Information Booklet

for

C.O.P. - E.S.D.

Classroom Programs

2016-2017
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Jeff Reinelt..............................................Supervisor/Transportation Coordinator, Sp Ed.
Jessica Szymoniak.................................Monitor/Supervisor, Special Education

NOTICE

The Board of Education of the C.O.P.-E.S.D. will hold regular monthly meetings on the second Thursday of each month in the Cheboygan-Otsego-Presque Isle Educational Service District Office beginning at 7:00 p.m.

The Parent Advisory Council of the C.O.P.-E.S.D. will hold regular monthly meetings on the fourth Thursday of each month at 7:00 p.m. at the Cheboygan-Otsego-Presque Isle Educational Service District, 6065 Learning Lane, Indian River, MI 49749.

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It is the policy of the Cheboygan-Otsego-Presque Isle Educational Service District that no person shall, on the basis of race, color, national origin or ancestry, age, sex, height, weight, marital status or disability be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program or activity for which it is responsible.
SPECIAL EDUCATION STAFF - GAYLORD AREA

Cognitive Impairment Classroom Instructors

Judy Burkhardt – Secondary MoCI  Amber Modrzynski – Primary SCI
Sarah McGlynn – Intermediate MoCI  Jayson Raymond – Secondary SCI
Josh Menkes - Primary MoCI  Marsha Skop – Early Childhood Education

Classroom Paraprofessionals

Heidi Breuhan  Victoria LeFevre
Jamie Coonrod  Kelley Lieckfield
Chris Jenkins  Lisa McDaniel
Joanne Kuck  Angela McKnight
Jessica Kuras  Traci Newland
Jane Lange  Sarah Reminder
Nicole Lompra  Erica Schultz

Itinerant Staff

Autism Consultant  - Beth Hinkson  Speech Therapists  - Pam Dutcher
Hearing Consultant  - Cindy Stephan-Skop  - Sue Ermler
Preschool Consultant  - Rebecca Hicks  - Krista Gapinski
Vision Consultant  - Julie Haase  - Erin Marquard
- Nickie Monusko
School Social Workers  - Taryn Davis-Hanson  - Julie Stoffer
- Julie Wells
- Maggie Shanahan  School Psychologists  - Erika Larson
Occupational Therapists  - Leanne Johnson  - Jeffery Stallings
- Sue Powers  Teacher Consultant  - Jackie Fry
<table>
<thead>
<tr>
<th><strong>GAYLORD CLASSROOM LOCATIONS</strong></th>
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<tbody>
<tr>
<td><strong>Early Childhood Special Education</strong></td>
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SPECIAL EDUCATION STAFF - ONAWAY AREA

Classroom Instructor
Lorna DeMeritt- Uber - MoCI Instructor
JK Eldred
Jennifer Parr
Mick Mason

Classroom Paraprofessionals

Itinerant Staff
Autism Consultant - Beth Hinkson
Hearing Consultant - Cindy Stephan-Skop
Preschool Consultant - Bridget Hebert
Vision Consultant - Julie Haase

Occupational Therapist - Julie Kolly
Speech Therapist - Katy Szymoniak
School Psychologist - Neil Burchert
School Social Worker - Lynette DePeter Schulz
Teacher Consultants - Cris Cunningham
- Barb Hammond

Classroom Location
Onaway Community Schools
4549 M-33 S. Hwy.
Onaway, MI 49765
Phone: 989-733-4815

SPECIAL EDUCATION STAFF - CHEBOYGAN AREA

Classroom Instructors
Susan Erickson – Primary MoCI
Holly Crittenden – Secondary MoCI
Scott Weston – Secondary MoCI

Classroom Paraprofessionals
Maryann Beard
Stacey Weston
Taylor Price
Catherine Schneider
Carol Hebert
Denise Spierling
Donna Wirgau

Itinerant Staff
Autism Consultant - Beth Hinkson
Hearing Consultant - Cindy Skop
Preschool Consultant - Bridget Hebert
Vision Consultant - Julie Haase

Speech Therapists - Lance Bickel
- Jody Kosanke
- Jacie Malmborg
Occupational Therapist - Gerri Armstrong
School Psychologist - Danny McAllister
School Social Workers - Maggie Shannahnan
Teacher Consultant - Barb Hammond

Classroom Locations
Cheboygan High School
Cheboygan Intermediate
Cheboygan East Elementary
801 W. Lincoln
905 W. Lincoln
440 Garfield Ave.
(231) 627-7191
(231) 627-7103
(231) 627-5211
All COP-ESD classrooms are housed in local school district buildings. Students and staff follow the rules, policies and regulations as set forth by the local district as well as those established by the Educational Service District.

**ATTENDANCE POLICY AND PROCEDURES**

The attendance policy for Cheboygan-Otsego-Presque Isle Educational Service District is as follows:

1. Parents/Guardians/Care Providers are requested to call the teacher if their child is to be absent from school for any portion of the day. Calls may be made to the school beginning at 8:00 a.m.
2. Please notify the teacher if your child is going to be absent for several days.
3. Please notify the teacher if your child will be leaving and returning during school hours (doctor, dentist, etc.).

**ILLNESSES**

Students cannot sustain normal activity or learn effectively if they are ill or unhealthy. By working together we can try to control and prevent disease. This will be of benefit to all students and employees.

**Be alert to changes in your child and do not allow him/her to attend school with any of the following symptoms:**

- temperature of 100 degrees or higher
- diarrhea (two or more liquid stools), vomiting or abdominal pain
- persistent coughing, sore throat, cough or earache (2 or more days)
- hives due to allergies or undiagnosed rash
- swollen glands in the front or back of the neck, under the arm or in the groin area
- head lice including the presence of nits, scabies, impetigo, pink eye, or ring worm of the scalp or skin (proof of treatment must be sent before re-admittance to the classroom)

Call the school to inform the teacher about your child’s condition. If a diagnosis has been made by a doctor, please give that information also.

**Should a student become ill or injured during school hours, parents will be contacted and requested to pick up their child. The student will be separated from other students until parent(s) arrive. It is expected that student be kept at home until symptoms are absent for 24 hours. In this way we hope to protect other high risk students from infection and contagious diseases, and to ensure that our students will be healthy and their school attendance high. It is important that the student’s emergency information sheet is up-to-date, accurate information regarding who to contact.**
**STUDENT WELL-BEING**

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the classroom and COP office. A student may be excluded from school until this requirement has been fulfilled.

**IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Director may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Director.

*Immunization Requirements*

Unless given a waiver, students must meet the following requirements:

<table>
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<tr>
<th>Immunization</th>
<th>Requirements</th>
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<tr>
<td>Diphtheria</td>
<td>Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.</td>
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<tr>
<td>Tetanus</td>
<td>Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.</td>
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<tr>
<td>Pertussis</td>
<td>Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.</td>
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<tr>
<td>Polio</td>
<td>Three (3) doses of a polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.</td>
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<tr>
<td>Measles</td>
<td>Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.</td>
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<tr>
<td>Rubella</td>
<td>Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.</td>
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<tr>
<td>Mumps</td>
<td>Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician’s certification of laboratory evidence of immunity in the blood will satisfy these requirements.</td>
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<td>Hepatitis B</td>
<td>Three (3) doses are required with the 2nd dose at least 4 weeks after the 1st dose, 3rd dose at least 16 weeks after the 1st dose and 8 weeks after the 2nd dose. Last dose should not be given before 24 weeks old.</td>
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<tr>
<td>Varicella</td>
<td>One does if given ≥ 12 months of age and prior to the 13th birthday or 2 doses if initiated ≥ the 13th birthday or current lab immunity or reliable history of disease.</td>
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</table>
IMMUNIZATIONS

Beginning with the 2002-2003 school year, schools in Michigan will be required to assess and report the immunization status of all 6th grade students, in addition to the new school entrants, including kindergartners, whom they currently assess. In the fall of 2003, all 6th graders must have documentation showing that they have had the following immunizations:

- 2 doses of MMR
- 3 doses of hepatitis B
- Complete series of DtaP/Td with 1 dose in the last 10 years
- 3 doses of polio
- 1 dose of varicella (or history of the disease)

In addition the meningococcal vaccine (MCV4) is also available. Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.

Meningococcal vaccine can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders).
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.

To obtain meningococcal vaccine and other immunizations for your child, see your child’s health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations talk to your child’s health care provider or call your local health department. Information is also available at Centers for disease Control and Prevention (CDC) website: [www.cdc.gov/nip](http://www.cdc.gov/nip).

VISION SCREENING

In the State School Code there is language regarding vision screening for children. Data will be collected on vision screening for Kindergarten new entrants only.
ADMINISTERING MEDICATION TO STUDENTS

Michigan school law requires that medication can only be give with written permission from the child’s parent or guardian in compliance with the instructions of a physician.

If a child is required to take medication during school hours, it is the parent’s responsibility to make arrangements with the school.

Medication, including aspirin, will not be given by any school personnel without prior written permission, by the parent or guardian under a physician’s instruction.

Students are not allowed to transport their own medication. Medication may be given to the student directly by the parent or transported by transportation personnel at parent request. It is to be kept in the original, labeled child proof bottle, including name of student, type of medication, amount of dosage to be administered, and number of times given daily. Medication will be kept in a secure place. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written request and the parent’s written medication form.

A medication release form is included in the student packet. If additional forms are needed please do not hesitate to ask. It would be a good idea to leave a form with your child’s file at the doctor’s office.

STUDENT DRESS

Students will be asked to comply with the dress code of the building in the local school district they are attending. Any fashion that disrupts the educational process or presents a safety risk will not be permitted.

Students (parents) should consider the following questions when dressing for school:

Does my clothing expose too much?
Does my clothing advertise something that is prohibited to minors?
Are there any obscene, profane, drug related, gang related or inflammatory messages on my clothing?
Am I dressed appropriately for the weather?
COMMUNITY INTEGRATION ACTIVITIES

Special Education programming often includes community integration activities. These activities are a continuum of school programming. They are well planned and supervised by classroom personnel.

At the beginning of the school year, parents are sent a permission form to be completed, signed and returned to the classroom teacher. Students will be excluded from community activities until this form is received.

Parents will be notified in advance of the destination, date and any necessary special provisions required (i.e., special dress for weather, sack lunch, etc.).

These community integration activities are scheduled by individual classrooms or combinations of classrooms. Some activities occur weekly while others are dependent on weather and availability of facilities (bowling, shopping, etc.).

PARENT-TEACHER CONFERENCES

The purpose of a conference is:

1. To give parents and teachers a better understanding of the child,
2. To promote close cooperation between the home and school in fostering the growth of the whole child,
3. To give a more accurate picture of the child’s school growth as shown by achievement,
4. To promote a better understanding of the objectives of the school.

STUDENT PROGRESS REPORTS

Reports from your child’s classroom teacher and other special services will be sent home during the school year. The parent-teacher conference discussed above will be held once a year unless otherwise requested. Student Individual Educational Program Team meetings are also held a minimum of once a year.

Progress Reports on the IEP goals and objectives will be sent home during the school year following the report schedule of the local district in which the classroom is located.
SCHOOL BUS INFORMATION

Please notify your transportation provider as soon as you know your child will not be riding the bus to school. Students should be ready to board the bus at the designated time so there is no delay in the pick up time for the next student. Drivers will wait two minutes and then continue on the route. There MUST be someone home to meet the students at the designated times.

Straits Regional Ride . . . . . 231-597-9242 or 866-731-1204  Mick Mason . . . .989-733-8738
Otsego County Bus . . . . . . .989-732-6224

EMERGENCY SCHOOL CLOSINGS

Occasionally during the winter months, weather conditions make it inadvisable to hold classes. When this occurs, the public will be notified as soon as this decision has been made. Ordinarily, this will be done prior to 6:30 a.m. and the announcement will be made over local radio stations. If the decision is made the night before, it will be aired over local television stations.

At times weather conditions make it necessary to cancel school after classes have begun for the day. In circumstances such as this, parents are notified through the same media as above and are therefore encouraged to listen to the local radio stations when poor weather conditions prevail. Children will return home in the same manner they arrived at school unless special arrangements have been made with parents/guardians/care providers.

When a decision is made to close school, it is done to ensure the safety of our children on the buses. Decisions to close school are made by the local public schools where your child’s classroom is located. As an example, when Gaylord Public Schools are closed, the COP-ESD classrooms in Gaylord will also be closed.

SCHOOL LUNCH PROGRAM

Each school has a hot lunch program. These lunch programs are operated by the local school. For those paying for lunch, lunch money is to be sent to school each Monday in an envelope. Your child’s name and amount of money enclosed should be written on the front of the envelope. Lunches may not be charged! Free and reduced lunch forms will be sent home at the beginning of the school year. Please complete and return if you feel your child is eligible. The form must be completed in order to qualify.
INCIDENCE REPORTS AND REFERRAL TO PROTECTIVE SERVICES

All staff are **required** to report any suspicion of neglect or physical and/or sexual abuse to the Department of Human Services (DHS) and/or appropriate legal authorities. At times, students report episodes of physical and/or sexual abuse to staff members, - again, it is **required** these incidents be reported.

Parents must understand it is not our responsibility to assess the accuracy of these reported incidents. Education’s responsibility is to report their suspicions or report what is related to them by a student, not to judge the merit or accuracy of them.

It is understood that this may, at times, cause difficulties for parents, but we cannot ignore our legal responsibility.

School personnel are required to fill out incident reports on the students in their care whenever there is an accident, injury or unusual occurrence. If students come to school with an injury of any kind that has not been previously reported, school personnel must fill out an incident report. These incidence reports will be sent home with the student.

GENERAL INFORMATION

Students may be outside as part of their school program. It is important they are dressed adequately for the weather. For students who may be unsure of what clothing belongs to them, please label clothing so school personnel know what belongs to your child.

Classrooms have different celebrations or special events during the school year. Notification of dates and any special requests will be sent out by individual teachers as appropriate.
CLASSROOM VISITATION POLICY

The COP-ESD Board of Education views visits from parents, guardians and/or care providers to their student’s classroom as an important component of the home/school relationship. Classroom visitations are therefore encouraged. It is important that normal classroom instruction not be unduly disturbed, so parents, guardians or care providers wanting to visit their student’s classroom are requested to follow the procedure outlined below:

- Scheduling classroom visitations: All visitors are requested to contact the program supervisor or classroom teacher to schedule a classroom visitation.

- Visiting the class during instruction: Student instruction may be occurring in the classroom community during scheduled visitation time. Visitors are requested to contact the teacher or program supervisor to be assured of the student’s location.

- Most local school districts request that visitors report to the office upon entrance to school.

HOME TO SCHOOL COMMUNICATION

Communication between home and school is an important link in your child’s education. It is most helpful if the teacher is made aware of any major changes or difficulties at home that may affect your child’s performance at school.

Each teacher has a time of day that would be most convenient for them to talk to you. Classrooms have students present most of the day. If you need to get a message to a teacher or wish to talk to them, all classrooms have either an answering machine or a voice mail system for leaving messages or a note can be sent with your child.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Alpha School District to amend a record to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:


5) The Cheboygan-Otsego-Presque Isle Educational Service District policy on student records is located at the COP ESD main office: 6065 Learning Lane, Indian River, MI 49749.