

Handbook

For Students/Parents



C.O.O.R. Educational Center

11051 North Cut Road, P.O. Box 827

Roscommon, MI 48653

Phone: (989) 275-9550

Fax: (989) 275-9512

Revised 8/07

Mission Statement

The C.O.O.R. Intermediate School District will plan and provide the highest level of programs and services to meet current needs and anticipate those of the future. This will be achieved in partnership with all local educational interests through communication, collaboration and cooperation. The ultimate results will be excellent learning opportunities for a lifetime.

This Handbook for Students/Parents is designed to assist in meeting the purposes expressed in the Mission Statement. It is intended to provide both general and specific information concerning your student's school environment, and to answer the most commonly asked questions about the daily operation of the C.O.O.R. Educational Center.



Bill of Rights for Special Needs Families

You have the right to the following Basic Guiltless Freedoms:

- To take one day at a time.
- Have hostile thoughts once in awhile.
- To be alone at times.
- To cry when you need to.
- To have a vacation without the children sometimes.
- To get angry without being ashamed.
- To have time together to enhance your marriage.
- To devote as much time as you want to the cause.
- To tell teachers and other professionals how you feel.
- To demand that your opinions are respected.
- To know that you make the best decisions.

From a lecture by Geri Arias, M.S.W.

Annual Notification of Rights

The educational records of any student enrolled in the C.O.O.R. Intermediate School District are protected under the Family Educational Rights and Privacy Act, Part II, April 11, 1988, 34 CFR Part 99 (FERPA).

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:
The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the C.O.O.R. Educational Center principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The C.O.O.R. official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the C.O.O.R. Intermediate School District to amend a record that they believe is inaccurate. They should write the C.O.O.R. Educational Center principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the C.O.O.R. Intermediate School District decides not to amend the record as requested by the parent or eligible student, the C.O.O.R. Intermediate School 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.

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 C.O.O.R. Intermediate School 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 C.O.O.R. Intermediate School 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.

Upon request, the C.O.O.R. Intermediate School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the C.O.O.R. Intermediate School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory information will be released at the discretion of the staff at C.O.O.R. Intermediate School District without consent of the parent or eligible student unless a signed directive is received directing the district not to release such information. A form for this purpose is available at the C.O.O.R. Intermediate School District offices.

*Current Listing of C.O.O.R. Intermediate School District Staff
Who Have Access to Special Education Records*

The C.O.O.R. Intermediate School District is the repository for special education records for all students receiving special education services. The C.O.O.R. Intermediate School District Superintendent, Director of Special Education, Special Education Technical Assistance Administrator and Supervisor of Special Education Services have **UNLIMITED** access to all special education records.

C.O.O.R. Intermediate School personnel have **LIMITED** access to personally identifiable information for students enrolled in their classroom program or special education service.

Other personnel listed below also have **LIMITED** access:

Director of Career & Technical Education

School Psychologists

Physical Therapists/Occupational Therapists

Career & Technical Education Counselors

Director of R.O.O.C. Inc.

R.O.O.C. Supervisors & Secretaries

Transportation Supervisor (Transportation directions & necessary health information only)

Supervisor of Special Education – West Branch-Rose City Area Schools

REVIEW OF STUDENT RECORDS

Authorized staff members will review student records in the C.O.O.R. offices only. Permission to remove student records from the room in which they are stored is granted to the staff provided those staff members sign the checkout card. Permission to remove student records may be obtained from the Technical Assistance Administrator or the Director of Special Education. Records must be returned to the office within one workday of removal. The C.O.O.R. Administrator assigned to safeguard all student records is Bill Wachowiak, Planner/Monitor.

Notice of Nondiscrimination Policy

It is the policy of the C.O.O.R. Intermediate School District that it does not discriminate on the basis of race, color, national origin, gender, age, height, weight, political belief, religious belief, marital status, or disability in the educational programs and activities operated by the District, including employment.

Any inquiry concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex and/or related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex, race, color or national origin, should be directed to:

Name: George Johnson
Title: Director of Planning and Finance
Address: C.O.O.R. Intermediate School District
11051 N. Cut Road
P.O. Box 827
Roscommon, MI 48653-9340
Phone: (989) 275-9526
Fax: (989) 275-5881

Inquiries related to Section 504 of the Rehabilitation Act of 1973/ADA, which prohibits discrimination on the basis of disability and/or Title II of the Americans with Disabilities Act of 1990 and Age Discrimination Act of 1975 which prohibits discrimination on the basis of disability and age, should be directed to:

Name: Bill Wachowiak
Title: Special Education Technical Assistance Administrator
Address: C.O.O.R. Intermediate School District
11051 N. Cut Road
P.O. Box 827
Roscommon, MI 48653-9340
Phone: (989) 275-6887
Fax: (989) 275-5881

Student Code of Conduct

Expected Conduct and Discipline

Students have responsibilities when attending school. They should demonstrate proper behavior in school, on school grounds, at school activities and en route to and from school. Examples of poor behavior include following directions the first time they are given, keeping hands, feet and other objects to self, using appropriate language and voice levels, using good manners, being considerate of others and respecting property.

Students are expected to follow rules established to help everyone be successful during their time in school. When rules are not followed, students will first be disciplined as outlined by the classroom rules.

If the student is not able to follow the established rules without additional help, a written behavior plan may be developed by the teacher with assistance from the behavior support team and parents. All behavior plans developed for students are designed to help the student learn more appropriate ways to communicate and interact with others.

On the rare occasion, a student is not able to benefit from either classroom rules and/or individual behavior support plan; a short-term suspension may be warranted. Any student suspended for more than 10 days in a school year for behavior that represents a pattern will have an IEP meeting to address the behavioral issues. This meeting will conduct or review a functional behavioral assessment and develop or review a behavioral support plan based on the functional assessment. If appropriate, the IEP will review the student's present placement to determine if it is appropriate.

For certain offenses outlined by the Board of Education, a student with a disability may be expelled from school and prevented from attending school at the CEC. Expulsion is a decision, which is made only by the Board of Education after the student has been allowed full due process under United States and Michigan law. Any student expelled from school will have an IEP meeting to develop an alternative educational setting and program to meet their IEP'ed goals and objectives.

All students shall have the right to due process in disciplinary and investigative proceedings. A student's due process safeguards consist of the opportunity to: 1. Be informed of categories of misconduct and penalties or corrective actions, 2. Be informed of charges against them and resulting penalties or other actions, which may be used. In cases involving any suspension or exclusion from school, written notice will be sent to parents/guardian, 3. Have a hearing regarding misconduct

charges with an opportunity to offer a defense and to examine any documents relating to the charges. 4. Have the right to appeal to another authority following C.O.O.R. Board Policy if student is not guilty and is being subjected to disciplinary action which is not in keeping with this guide or if due process as outlined here has not been followed. (Building principal has the discretion to have corrective action remain in effect during the appeal activities.)

Harassment

Harassment of a student by another student(s) will not be tolerated. Harassment includes any verbal or physical action and any use of racial or ethical remarks that creates a hostile, intimidating or offensive learning environment. Any form of sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remarks, is prohibited.

A student who experiences any form of harassment from a fellow student or anyone else at school is to report the incident to his/her teacher or the school principal. Reports will be treated as confidential and in such a way as to avoid embarrassment to the reporting student and will be investigated promptly. Anyone found to have violated the rules against harassment shall be subject to disciplinary action up to and including suspension or expulsion from school

Drugs

It is prohibited to use, possess, conceal or distribute drugs at any time on school property, in district vehicles or while participating in school related activities on or off school property. The term "drugs" includes all dangerous controlled substances as defined by Michigan law; all chemicals which release toxic vapors (inhalants such as glue); all alcoholic beverages; any prescription or over the counter drugs except those for which the office has a signed usage form; anabolic steroids; "look-alike" drugs which appear to be prohibited drugs; and any other illegal substance defined and prohibited by Michigan law.

Any student suspected of use, possession or distribution of any drug will be subject to immediate investigation by an administrator. Disciplinary action, with possible suspension and expulsion from school, will be taken as determined to be appropriate. Drug and alcohol counseling referrals will be made as needed.

Tobacco

Tobacco is defined as all uses of tobacco, including cigars, cigarettes, snuff or anything that contains tobacco. All use of tobacco is prohibited on school grounds by school policy, as well as, State law. Students suspected of use or possession of tobacco will be subject to immediate investigation by an administrator. Disciplinary action with possible suspension and expulsion from school will be taken as determined to be appropriate.

C.O.O.R. Educational Center

The C.O.O.R. Educational Center (CEC) is an educational institution providing specialized services to Cognitively Impaired, Autistic and Severely Multiply Impaired students in the C.O.O.R. I.S.D. service area. The CEC provides services for 55 to 65 students per year through five different programs.

Programs for students with Severe Cognitive Impairments and Severe Multiple Impairments are divided into two classes: Primary ages 4 to 16, and Secondary, ages 16 to 26. Programs for students with moderate cognitive impairments are divided into three classes: Primary ages, 4 to 13, Secondary, ages 13 to 18, and adult, ages 18 to 26. The Primary and Secondary programs are housed in the Center while the adult students are based in a classroom located in downtown Roscommon.

Students attending the centralized programs at the CEC, participate in educational programming based on a functional skills curriculum. The Center's curriculum is grounded in the *"Special Education Programs Outcome Guides for Trainable Mentally Impaired, Severely Mentally Impaired and Severely Multiply Impaired"*. The performance standards from *"Addressing the Unique Educational Needs of Students with Disabilities"* are used for student outcomes. This allows the Center to provide students with a realistic set of achievable expectations, which mirror the Michigan Curriculum framework.

Keeping with the functional skills curriculum concept, the purpose of the educational process at the center is to facilitate the student's success in the larger community. The CEC experience provides an extensive set of age appropriate community-based educational activities focusing on the hands-on participation. Programming for primary and secondary age students includes the development of communication skills, self-care skills, daily living skills, socialization skills, physical education, pre-vocational education and vocational education. Adult students are provided with a very intense set of community-based training experiences designed to provide a coordinated set of activities between the school and adult service providers. These activities include pre-vocational training, work-study, self-determination skills, integration of community skills, assistance in developing an adult living plan, referral to agencies such as Michigan Rehabilitation Services, Community Mental Health, and other public or private agencies that can assist the student.

The C.O.O.R. Educational Center also provides classroom services to Hearing-Impaired students through a satellite program based at Roscommon Middle School. Students in the Hearing-Impaired program receive intensive instruction in communication skills and language development. They spend a major portion of their class time in a regular education program with support from Hearing-Impaired program staff.

Cognitive Impairment Program Philosophies

PURPOSE: The Moderate and Severe Cognitively Impaired programs are twofold. They must be student and parent centered. The students work on self-care, communication, daily living skills, appropriate vocational skills and socialization. The parents are provided guidance and support so they can improve their effectiveness in working with their mentally impaired son or daughter.

POPULATION: All Moderate and Severe Cognitively Impaired individuals in Crawford, Oscoda, Ogemaw and Roscommon Counties between the ages of 4 through 25 are eligible for the program.

Cognitive Impairment is an educational term used by an individualized educational planning committee, based on a comprehensive evaluation by a psychologist and/or other pertinent information, for a student having the following behavioral characteristics:

1. Cognitive impairment shall be manifested during the developmental period and be determined through the demonstration of all the following behavioral characteristics:
 - a. Development at a rate at or below approximately 2 standard deviations below the mean as determined through intellectual assessment.
 - b. Scores approximately within the lowest 6 percentiles on a standardized test in reading and arithmetic. This requirement will not apply if the student is not of an age, grade, or mental age appropriate for formal or standardized achievement tests.
 - c. Lack of developmental primarily in the cognitive domain.
 - d. Impairment of adaptive behavior.
 - e. Adversely affects a student's educational performance.
2. A determination of impairment shall be based upon a comprehensive evaluation by a multidisciplinary evaluation team, which shall include 15 psychologist.

PROGRAM: The programs for students with Severe Cognitive Impairments operate year-round (220 days). The year consists of two segments - the academic year, which equals 180 days (Monday through Friday) and the summer program, which equals 40 days (Monday through Thursday). The program closes for holidays and approximately one week in the spring, at Christmas, and approximately 2 weeks in the summer.

The programs for students with Moderate Cognitive Impairments operate on an academic year, which equals 180 days and adheres to the school calendar of the Gerrish-Higgins School District in Roscommon.

The program for students with Severe Cognitive Impairments is staffed with one certified teacher and a minimum of two Para-professionals for a maximum of 12 students. The maximum number of students may be extended to 15 if an additional Para-professional is assigned with the placement of the 13th student. Individual educational activities focus on behavior, self-care, communication, motor development, community functioning, socialization and daily living skills for the students.

The program for students with Moderate Cognitive Impairments is staffed with either one certified teacher and one Para-professional for a maximum of 15 students, or with one lead teacher with a maximum of 30 students, with not more than 10 students for each Para-professional. Individual educational activities focus on behavior, self-care, communication, motor development, community functioning, socialization and daily living skills for students.

Parent conferences and observations are encouraged in an effort to coordinate both home programming and school programming efforts.

Efforts are extended to enhance a positive self-concept. Praise and rewards coupled with performance expectations result in task completion and provide a chance for the student to succeed.

Hearing Impaired Program Philosophies

PURPOSE: The hearing impaired program is designed for students with any type or degree of hearing loss that interferes with development or adversely affects educational performance in a regular classroom setting.

POPULATION: All hearing-impaired individuals in Crawford, Oscoda, Ogemaw and Roscommon Counties between the ages of 5 through 25 are eligible for the program.

Hearing Impaired is an educational term used by an individualized education planning committee, based on a comprehensive evaluation by a multidisciplinary evaluation team which includes an audiologist and an otologist or otolaryngologist, for a student who is either:

1. Deaf - so severe a hearing loss that the auditory channel is not the primary means of developing speech and language skills.
2. Hard of hearing - a permanent or fluctuating hearing loss which is less severe and which generally permits the use of the auditory channel as the primary means of developing speech and language skills.

PROGRAM: The program for hearing-impaired students operates on an academic year, which equals 180 days and adheres to the school calendar of the hosting school district. The program is currently housed at Roscommon Middle School.

The classroom for hearing impaired students is staffed by one certified teacher and one instructional aide for a maximum of seven students. The instructional program is focused on communication skills and language development.

Parent conferences and observations are encouraged in an effort to coordinate and strengthen both home and school programming. Praise and opportunities to use communication and language skills provide the student a chance to succeed.

Corporal Punishment

In March 1992, the Michigan State legislature amended P.A. 451 of 1976, Section 1312, to read in part as follows:

..."corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict corporal punishment upon a pupil under any circumstances.

A person ...may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school related setting for the purpose of providing an environment conducive to safety and learning.

Six specific instances are given in the law under which "reasonable physical force" may be used. These are:

1. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
2. For self-defense or the defense of another.
3. To prevent a pupil from inflicting harm on himself or herself.
4. To quell a disturbance that threatens physical injury to any person.
5. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
6. To protect property.

THE ONLY ACCEPTABLE TIME FOR ANY C.O.O.R. EMPLOYEE TO USE PHYSICAL FORCE IS TO PREVENT INJURY TO STUDENTS OR TO HIM/HERSELF.

All employees will be given the opportunity to learn proper physical management techniques. If an employee has not been trained, he/she may NOT use any physical management, but must ask for help from a trained person.

Reporting Suspected Child Abuse or Neglect

"Child abuse" is defined as harm or threatened harm to a child's health or welfare, which occurs through non-accidental physical or mental injury, and includes sexual abuse, sexual exploitation, or maltreatment.

"Child neglect" includes negligent failure to provide adequate food, clothing, shelter, or medical care, and placing a child at unreasonable risk to health or welfare to eliminate that risk when able to do so and the risk is known.

All instances of suspected child abuse or neglect **must** be reported to the Department of Social Services by the person who feels abuse or neglect has taken place. An oral report **must** be made within twenty-four (24) hours with a written report filed on DSS Form 3200 within seventy-two (72) hours.

All reports of suspected abuse or neglect are to be treated as confidential by the Department of Social Services, but you may be contacted by the Department for additional information.

The Department of Social Services does not normally notify the reporting person or the parent/guardian of the outcome of its investigation.

The reporting person is at no liability if the report of suspected abuse or neglect is filed "in good faith", without bias toward the suspected abuser.

Phone Use Information

C.O.O.R.'s telephone system allows direct contact with classrooms, therapists and the Special Education office. The direct access system works only if you have a touch-tone telephone. If you have a rotary dial telephone, you need to wait for the receptionist to answer.

With a touch-tone telephone, call the C.O.O.R. main number, (989) 275-9555. After the recording answers, dial the extension number of the person you want to reach. If they are on the phone or not in the area, you may leave a recorded message. Or you may dial 0 to return to the Operator for assistance. Calls can be made to C.O.O.R. and messages left any time of day or night with this system.



Fall Information Mailing

Before the beginning of each school year, a Fall Information packet is mailed to parents/guardians of each student at the COOR Educational Center. Included in this packet are forms, which need to be completed and returned to the office each year. Application guidelines and forms for hot lunch are also enclosed. All forms must be updated and returned to school every year. Copies of the forms can be found beginning in Section 300 of this handbook.

This same packet is given to all new students entering school.

If there are any questions regarding any of the forms, call Holly Holm at (989) 275-9550.



Immunizations

Students attending C.O.O.R. Programs are expected to have completed the required immunizations or a statement of exemption outlined by the Michigan Department of Public Health. Immunization records are maintained and reviewed annually by Holly Holm, Educational Center Secretary. Holly will notify parents/guardians of any immunizations, which need to be completed and of all changes in the Department of Public Health requirements.

Local county Health Departments can provide immunizations free of charge or for a minimal fee. Appointments must be made for immunizations.

County Health Departments:

Roscommon County.....	366-9166
Grayling Office.....	348-7800
West Branch Office.....	345-5020
Mio Office.....	826-3970

Parents/guardians have 60 days after enrolling their students or receiving notice from Holly Holm of the need for immunizations to provide proof of immunization to C.O.O.R. Intermediate School District. The student will **not** be allowed to attend the program until the immunizations are completed.

Sections 9208 and 9211 of the Michigan Public Health Code require that a parent, guardian, or person in loco parentis applying to have a child registered for the first time in a Michigan school or in a program of group residence, care, or camping in this state shall present to officials at the time of registration or not later than the first day of school or program enrollment, a certificate of immunization verifying that the child has been vaccinated against diphtheria, tetanus, pertussis, measles, mumps, rubella, and poliomyelitis. Vaccination for Haemophilus Influenza type B is also required for preschool-aged children.

A parent or guardian wishing to exempt his or her child from a particular vaccination must provide a written statement indicating the religious or philosophical objections to the vaccination(s). A child who has been exempted from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from the school or program if an outbreak of a vaccine-preventable disease to which he or she is susceptible occurs.



Health Criteria for School Attendance

Children learn best when they are well and able to attend school regularly. When a child is not feeling well, he/she is not able to deal effectively with the demands of the illness and with the demands of school at the same time.

School must be a place in which children feel safe and secure enough to be able to play and learn those skills, which will assist them in living as full a life as they can. To help the children at the C.O.O.R. Educational Center meet this critical goal, the following procedure will be observed when necessary.

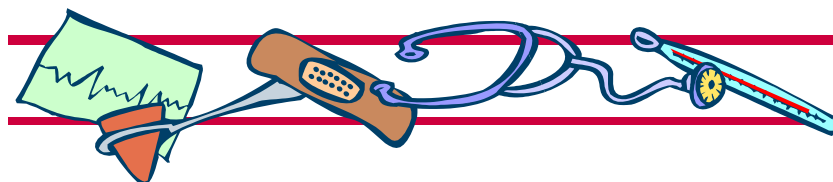
Students at the C.O.O.R. Educational Center will be sent home if possible when any of these conditions are present:

- A low-grade temperature of 100 degrees taken by mouth or in the ear canal*
- Diarrhea*
- Vomiting*
- Green purulent drainage from the nose*
- Dry mucous membranes in the mouth or nose. Heavy coughing for two (2) days*

Children should not return to school for at least 24 hours after any of the above symptoms have subsided. In addition to the conditions listed above, a student will be sent home or not transported to school if he/she has a suspected or confirmed contagious condition, such as scabies, ringworm, pinkeye, head lice, impetigo, chicken pox and mumps. Specific information will be sent home with the student outlining the required steps for the student to be allowed to return to school.

Parents/guardians will be notified when a suspected or confirmed outbreak of a contagious condition occurs in the student's classroom or in the C.O.O.R. Educational Center, as appropriate.

The C.O.O.R. Board of Education has adopted a Communicable Disease Control Policy for the prevention, control and containment of contagious diseases in schools. The policy can be found in Section 300 of this handbook.



Guidelines for Administering Prescribed Medications In School

The C.O.O.R. Intermediate School District shall provide adequate control and supervision of medication prescribed by a physician for students enrolled in C.O.O.R. operated education programs.

Guidelines:

1. Medication administered to students by C.O.O.R. Intermediate School District personnel are limited to those **ordered in writing by a licensed physician** and authorized by the parent/legal guardian.
2. A valid form with the physician's order, signature and *written authorization* from the parent/guardian requesting that the school district comply with the physician's order shall be filled out and returned to the school.
3. The parents or guardian shall immediately notify the school district and shall submit a written physician's order in the event the prescription is discontinued or modified.
4. The medication must be brought to school in a container appropriately labeled by the physician or pharmacy. A minimum of a two-week and a maximum of one-month supply of medication is encouraged. Daily carrying of medication is to be avoided. Medication must be transported to school by giving it to the bus driver or bringing it directly to the classroom.
5. Refill of the prescription shall be the responsibility of the parent/guardian. The classroom teacher will aid the parent by sending a communication that medication supply is low if necessary. If a supply of medication, prescription change, etc., has not been given to the school, the school staff will not administer the medication.
6. All prescription medication will be maintained in a secured place, accessible to authorized personnel only.



Guidelines for Administering Short-Term Prescription and Over-The-Counter Medications In School

Classroom staff members may administer short-term prescription and over-the-counter medications to students with written permission of parents/guardians. A copy of the required form can be found in Section 300 of this handbook. Additional copies can be obtained from either the classroom staff or from Holly Holm in the C.O.O.R. Educational Center office.

Short-term prescription drugs are those intended to be given for less than four (4) weeks, such as antibiotics and decongestants.

Over-the-counter drugs include asthma sprays and inhalers, lotions, creams, ointments, aspirin, Tylenol, premenstrual syndrome medication, and cough syrup.

The medication must be brought to school in the original container. Daily carrying of medication is to be avoided. Refill of the drugs is the responsibility of the parent/guardian.

Such over-the-counter medications can be administered for a maximum of four (4) weeks.

All student medications will be kept in a location accessible only to authorized classroom staff.



Medicaid Reimbursement Information

Some expenses for services provided to Medicaid-eligible students can now be reimbursed directly to C.O.O.R. These include physical and occupational therapy, speech therapy, evaluations, and other consultant services. Each year, the CEC will ask for written consent from the parents/guardians to bill Medicaid for these services, only if the child is Medicaid-eligible. If there are additional questions about the Medicaid reimbursement, please contact Ruggero Dozzi, Director of Special Education, at (989) 275-9558.



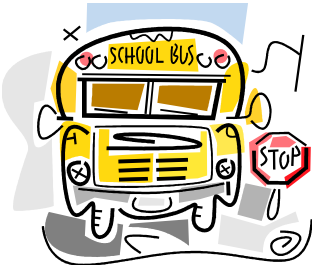
Transportation

Students at the C.O.O.R. Educational Center are transported to and from school daily by either local school district or C.O.O.R. vehicles. Students are expected to follow the “bus” rules established by either their local district or C.O.O.R.

At the beginning of each school year, parents/guardians will receive information from the C.O.O.R. Transportation Supervisor regarding emergency procedures, designated secondary drop-off locations and inclement weather policies. Specific driver names and estimated pick-up times will be provided along with a copy of the C.O.O.R. Transportation Rules.

Transportation rules are to be followed whenever students are being transported, regardless of the vehicles being used, the time of day or the destination.

Transportation services *may* be suspended as outlined in the Transportation Rules, which may be found in Section 300 of this handbook.



Snow Days

When weather and driving conditions require the closing of school, that information will be transmitted to local radio stations. In addition, local television broadcast stations will be called. It may not be feasible to get through to each and every station, but the stations listed below will be called:

RADIO

WUPS – 98.5 FM – Houghton Lake

WHGR – 1290 AM – Houghton Lake

WGRY – 101.1 FM – Grayling

TV

WWTV – TV 9 & 10

WPBN – CH 7

WNEM – CH 5

WFQX – CH 33



If Gerrish-Higgins Schools are closed *due to inclement weather*, C.O.O.R. Intermediate School District is automatically closed.

Programs based in local school districts will follow the closing dictates of that particular district.

If Gerrish-Higgins School District is closed due to inclement weather and/or road conditions, no C.O.O.R. Intermediate School District transportation will be provided.

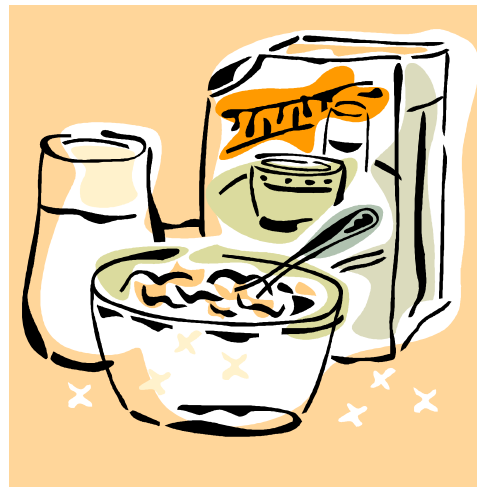
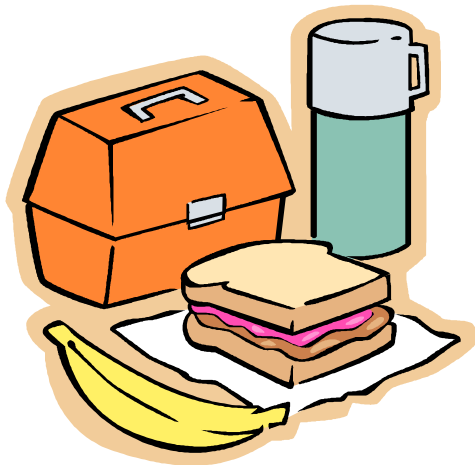
If any local school district is closed, no C.O.O.R. Intermediate School District transportation will be available in that district, even if all other local school districts and intermediate programs are open.

Breakfast and Lunch

During the regular school year, both breakfast and lunch are available for those students at the Educational Center who wish to buy them. Menus are normally sent home with students at the beginning of each month. The cost of breakfast and lunch are set by Gerrish-Higgins School District. Application forms for reduced and/or free meals are sent to parents/guardians in August as part of the Fall information mailing.

Students who bring a lunch from home may order milk from the hot lunch program.

Students who attend the summer session at the C.O.O.R. Educational Center must bring a lunch and a drink each day, as Gerrish-Higgins School District does not offer a lunch program during the summer months.

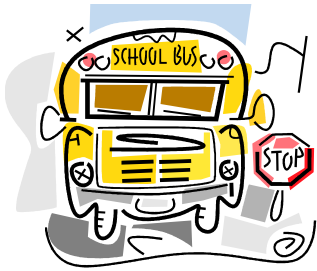


Swimming/Pool

An important part of the program of each student at the C.O.O.R. Educational Center is the therapy pool. Every student spends at least 1 hour per month in the pool with staff members and other students, unless their individual program states otherwise. Students need to bring to school a towel and swimsuit, which they can wear into the pool. Both the towel and swimsuit will be laundered regularly at school, or if preferred, the student may take the items.



C.O.O.R. Bus Riding Rules



•Obey Driver

•No Smoking



•No Drinking

•No Eating

•Stay in Seat

•Keep Hands & Feet to Yourself

•No Spitting

•No Fighting

•No Swearing

•No Hollering



Procedure For School Closings

The C.O.O.R. Educational Center is located at Pioneer Hill, in Roscommon. This center serves the Moderate and Severe Cognitively Impaired population. C.O.O.R. also operates a Hearing Impaired Program in the Roscommon Middle School and an Adult Transition Center and Secondary MoCI program in the Village of Roscommon.

The C.O.O.R. Intermediate School District covers an area of approximately 2,500 square miles (larger than two of our states). There are six school districts in C.O.O.R.: West Branch/Rose City, Gerrish-Higgins (Roscommon), Houghton Lake, Crawford Ausable (Grayling), Mio AuSable and Fairview. C.O.O.R. buses travel to each of these school districts to bring students to the C.O.O.R. Educational Center, ATC and the Hearing Impaired Program. In an area this large, it is not unusual to have different weather conditions from one school district to another. (It may be raining or snowing in West Branch while the sun is shining in Grayling.) Likewise, it is not unusual for one school district to be closed because of bad weather, while others remain open.

The Criteria for Closing C.O.O.R. is:

C.O.O.R. closes only if the Gerrish-Higgins School District closes their schools due to inclement weather.

We do not send buses or vehicles into a closed district. We do follow local guidelines in which we caution our drivers about attempting to travel down any unplowed side roads.

If a student's home district is closed and C.O.O.R. is open, the student may attend class if a parent or guardian, or their designee provides transportation to and from school.

In case of early school closings, it is imperative that parents are at home to receive their child/children, or the Transportation Department has alternate drop-off information. If neither the parent nor the alternate drop off person is home, the child will have to be returned to the bus garage and parents will be required to pick up the child. C.O.O.R. programs will not close early except for inclement weather or emergency situations.



Dear Parents/Caregivers:

We are concerned about the behavior of students on the bus to and from school.

To ensure the health and safety of your child when riding the bus, the bus driver has been instructed to take the following action when students violate the rules while riding the school bus:

1. Inform the child about their behavior and request that they change their behavior. Inform the parent/caregiver in writing.
2. Tell the child that their behavior will not be tolerated any longer and if it continues, appropriate action will be taken. Inform the parent/caregiver in writing.
3. Temporarily suspend transportation services to and from school after notifying the Director of Transportation. The bus driver is to notify the parent/caregiver, in writing, if their child has had transportation services suspended, i.e. length of time, reason, etc.

NOTE: The suspension of transportation services *does not suspend the child from school* and the parent will be responsible for transporting the child to and from school during the period of suspension from transportation services.

The following list of violations will lead to the above action and/or suspension of transportation services for a period of time:

1. Fighting
2. Interfering with the bus driver
3. Not remaining seated
4. Throwing things
5. Swearing
6. Anything else, which will endanger people riding on the bus

Sincerely,

Ruggero Dozzi, Director of Special Education

School Safety Policy

It is important that all schools, regardless of size, promote and preserve a safe environment. Safe schools do not happen automatically, they require collaboration and support from students, parents, the faculty and the community. In accordance with 1999 PA 102, C.O.O.R. ISD has, in conjunction with other school districts in Roscommon County, developed and implemented a school safety plan. This safety plan has been developed with assistance from the local law enforcement, fire departments and the Roscommon County Prosecutor. Components of this plan include:

- Emergency evacuation plans for crisis situations
- Alternative staging area if school must be evacuated
- Emergency Communications Plan to inform parents of events
- School Access Plan
- Student Release System
- Reporting system to inform the local law enforcement officials of crimes committed on school grounds



School Security

For safety concerns, it is requested that all individuals entering the building do so via the main entrance. Visitors are asked to check in at the front office prior to visiting classroom areas. Anyone who is not on the staff in our building is considered a visitor.

Student Release From School

Students are expected to attend school for the entire school day as prescribed by the IEP. Parents/legal guardians wishing students to leave school early should inform the school office, in writing, no later than 9:00 a.m. that day.

Students will not be released to individuals other than their parents/legal guardians without written permission from the parent/legal guardian. If parents or guardians want someone other than themselves to pick up a student on a regular basis, they should have on file at the school office who is allowed to do so.

If it should become necessary to remove students from our school facility because of a building crisis, students will be moved to a secondary staging location. In such a case, parents will be notified by phone if possible. Information will also be disseminated through the same radio and TV stations used to provide information about school closings. Removal to the secondary location will make it easier to release students when it is safe to do so.

Parents wishing to pick up students from the secondary location may do so only after the situation has been stabilized and all students have been accounted for. In such a situation, the student will only be released to an authorized parent or guardian. No student will be released on their own.

