

# Copper Country Intermediate School District Plan For the Delivery of Special Education

**March 2008**

The following plan for special education services and programs was developed in cooperation with the Copper Country ISD and each of its constituent school districts and the Parent Advisory Committee.



**Parent Advisory Committee Chairperson, Intermediate and Local School District  
Superintendent Signatures**

Pursuant to Rule 340.1831 of Michigan Revised Administrative Rules for Special Education (June 6, 2002) (Rules), the following Plan for the Delivery of Special Education Programs and Services (CCISD Plan) was developed with the involvement of the Parent Advisory Committee, constituent school districts, public school academies and the Intermediate School District.

The following signature of the Copper Country Intermediate School District (CCISD) superintendent signifies **approval** by the Intermediate School District board of education.

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Dennis P. Harbour, Superintendent  
Copper Country Intermediate School District

Date

The following signatures by (1) the Chairperson of the Parent Advisory Committee and (2) Superintendents of CCISD constituent districts signify **participation** in the development of the Plan. These parties to the plan have been advised in Rule 340.1836.

_____	CCISD Parent Advisory Committee	_____
Cindy Figures, Chairperson		Date
_____	Adams Township School District	_____
Patrick Rozich, Superintendent		Date
_____	Arvon Township School District	_____
Dennis P. Harbour, Superintendent		Date
_____	Baraga Area Schools	_____
Norman D. McKindles, Superintendent		Date
_____	Public Schools of Calumet, Laurium & Keweenaw	_____
Darryl A. Pierce, Superintendent		Date
_____	Chassell Township School District	_____
Michael A. Gaunt, Superintendent		Date
_____	Dollar Bay-Tamarack City Area Schools	_____
Jan C. Quarless, Superintendent		Date
_____	Elm River Township School	_____
Dennis P. Harbour, Superintendent		Date
_____	Grant Township School District	_____
Dennis P. Harbour, Superintendent		Date
_____	Hancock Public Schools	_____
John D. Vaara, Superintendent		Date
_____	Houghton-Portage Township School District	_____
William Polkinghorne, Superintendent		Date
_____	Lake Linden-Hubbell Public Schools	_____
Randall Roberts, Superintendent		Date
_____	L'Anse Area Schools	_____
Raymond Pasquali, Superintendent		Date
_____	Stanton Township Public Schools	_____
Paul Saaranen, Superintendent		Date

## **A. Special Education Opportunities and Procedures**

The Special Education Handbook for Parents is utilized as a means for communicating a list of organizations, special education representatives, and procedural safeguards to parents of children suspected and/or are identified as requiring special education services. In addition, this handbook outlines for parents and the community the special education opportunities (required under law) in the Copper Country ISD. The handbooks are distributed by special education staff in each district.

The following is a list of school district representatives who can be contacted for information regarding special education programs and services:

### **Adams Township School District:**

Superintendent, Phone: (906)482-0599

Principal, Jeffers High School, Phone: (906)482-0580

Principal, South Range Elementary School, Phone: (906)482-4430

### **Arvon Township School District:**

Principal, Skanee School, Phone: (906)524-7336

### **Baraga Area Schools:**

Superintendent, Phone: (906)353-6664

Principal, Baraga High School, Phone: (906)353-6661

Principal, Phillip LaTendresse Elementary School, Phone: (906)353-6664

### **Public Schools of Calumet, Laurium & Keweenaw:**

Superintendent, Phone: (906)337-0311

Principal, Calumet High School, Phone: (906)337-0311

Principal, Washington Middle School, Phone: (906)337-0311

Principal, CLK Elementary School, Phone: (906)337-0311

Special Education Director, CLK Elementary School, Phone: (906)337-0311

### **Chassell Township School District:**

Superintendent, Phone: (906)523-4691

Principal, Chassell High School, Phone: (906)523-4491

### **Copper Country Christian School:**

Administrator, Phone: (906)487-1718

### **Copper Country Intermediate School District:**

Superintendent, Phone: (906)482-4250

Director of Special Education, Phone: (906)482-4250

Supervisor of Special Education Programs, Copper Country Learning Center, Phone: (906)482-7260

Supervisor of Special Education Programs & Early Childhood Services, Copper Country Learning Center, Phone: (906)482-7260

Coordinator of Monitoring & Compliance, Phone: (906)482-7260

**Dollar Bay-Tamarack City Area Schools:**

Superintendent, Phone: (906)482-5800

Principal, Dollar Bay High School and Elementary School, Phone: (906)482-5812

**Elm River Township School District:**

Principal, Elm River Township School, Phone: (906)288-3751

**Grant Township Schools:**

Copper Harbor School, Phone: (906)289-4447

**Hancock Public Schools:**

Superintendent, Phone: (906)487-5925

Principal, Hancock Central High School, Phone: (906)483-2540

Principal, Hancock Middle School, Phone: (906)487-5923

Principal, Barkell Elementary School, Phone: (906)487-9030

**Houghton-Portage Township School District:**

Superintendent, Phone: (906)482-0451

Principal, Houghton High School, Phone: (906)482-0450

Principal, Houghton Middle School, Phone: (906)482-0450

Principal, Houghton Elementary School, Phone: (906)482-0456

**Lake Linden-Hubbell Public Schools:**

Superintendent, Phone: (906)296-6211

Principal, Lake Linden-Hubbell High School, Phone: (906)296-6681

Principal, Lake Linden-Hubbell Elementary School, Phone: (906)296-6221

**L'Anse Area Schools:**

Superintendent, Phone: (906)524-6121

Principal, L'Anse High School, Phone: (906)524-6122

Principal, L'Anse Middle School, Phone: (906)524-5390

Principal, C.J. Sullivan Elem. School, Phone: (906)524-7365

**Sacred Heart School, L'Anse:**

Principal, Sacred Heart School, Phone: (906)524-5157

**Stanton Township Public:**

Superintendent/Principal, E.B. Holman School, Phone: (906)482-2797

## **B. Activities and Outreach Methods for Awareness of Services**

All Child Find activities, including communication, information dissemination, awareness and outreach, interagency coordination, screening and assessment, and all other necessary activities will be coordinated by Copper Country ISD personnel.

Methods used to develop awareness within parochial, non public, registered home schools, public schools, and in the general public, shall include, but not be limited to the following:

- Annual advertisements in local newspapers and local radio stations.
- Participation on local radio programs/forums.
- Media coverage of many events and activities.
- Copper Country ISD web page presentation.
- Pre-school screenings for 3-5 year old children at various sites within the ISD.
- Participation in Community Awareness fairs and similar community events.
- Participation in community teams, such as Interagency Coordinating Council, Community Transition Council.
- In-service trainings for other agencies.
- Resource Directory kept current with services for Infants and Toddlers.
- Informational in-services and events, such as the Annual Awards Reception, hosted by the CCISD Parent Advisory Committee.
- Various brochures listing special education programs/services, screening/referral information and telephone numbers to call for further information.

Information will be made available through other agencies, such as:

- Daycare programs for 0-5 year old children
- Area healthcare agencies, hospitals, physicians
- Community Education
- Copper Country Mental Health
- Western U.P. Health Department
- Family Independence Agency
- Head Start Programs
- Local Schools
- Lutheran Social Services
- Parent Groups
- Keweenaw Family Resource Center
- Keweenaw Bay Indian Community Services

CCISD staff, in consultation and coordination with the Director of Special Education, will serve as liaisons to community agencies which serve persons with disabilities, such as: Western U.P. Health Department; Copper Country Mental Health, Family Independence Agency and others deemed appropriate.

### **C. Types of Diagnostic and Related Services**

The Copper Country Intermediate School District is responsible for providing diagnostic and related services to all public and private schools. The following chart illustrates the diagnostic and related services provided directly and those contracted by the Copper Country Intermediate School District.

The Copper Country ISD assures that copies of contracts of service agreements are on file at the ISD.

<b>DIAGNOSTIC &amp; RELATED SERVICE PERSONNEL</b>	<b>SERVICES PROVIDED BY:</b>
School Psychologists	ISD
School Social Workers	ISD/Contracted
Certified Teachers of the Speech and Language Impaired	ISD
Physical Therapists	Contracted
Physical Therapy Assistant	Contracted
Occupational Therapist	Contracted
Occupational Therapy Assistant	ISD
Teacher Consultants for Special Education	ISD
Teacher Consultants of the Hearing Impaired	ISD
Teacher Specialist of the Visually Impaired	ISD
Teacher Consultant of the AI	Contracted
Autism Coordinator	ISD
School Transition Coordinator	ISD
School Support Specialist	ISD

### **D. Basic Programs and Services**

The following chart illustrates the continuum of programs and services provided by local school districts and the Copper Country ISD.

DISTRICT	BUILDING/LOCATION	PROGRAMS
Adams Township School District	South Range Elementary School Jeffers High School	Elementary Resource Room High School Resource Room
Baraga Area Schools	Phillip LaTendresse Elementary School Baraga High School	Elementary Resource Rooms  High School Resource Rooms High School Mi-CI Classroom
Public Schools of Calumet, Lauruim & Keweenaw	CLK Elementary School Washington Middle School Calumet High School	Elementary Resource Rooms Middle School Resource Rooms High School Resource Rooms
Chassell Township School District	Chassell Elementary/High School	K-12 Resource Room
Dollar Bay-Tamarack City Area Schools	Dollar Bay Elementary/ High School	K-12 Resource Room
Hancock Public Schools	Barkell Elementary School Hancock Middle School Hancock High School	Elementary Resource Room Middle School Resource Room High School Resource Room
Houghton-Portage Township School District	Houghton Elementary School Houghton Middle School Houghton High School	Elementary Resource Room Middle School Resource Room High School Resource Rooms
Lake-Linden Hubbell Public Schools	Lake Linden-Hubbell Elementary School Lake Linden-Hubbell High School	Elementary Resource Room Middle School Resource Room High School Resource Room
L'Anse Area Schools	C.J. Sullivan Elementary School L'Anse Middle School L'Anse High School	Elementary Resource Rooms Middle School Resource Rooms High School Resource Rooms
Copper Country Intermediate School District	Copper Country Learning Center  L'Anse Head Start Building Houghton Head Start Building Centennial Head Start Building Lake Linden-Hubbell Elem.  Barkell Elementary School  Baraga Child Devel. Center  Goodwill Industries  Hancock Middle School  CLK Schools	Social Skills Teaching Programs Program for Students with Severe Disabilities Providers of Early Childhood Special Education Services  Mi-CI Classroom  Program for Students with Severe Disabilities (for Baraga County Residents)  Mo-CI Classroom  SCI Classroom Mi-CI Classroom  Mo-CI Classroom Mi-CI Classroom



**E. Alternative Programs under Rule 340.1832(e)**

All of the following current rules apply with the stated exceptions:

CURRENT RULE	EXCEPTIONS
340.1749	<p><b>1832- School Support Specialist</b></p> <ul style="list-style-type: none"> <li>• The School Support Specialist shall hold special education teacher certification and have a caseload of not more than 25 students.</li> </ul> <p><b>1832- Autism Coordinator</b></p> <ul style="list-style-type: none"> <li>• The Autism Coordinator shall hold special education approval as either a Teacher of students with Autism, or a Teacher Consultant for Students with Autism and have a caseload of not more than 25 students.</li> </ul> <p><b>1832- Teacher Specialist for Visually Impaired</b></p> <ul style="list-style-type: none"> <li>• The Specialist for Visually Impaired (VI) will provide students with Braille and other instructional support, such as assistance with the use of special equipment and assistive technology. The specialist may also implement and support a program of communication, orientation, and mobility skills training, service as a resource and consultant to general and special education staff. The VI specialist may also work with parents as a home instructor and act as a liaison between educational agencies.</li> <li>• The Specialist for VI Services will possess at least a Bachelors degree in education, with a teaching certificate and VI endorsement, and will carry an active caseload of not more than 30 students.</li> </ul>

340.1748

**1832-Program for Students with Severe Disabilities**

- The teacher for the Program for Students with Severe Disabilities shall hold special education teacher certification.
- One teacher and one classroom aide for a maximum of five students. At the addition of the 6<sup>th</sup> student, a meeting will be held with the teacher, the program supervisor and other individuals as appropriate to determine the necessity of an additional aide.
- At the addition of the 9<sup>th</sup> student, a second classroom aide will be added. A meeting will be held with the teacher, the program supervisor and other individuals as appropriate to determine the necessity of an additional aide when 10 students are in the program.
- At the addition of the 15<sup>th</sup> student, a third classroom aide will be added.
- The maximum caseload shall be 20 students.
- Due to the low incidence of this population, classrooms have expanded age ranges.
- The program will operate a minimum of 210 days and 1150 clock hours with no more than a two week break at any one time.

340.1740	<p><b>1832-Age range in MICI programs</b></p> <ul style="list-style-type: none"> <li>The age range in any one classroom for the Mild Cognitively Impaired shall not exceed that for the combined age range for elementary and middle school age students, or the combined age range for middle and high school age students in one building.</li> </ul>
340.1739	<p><b>1832-Age range in MOCI Programs</b></p> <ul style="list-style-type: none"> <li>Due to the low incidence of this population, classrooms have expanded age ranges.</li> </ul>
340.1741	<p><b>1832-Social Skills Teaching Program</b></p> <ul style="list-style-type: none"> <li>The teacher for the program shall hold special education certification.</li> </ul>
340.1738	<p><b>1832-SCI Instructional Calendar and Clock Hours and Age Range</b></p> <ul style="list-style-type: none"> <li>The program will operate a minimum of 210 days and 1150 clock hours with no more than a two week break at any one time.</li> <li>Due to the low incidence of this population, classrooms have expanded age ranges.</li> </ul>

**F. Local districts and public school academies administrators responsible for the implementation of special education programs and services.**

Individuals authorized to implement programs and services are listed on pages 3, 4 & 5. There are no state approved directors or supervisors of special education in the local schools/districts.

**G. Paraprofessional Personnel**

Paraprofessionals shall, at a minimum, be high school graduates, or equivalent and additionally meet specific requirements established by the employing district. Additionally, paraprofessionals shall meet all state and federal program and service requirements.

## **H. Transportation**

Transportation of students with disabilities is the responsibility of each local district. An exception to this is transportation provided by the CCISD for students who attend CCISD operated programs. Decisions regarding exceptional transportation needs are addressed at the IEPT meeting and communicated to the responsible district. Exceptional transportation needs are reviewed as needed and also at the annual area-wide transportation meeting. Guidelines and contracts for the provision of transportation of children with disabilities are on file and available at the CCISD office.

## **I. Distribution of ISD MILLAGE**

All costs associated with operating special education programs and services by the Intermediate School District will be reimbursed in full. The ISD will also maintain a reserve to be used for large and unusual costs incurred by an individual LEA during the year. Remaining ISD special education millage funds will be distributed to local districts on a prorated basis, the formula for which will be based on the three-county K-12 blended membership count. The reimbursement will not exceed approved costs represented on the MDE SE4096 report.

A Special Education Services Contract Agreement between the Copper Country Intermediate School District and all constituent local school districts is on file at the CCISD.

The CCISD Board of Education follows all general accounting procedures designated by the State in accordance with R340.1811.

## **J. Parent Advisory Committee**

### **Appointment of PAC members**

The Copper Country ISD Board of Education will appoint the Parent Advisory Committee (PAC) members. Appointments will be made from nominations from local district boards of education. The Copper Country ISD staff assigned to work with the committee or designated PAC member will advise local school district superintendents of PAC vacancies from their respective districts as they occur. When a vacancy or extended absence occurs, the respective local district and/or the Copper Country ISD have the option of nominating/appointing a parent(s) of a child with disabilities to complete the term. The term of appointment to the PAC will be three years with an annual re-appointment provision.

### **The Role and Responsibility of the PAC**

The PAC is an advisory committee appointed by the CCISD Board of Education. It is authorized by the Michigan Revised Administrative Rules for Special Education to be involved in cooperation with local districts and the CCISD in developing the CCISD plan or modifications of the plan as needed. A draft of the ISD plan will be presented to the

PAC for reactions and suggestions. An attempt will be made to reconcile any differences that may exist. The decision to file a formal objection to the plan will be based on the voting procedures in the PAC by-laws. If these differences cannot be reconciled, the PAC will follow the objection process as defined by rule 340.1836.

The PAC will be notified at the time a local district or the ISD is deciding to file a deviation request. The PAC may elect to take a position relative to the deviation request.

The Parent Advisory Committee shall assure that there is a system in place to assist parents of special education children in understanding their rights and privileges, and basic special education procedures.

The PAC shall facilitate communication, awareness and collaboration between parents, the community, school personal, local boards of education and the Copper Country Intermediate School District.

The PAC shall select goals annually to achieve collaboration, public relations, dissemination of information regarding special education or other topics as decided on by the Parent Advisory Committee.

#### **Administrative Relationship with the Parent Advisory Committee**

The Coordinator of Monitoring and Compliance shall act as advisor to the PAC. The goals of this effort is to have an active and informed PAC that will work cooperatively with administrative personnel in ensuring the effective and efficient delivery of special education programs and services within the Copper Country ISD.

#### **Fiscal and Staff Resources Available to the Parent Advisory Committee**

Fiscal Resources: Fiscal resources available to the PAC shall be outlined in the annual Copper Country ISD Special Education budget. The Copper Country ISD will provide the following items in support of the PAC:

- Postage for notices and other committee meetings
- Reimbursement for phone calls
- Reproductions of appropriate documents
- Mileage
- In-service
- Information materials

Staff Resources: The Copper Country ISD shall make available staff resources for the purpose of making the PAC an efficient and effective operational unit. The Coordinator for Planning/Monitoring shall be responsible for assuring that reasonable secretarial support is available to the PAC for committee business.

## **K. Surrogate Parents**

The Copper Country ISD will follow the Michigan Department of Education, State Board of Education Policy on Surrogate Parents.

As needed, the local administrator may contact the CCISD, who will request assistance from the Special Education Parent Advisory Committee (PAC) for securing an appropriate parent representative. Training is annually offered to agencies for potential surrogate parents regarding the law, the special education process and availability of resources, programs and services.