<https://www.lansingschools.net/school-pathways/>

Make sure the school has your most current phone number and email address.

## Local TV and newspaper:

Check your local news sources for current event information, as well as breaking news like school closures due to weather or emergencies.

[WLNS](#)

[WILX](#)

[WKAR](#)

[FOX47](#)

## ParentVUE and StudentVUE

Log into ParentVUE ([directions here](#)) regularly to monitor student achievement



# The School Year

## Calendar

July							August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

November							December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29		
							31																				

March							April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

- Teacher's First Day
- First Day of School
- Last Day of School
- No School (All)
- Half day (Elementary)
- Half day (All)
- Testing half Day (High Schools)
- Commencement (High Schools)

## Holiday-related School Closures

There are specific days every year that the school is closed. Be sure to refer to the school calendar every year to know which days the school is closed. And if your family celebrates a holiday (including religious holidays) that is not a day off for the school, you may excuse your student by calling the main office or the Bilingual Language Lines and leaving a message.

## Unexpected School Closures

Schools may close unexpectedly for several reasons. They may be weather related, like severe snow and ice. They may also be due to maintenance or safety issues.

If the school closes unexpectedly, you will be notified in a variety of ways, including text, email, or phone call. You may also see notifications on the Lansing School District main website, LSD Facebook page or local news and radio. Please make sure your phone number and address remain updated in ParentVUE so that you can receive timely messages regarding closures and delays.

## Bell Times

Different schools have different bell times. The bell time is when school starts and when students need to be in their seat inside the classroom. It is important that students arrive BEFORE the bell, so they have time to get inside the school, store their belongings, get into their classroom, and ready to learn.

<b>Attwood, Gardner, Mt. Hope, North, Pattengill, Sheridan Rd., Wexford</b>			
Full Day 7:40 a.m. - 2:35 p.m.		Half Day 7:40 a.m. - 10:30 a.m.	
<b>Eastern, Everett, Lansing Tech, Sexton</b>			
Full Day 8:00 a.m. - 2:48 p.m.		Half Day 8:00 a.m. - 10:48 a.m.	
<b>Capital Area K-12 Online</b>			
K-8th Grades		9-12th Grades	
Full Day 8:00 a.m. - 2:55 p.m.	Half Day 8:00 a.m. - 10:50 a.m.	Full Day 8:00 a.m. - 2:48 p.m.	Half Day 8:00 a.m. - 10:48 a.m.
<b>Beekman</b>			
Full Day 8:35 a.m. - 2:50 p.m.		Half Day 8:35 a.m. - 11:25 a.m.	
<b>Averill, Cavanaugh, Cumberland, Dwight Rich, Forest View, Gier Park, Kendon PreK, Lewton, Lyons, PreK at Pleasant View, Post Oak, Riddle/Willow</b>			
Full Day 8:55 a.m. - 3:50 p.m.		Half Day 8:55 a.m. - 11:45 a.m.	

## Transportation

The Lansing School District provides free transportation to all students who live within the district boundary and are not within walking distance (1.5 miles/2.4 kilometers) of their assigned school. Families can choose from the following transportation options:

- Elementary and Middle school students (grades K-8):
  - Traditional School Bus (Yellow DEAN Bus)
  - \$50 gas card per month/per student in the household.
- High school students (grades 9-12):

- o CATA bus pass/ and a companion pass.
- o \$50 gas card per month/per student.

Students/families are not allowed to receive both transportation options and must choose one option per student.

If you selected DEAN Yellow school bus, and have general questions throughout the year about a bus stop or to find the location of your student's bus, please call DEAN: (517) 319-8360

If your student (K-6<sup>th</sup> grades only) needs transportation to daycare, when filling out the transportation application, you have the option to provide the name and address of the daycare (even if it's a family member's home) and indicate if an alternate destination is needed for AM, PM or both.

If your student needs assistance in determining a bus route to school through CATA, they can use the Trip Planner option located here: <https://www.cata.org/routes-schedules>

For additional directions and resources for riding the CATA bus check out the following:

<https://www.cata.org/Rider-Information/How-do-I>

## Transportation Application

A Transportation Application must be completed two weeks prior to the start of school for each student attending the district. All families must apply for transportation for each student in the household attending the district through ParentVUE. If you need assistance completing the Transportation Application, please contact the student's school, the Transportation Team (517-755-3017), or request assistance through the [Bilingual Language Line](#).



Directions for completing the application through ParentVUE, are listed through this online tutorial:

[https://www.lansingschools.net/downloads/district/how\\_to\\_fill\\_out\\_the\\_transportation\\_application\\_using\\_parentvue.pdf](https://www.lansingschools.net/downloads/district/how_to_fill_out_the_transportation_application_using_parentvue.pdf)

ParentVUE will require an application for EACH student individually - this means you will need to request transportation for one student and then change the student profile to your other student(s) to request transportation for them. You can do this by clicking on the image of your student at the top of the page and you will see the option to select another of your student enrolled in the Lansing School District.

## Before & After Care Options

If you need care for your student before or after school, you will want to have that secured before school starts. There are a variety of options for before and after care, depending on your needs and which school your student attends.

### School-Based Care

The Lansing School District partners with providers to offer school and community center-based care. You can find more information on the district webpage: under [Before & After School Programs](#). School-based care is available at some elementary schools across the district. In a school-based program, your student will be cared for at the school, and you will pick your student up from the school. Community center-based care is available to many schools in the district. In a community center-based program, your student will be bussed to the community center, and you will pick your student up from the center. There may be a cost for school- and community center-based care.

### Child Care Centers, Group & Family Care Providers

If the options provided by the school district do not work for you, you can look for care with a private provider in a childcare center or with a home-based provider.

Michigan has a website to search for licensed childcare programs in your area.

- Go to Great Start to Quality (<https://greatstarttoquality.org/>) to conduct your search.
- You can filter by a variety of search filters, like location, cost, type of program etc.
- If you need help navigating the system, you can contact the Great Start to Quality Central Resource Center for assistance at 877-614-7328 (toll free).

Every licensed program in your area is listed! No need to search anywhere else. Please note that childcare options may differ for Preschool students.

## Meals: Food Nutrition, Food Allergies & Pork Products



Public schools in the United States provide free meals for students through federal programs. These federal programs provide funding and guidelines for schools in the Lansing School District to offer nutritious meals to students at no cost.

The Lansing School District works with their food service provider, Sodexo, to offer breakfast, lunch, and snacks for all students. Sodexo provides cafeteria meals at every school and works to ensure that reasonable accommodations are made for students with food allergies and students who abstain from meat and pork products. Sodexo posts monthly menus on their

website with nutrition and allergens listed for each item served for all cafeteria meals to inform students and families of food options.

Families and students can view menus for [Preschool](#), [Elementary](#), and [High Schools](#) and more information on the [SODEXO website](#).

## Helping Students Succeed

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### Attendance

Attendance is the record of who is present each day or who is absent from school. Attendance is taken every day; It becomes a serious problem if your student does not come to school or is late too many times. Absent students miss important opportunities to learn.

#### Attendance Categories

**PRESENT:** In class when the bell rings

**TARDY:** Arrives in class after the bell, but within 11 minutes of the bell

**LATE:** Arrives in class more than 12 minutes after the bell rings

**ABSENT:** Not at school, or not in class at all

If your student is marked tardy or absent, you will be notified by email, text, or phone. You can check your student's attendance record in ParentVUE. Remember, students are expected to be in their seats and ready to learn at the bell. (See page 10 for *Bell Times*).

### Behavior

Most students will need guidance and redirection at times throughout the school year. However, when a student's behavior is disruptive to their own learning, or to the learning of others, they can fall behind. Families, teachers, and students should work together to set learning and behavioral goals that lead to success in the classroom for each student. It is necessary for students and families to understand that deviations from expected behavior may result in disciplinary action. For specifics on behavior please refer to [The Student Handbook](#).





# Academic Standards

## Grading System

All students in the Lansing School District receive grades, or scores, based on their academic performance. These scores are made available to parents on report cards each marking period. The school district calendar is divided into two semesters and 4 marking periods. A parent or guardian can view a student's grades at any time of the year through ParentVUE. It is important to know your student's grades. Low or poor grades can result in failure, and multiple failures can result in not graduating on time or at all. Grades are a crucial form of school-home communication, and they're only effective if everyone knows what the letters and numbers mean.

## Elementary School

In Elementary School (Kindergarten through 5<sup>th</sup> grade) students have one teacher for all their subjects, who will grade the student on a variety of topics and areas of study.

Kindergarten Scores	
Score	Description
<b>M</b>	Mastery/Proficient
<b>DE</b>	Developing
<b>EM</b>	Emerging
<b>AC</b>	Area of Concern
<b>NA</b>	Not Assessed

Grade 1-3 Scores	
Score	Description
<b>4</b>	Exceeds grade level expectations
<b>3</b>	Meets grade level expectations
<b>2</b>	Is working toward grade level expectations
<b>1</b>	Working below grade level expectations
<b>0</b>	Chooses not to perform

Grades 4-5 Scores			
Score	Description	Score	Description
<b>4</b>	Exceeds grade level expectations	<b>A</b>	Excellent
<b>3</b>	Meets grade level expectations	<b>B</b>	Good
<b>2</b>	Is working toward grade level expectations	<b>C</b>	Average
<b>1</b>	Working below grade level expectations	<b>D</b>	Poor
<b>0</b>	Chooses not to perform	<b>E</b>	Failing

## Middle & High School

At this level of education, failing grades may result in needing to repeat a course, especially in high school (9-12). A student's *GPA* refers to their, "Grade Point Average." High School education is the step towards attending college, job training, or post-secondary education. All four years of high school credits are extremely important for placement in college, trade school, and job training programs.

Grades 6-12			
Score	Description	Score	Description
<b>A</b>	95+	<b>C-</b>	70
<b>A-</b>	90	<b>D+</b>	67
<b>B+</b>	87	<b>D</b>	64
<b>B</b>	84	<b>D-</b>	60
<b>B-</b>	80	<b>E</b>	Fail/No Credit
<b>C+</b>	77	<b>G</b>	Pass/No Grade
<b>C</b>	74	<b>I</b>	Incomplete

### *What to do about grades*

By taking the time to learn exactly what your student's report card means, you can make sure you respond appropriately, offering encouragement and helping your student make changes if the report card indicates room for improvement. If your student's report card seems out of sync with what you observe at home, talk to the teacher immediately.

If your student's grades are lower than you expected, here are some ways of helping your student improve:

- Make an appointment to review your student's progress with the teacher. Your student's teacher can tell you more about their areas that need to improve.
- Work with the teacher to develop a behavior or academic plan for your student. Things to consider may be tutoring, a seat at the front of the class, or extra lessons to work on at home with a family member.
- Identify the cause of the low grades. If your student is struggling in math, maybe they missed a key concept several months or even years ago. Work with your student's teacher to identify the problem and develop a plan to improve.
- Find out the student's school provides an After School Tutoring option and enroll your student in tutoring.

## Assessments

### WIDA

To understand why your child may be required to take the WIDA test, you need to understand the different types of WIDA tests. There are two types of WIDA tests:

- **WIDA Screener:** an initial screening test taken once
- **WIDA ACCESS for ELLs/ WIDA Alternate ACCESS for ELLs:** A yearly test

### WIDA Screener

The WIDA Screener is a federally required test given to students upon school enrollment to determine if a student needs additional support in learning the English language. Students only need to take the WIDA Screener once.

A student will be identified as an Multilingual Learner based on their screener score. The identification as an Multilingual Learner helps schools appropriately support your student in their everyday classwork and provides additional support for them to develop their English skills. These supports are critical for students who are learning English. They can continue to learn from their teachers while they are improving their English language skills.

### WIDA ACCESS for ELLs

Once a student is identified as an Multilingual Learner, they must take a federally required test each year to measure their progress in English proficiency. Data from the test will help the school decide what they can do differently to ensure your student is receiving appropriate and effective instruction to be successful in all their classes.

For more information about WIDA, please visit: [WIDA Parent Guide Online](#)

### Standardized Tests

Below is a listing of all the standardized tests your student will take throughout the year. These standardized tests do not influence overall grades but are used to identify student progress in subject areas such as reading and math.

Assessment	Grades Tested	Testing Window
WIDA Access For ELLs/WIDA Alternate Access for MLs	K-12	5 weeks - Spring
M-STEP	3, 4, 5, 6, 7 and 8	4-6 weeks - Spring
Mi-Access Functional Independence	3, 4, 5, 6, 7, 8 and 11	7 weeks - Spring
Mi-Access Supported Independence & Participation	3, 4, 6 and 7	
PSAT (PSAT & SAT - College Board Testing)	8, 9 and 10	1 week - Spring
Michigan Merit Exam	11	1-2 days - Spring
NWEA	3, 4, 5, 6, 7, 8 and 9	2 weeks - Spring
AIMSweb	K-8	2 weeks - Spring
Benchmark Assessments	K-2	4 weeks - Fall, Winter & Spring

# Graduation Requirements

## Transcripts from Home Country:

If a student enters into the district with already completed high school credits from their home country, students will have their transcripts evaluated to determine class placement and earned credits counting toward Michigan Merit Curriculum. Students will then be placed in grade levels according to the number of credits they have previously earned.

## Requirements for Graduation for High School

Lansing Public Schools require twenty-two (22) credits for graduation. The Michigan Merit Curriculum requires sixteen (16) credits for graduation, which could be acquired through subject and integrated (mixed subject) classes, as well as, career and technical education programs.

SUBJECT AREA	REQUIRED CLASSES	CREDITS REQUIRED
English/Language Arts	English Language Arts 9 - 12	4
Mathematics	<ul style="list-style-type: none"><li>Algebra I</li><li>Algebra II</li><li>Geometry</li><li>4<sup>th</sup> year Math</li></ul>	4
Science	<ul style="list-style-type: none"><li>Biology</li><li>Physics</li><li>Chemistry</li><li>3<sup>rd</sup> Year Science</li></ul>	3
Social Studies	<ul style="list-style-type: none"><li>Economics</li><li>U.S. History</li><li>U.S. Government</li><li>World History</li></ul>	3
Physical Education/Health	<ul style="list-style-type: none"><li>Physical Education</li><li>Health</li></ul>	1
Visual, Performance, and Applied Arts		1
World Language**		2

*A total of 22 credits is required for Lansing School District high school graduation of which 16 credits are the Michigan Merit Curriculum*

\*\*World Language waiver: for students who can provide a transcript showing 1 or 2 semesters of instruction in their home country that is administered in a language other than English, they are able to waive the World Language requirement. Additionally, if students are unable to provide a transcript from their home country, they are eligible to take a language exam to demonstrate proficiency in a language other than English. Please contact the school counselor to determine eligibility of the waiver.



## Seal of Biliteracy

The Michigan Seal of Biliteracy is an award given in recognition of students who have studied and attained proficiency in English and one additional world language by high school graduation. The Seal of Biliteracy encourages students to study world languages and encourages students to embrace their native and heritage languages. It is awarded to students who can show proficiency in a language other than English through home country transcripts or language proficiency exams.

Students that identify with at least one of the groups below, have the opportunity to submit documentation to determine eligibility for the Seal of Biliteracy:

- Anishinaabemowin speaking students
- Bilingual students born outside of the United States
- Dual Immersion students
- Foreign Exchange students
- IB/AP World Language students

The Michigan Seal of Biliteracy will provide colleges/universities/employers with a way to identify individuals with strong language and biliteracy skills. It may serve as an additional tool for colleges and universities to recognize applicants' language abilities for admission and placement. Once the Michigan Department of Education receives and approves the application, the Bilingual Education Department will provide the Seal, award letter, and graduation cord to school counselors to present to the student during the awards ceremony.



# Programs & Services

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## Bilingual Education

The Lansing School District has a department dedicated to the support and success of Multilingual Learner (ML) students. The Bilingual Department's mission is to foster an educational system that embraces refugee, immigrant, and language minority students. We seek to provide services and a learning environment where students can succeed, participate fully at all levels, and achieve their full potential.

The department also provides a centralized location for data, assessment, staffing, resources and services to bilingual students, families, and LSD staff.

## Students with Disabilities

The LSD serves students with disabilities through the Special Education (SE) Department. SE programs are in every school and available for every grade. SE operates home-based programs for students and their families, work-based programs for adults, K-12 support, and special education classrooms.

The Individualized Education Program (IEP) describes the specially designed services that will be provided to students. This includes instruction from specifically trained and licensed special education teachers and practitioners (including Deaf/Hard of Hearing and Vision). Students may also receive support from nurses, mental health providers, speech language pathologists, audiologists, educational sign language interpreters, orientation and mobility specialists, occupational therapists, and physical therapists.

Eligibility is determined by a formal assessment process that uses criteria associated with specific disabilities. Within this evaluation process, families are provided information regarding their student's eligibility and options for services. If you believe your student may qualify for special education services, please contact your school to inquire about an assessment.



## Social Work

Multilingual Learner students who are struggling with behavioral and emotional issues, grief, or trauma can receive support from the ELD Social Worker. Our social worker can provide culturally appropriate supports to Multilingual Learner students struggling with social and emotional wellness interfering with their ability to learn and thrive. This is different from a school counselor who is focused on academic guidance toward school completion.

## Extended Learning

Extending the learning day for Multilingual Learners is critical to their language acquisition and ability to achieve grade-level benchmarks. The Lansing School District, with support from the Bilingual Education Department, provides extended day programming for MLs in our 7 Language Assistance Program (LAP) schools during the fall and spring semesters, as well as summer learning opportunities to MLs district-wide to help bridge the summer learning gap.



Teachers, staff, community agencies, and volunteers offer support for these programs, which are designed to support WIDA standards, homework completion, testing strategies, and social adjustment support. Support programming includes:

- Tutoring
- Athletics
- Summer Programming\*

\*One summer program offered is BEST Camp. BEST Camp is a 6 week in-person summer program held at Gardner International Magnet Academy that serves Lansing School District Multilingual Learner students from PreK through High School. BEST Camp provides students the opportunity to continue their academic success and improve their language skills over the summer through fun, hands-on, immersive, enrichment activities that utilize the WIDA standards and framework. These include field trips to local museums, parks, and college campuses as well as a trip to Ebersole Environmental Center. In addition, students also have multiple opportunities to swim and learn valuable water safety skills onsite utilizing Gardner’s indoor pool.



# Policies & Procedures

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## Attendance Procedure

Students who do not attend school will be marked “absent”. An absence is excused if the family notifies the school within ten (10) school days after the absence and the absence is due to legal, medical, or religious reasons.

1. Families are responsible for contacting the school office if the student is absent. The results of that contact will be noted on the official attendance record.
2. When students exceed ten (10) full day excused absences (illness or family request), a signed note from the student’s physician will be required to excuse additional absences. The note must include the reason for the absence, the number of days the student will be absent, the dates of the absence(s) and the physician’s signature.
3. The teacher will notify the school administrator (principal) or designee when the student has accumulated ten (10) absences (excused or unexcused), or when unusual patterns of absences occur in a class period during a semester, and the school will notify the family (by mail, e-mail, phone, or in person).

## Medical reasons to stay home and be absent from School.

<b>Fever</b> 100°F or higher	<b>Vomiting</b> Within 24 hours	<b>Coughing</b> Coughing too much	<b>Bad Sore Throat</b> Swollen and red
<b>Positive COVID Test</b> PCR or Rapid Test	<b>Lice</b> Small insects in hair	<b>Rash or Sores</b> Skin sores	<b>Doctor’s Note</b> Note from a doctor

## What To Do If Your Student Is Sick or Late

If your student must stay home from school or if they are late for any reason, you must notify the school.

- You can call the main office of the school or leave a message on the LSD (Lansing School District) Bilingual Language Lines.
- You can fill out an absence note form, which you should receive during your enrollment or can get from the main office at your student’s school.

## What problems might arise from excessive tardiness?

Being late to class creates many disruptions in the classroom. A tardy student misses teacher instruction, causing the teacher to repeat lessons once the student arrives late. Students who are in class on time miss out on additional instruction when the teacher must repeat lessons for tardy students. Excessive tardiness, in addition to excessive absences, may result in a referral to the attendance office for a Tier III intervention. The referral may result in a petition to the 30th Circuit Court Juvenile Division for Educational Neglect (K- 6th grade/ages 5 - 12) or Truancy Court (7th - 11th grade/ages 13 - 17.5)



## What is good attendance?

- Good attendance means missing 2 or fewer days per month.
- Missing two or fewer days per month helps keep your student learning to read, reading to learn, and graduating from High School!
- Good attendance habits benefit students for a lifetime of learning and career success.

## How does absence impact student learning?

- Too many absences can cause students to fall behind in school, even as early as preschool or kindergarten.
- Missing just 2 days a month can make it more difficult to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Absences can affect the whole classroom if the teacher must slow down learning to help students catch up.
- Missing 2 or more class periods in the same High School course per month make it hard to learn, keep up and graduate on time with peers.

## If a student is chronically absent (missing 10 or more days of school) the following could occur:

- Class failure
- Need to attend summer school to make up missed credits (high school)
- Grade retention (high school)
- Referral for Educational Neglect (K- 6th grade/ages 5 - 12/Parent(s)) or Truancy Court (7th - 11th grade/ages 13 - 17.5/ Student)
- Temporary shut off of gas card (if the student's family is receiving a gas card)

## Returning to School

Upon returning to school after an absence, remind your student to ask their teachers (all their teachers if in Middle School or High School!) for any work they have missed. This is an important step to ensure academic success.



## Health & Wellness

### Medical Conditions, Medication, & Allergies

School staff must be notified of chronic conditions to ensure that they are prepared to meet student needs in case of an emergency. Medications and medical treatments can be provided at school when a family member requests and submits a completed [Medical Authorization form](#). Students may be permitted to carry their own emergency medications such as an asthma inhaler or epinephrine (epi-pen). Over the counter medications such as pain medication, antacids, cough drops, lotions, sunscreen, chap stick, and others are permitted at school but must be stored in the original container and given to the school office to be administered to the student.

If you have questions or need to speak to the school nurse, please call (517) 755-4964. If a translation is needed, please call the Language Line to make a translation request.

### Visitors & Volunteers

There are many times when families will be invited to or need to visit a school. If this takes place outside of a school event, like an open house or parent teacher conference, then the visitor **MUST** check in with the front office and be prepared to show ID before they will be allowed to enter the school. This includes arriving at the school to pick-up a student before the school day ends, this is known as an early release.

Adult members of student's families, as well as community members are encouraged to get involved with the school and volunteer in a variety of capacities, during or after the school day. All non-staff are required to complete an online volunteer application with Public Safety that includes a background check before any volunteering can begin. This

application is good for the entire school year but must be completed again at the start of all subsequent years. Family members can complete the application on the Public Safety Website: <https://www.lansingschools.net/departments/public-safety/>



# Important Resources & Contact Information

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## Lansing School District

Central Administration Building  
519 West Kalamazoo Street, Lansing, MI 48933



(517) 755-1000



<https://www.lansingschools.net/>



<https://www.facebook.com/LansingSD>



<https://www.youtube.com/channel/UC7hNurVND8eyOi8GfnHwZiQ>

## Bilingual Education Department

Dr. Eva L. Evans Welcome Center  
2400 Pattengill Ave, Lansing, MI 48910



(517) 755-4892



<https://www.lansingschools.net/academic-choices/bilingual-education/>



<https://www.facebook.com/LSDBilingualEducation/>



<https://www.youtube.com/channel/UConfhrz8ZKZeGjzyeWclalQ>



### BILINGUAL LANGUAGE LINES



العربية (Arabic)	517-755-1375
ဗမာစာ (Burmese)	517-755-1372
فارسی/دری (Farsi/Dari)	517-755-1380
Français (French)	517-755-1378
नेपाली (Nepali)	517-755-1373
Af Soomaali (Somali)	517-755-1374
Español (Spanish)	517-755-1371
Kiswahili (Swahili)	517-755-1376

## Other School Resources

### Adult Education



(517) 755-2813



<https://www.lansingschools.net/academic-choices/adult-education/>

### Athletics



(517) 755-5694



<https://www.lansingschools.net/departments/district-athletics/>

### Families Overcoming Rough Times Program (F.O.R.T.)

*Support for temporary or inadequate housing situations.*



(517) 755-2813



<https://www.lansingschools.net/departments/office-of-school-culture/fort>

### Special Education



(517) 755-4000



<https://www.lansingschools.net/departments/special-education/>

### Universal Preschool



(517) 755-3390



<https://www.lansingschools.net/academic-choices/preschool/>



## Resources Outside of LSD

### ABUSE & ASSAULT

State of Michigan Sexual Assault Hotline 855-VOICES4; (855-864-2374) or Text (866)238-1454 and TTY (517)381-8470	Sparrow Sexual Assault Nurse Examiner (SANE) (517)364-3641 End Violent Encounters (EVE) (517)372-5572	The Firecracker Foundation 517-742-7224 National Domestic Violence Hotline 1(800)799-7233
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### COUNSELING SERVICES

Bridging Communities & Counseling Services <b>6 languages are offered</b> 517-525-3089	Community Mental Health (517)346-8318 Ele's Place for Grieving Children (517)482-1315	St. Vincent Catholic Charities - Counseling Services 517-323-4734 ext. 1700 Student and Family Charities (517)882-4000
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### CRISIS AND SUICIDE PREVENTION

Community Mental Health/ES (517)346-8460	<a href="http://crisistextline.org">crisistextline.org</a> Text HOME to 741741	The Trevor Project LGBTQUIA+ 1(866)488-7386 or Text START to 678678	<a href="http://suicidepreventionlifeline.org">suicidepreventionlifeline.org</a> Call 1(800)273-8255 or Chat Online
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### DRUG AND ALCOHOL ABUSE

Al-anon and Alateen (517)484-1977 or visit <a href="http://al-anon.org">al-anon.org</a>	Cristo Rey Counseling Services (517)372-4700	Student and Family Charities (517)882-4000	SAMHSA Referral for Services 1(800)662-4357
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### FOOD SUPPORT

SNAP/EBT Allen Neighborhood Center (517)367-2468 Ingham County Enrollment (517)887-4306	WIC (517)887-4326	Tri-County Office on Aging - Meals on Wheels for Seniors (517)887-1394
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## HEALTH SERVICES

**Carefree Dental Clinic**  
1100 W. Saginaw St. Suite 5  
(517)887-5922

**Planned Parenthood**  
Frondor (517)351-0550

**Ingham County Health  
Department**  
5303 South Cedar Street  
hd.ingham.org

**Central Michigan Information**  
All Community Resources 211

**Carefree Medical Clinic**  
1100 W. Saginaw St.  
Suite 6A (517)887-5922

**Willow Health Center**  
306 W. Willow Street (517)702-  
3500

## UTILITY

**Capital Area  
Community Services**  
Lansing Center  
(517)393-7077

**Salvation Army**  
(517)484-4424

**Christian Services**  
(517)394-5411

**St. Vincent De Paul**  
(517)484-5395

