

C.O.P. E.S.D. Classroom Program Handbook



2025-2026

CHEBOYGAN-OTSEGO-PRESQUE ISLE EDUCATIONAL SERVICE DISTRICT
6065 Learning Lane, Indian River, Michigan 49749
Telephone: (231) 238-9394

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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 meetings three times a year via zoom.

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.

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 or any other legally protected class or category be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any program, or activity, service or employment for which it is responsible.

GAYLORD CLASSROOM LOCATIONS

Primary SCI
(Amy Mertz)

Early Childhood Building
615 S. Elm St.
Gaylord, MI 49735
Phone: (989) 705-3023

Secondary SCI
(Brandon Shirley)

Early Childhood Building
615 S. Elm St.
Gaylord, MI 49735
Phone: (989) 732-4616

Primary MoCI
(Caleigh Madej)

Gaylord Intermediate School
240 East Fourth.
Gaylord, MI 49735
Phone: (989) 731-0856

Intermediate MoCI
(Sarah McGlynn)

Gaylord Middle School
600 East Fifth St.
Gaylord, MI 49735
Phone: (989) 731-0848

Secondary MoCI
(Kiersten Prezeslawski)

Gaylord High School
90 Livingston Blvd.
Gaylord, MI 49735
Phone: (989) 731-0969

ONAWAY CLASSROOM LOCATION

MOCI Program
(Autumn Decker)

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

CHEBOYGAN CLASSROOM LOCATIONS

Intermediate MOCI
(Tyson Eustace)

Cheboygan Intermediate School
905 Garfield Ave.
Cheboygan, MI 49721
(231) 627-6582

Secondary MOCI
(Holly Crittenden)

Cheboygan High School
801 W. Lincoln
Cheboygan, MI 49721
(231) 627-7191

COP ESD PROGRAM POLICIES & PROCEDURES

REGISTERING FOR COP ESD PROGRAMS WHEN DETERMINED BY AN IEP TEAM

A student under the age of 18 or who is not their own legal guardian must be enrolled by their parent or legal guardian in their local resident school district. Adult students who reside with a parent are encouraged to include their parent in the enrollment process. When enrolling, students/parents must provide copies of the following:

- a birth certificate or similar document
- if appropriate, court papers allocating parental rights and responsibilities, or custody
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, the parent will be notified about documentation required to establish permanent enrollment. In order to provide a seamless transition to a program, the parent must sign a Release of Information to transfer records to Cheboygan-Otsego-Presque Isle Educational Service District. Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

BIRTH CERTIFICATE

The Michigan Missing Children's Act, MCL 380.1135 of the Revised School Code, requires that a person enrolling a student for the first time in a local school district or intermediate school district provide a copy of the student's birth certificate or other reliable proof of the student's identity. The pertinent part of the law states the following: upon enrollment of a student for the first time in a local school district, public school academy, or intermediate school district, the local school district, public school academy, or intermediate school district shall notify in writing the person enrolling the student that within 30 days he or she shall provide to the local school district, public school academy, or intermediate school district either of the following: (a) A copy of the student's birth certificate; (b) Other reliable proof, as determined by the local school district, public school academy, or intermediate school district, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

CHANGE OF ADDRESS

Anytime you make a change of your address, telephone number or place of employment, be sure to call your classroom teacher immediately or send in a letter in order to make the necessary changes in our records. This basic information is extremely important for transportation and the emergency process.

HOMELESS STUDENTS

Children who meet the federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the district. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. Share the housing of other persons due to loss of housing, economic hardship, or similar reason.
- B. Live in motels, hotels, trailer parks, or camp grounds due to a lack of alternative adequate accommodations.
- C. Live in emergency or transitional shelters.
- D. Are abandoned in hospitals.
- E. Have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- F. Live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

Additionally, pursuant to federal and state law, migratory children who are living in circumstances described in A-F above are also considered homeless. To ensure a free and appropriate public school education for homeless students, the McKinney-Vento Homeless Assistance Act is designed to remove barriers to education created by homelessness.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by a school district.

Parents are asked to inform the school should any of these circumstances apply to them, as the school may be of assistance. Please reach out to COP ESD Homeless Liaison, Jeff Reinelt, (231) 238-9394 ext. 1217.

STUDENT RECORDS

Cheboygan-Otsego-Presque Isle Educational Service District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Directory information is defined as:

Student Name	Parents' names
Address of student, parent, legal guardian	Date and place of birth
Sex	Grade
Dates of Attendance	Student activities
Telephone number	Major field of study
Participation in officially-recognized activities and sports	Height & weight if a member of an athletic team
Honors or Awards Received	
Classroom Student Photographs/ Videos	

The parent may refuse to allow the school to disclose any or all of such directory information upon written notification to the school. Access to student records is protected by the Family and Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Act (IDEA) and Michigan law.

Except in limited circumstances as specifically defined in state and federal law, the district is prohibited from personally identifiable information from a student's education records to any outside individual or organization without the prior written consent of the parent, eligible student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential information includes test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Under FERPA, parents and eligible students have the right to inspect and review educational records within 45 days of the day the school receives a written request for access. To review a student record, a written request should be submitted to the supervisor of the program identifying the record(s) the parent wishes to inspect. The supervisor will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Parents and eligible students have the right to request an amendment of a student's education records when it is believed that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The parent or eligible student must write a request to the supervisor that clearly identifies the information the record parent or eligible student believes needs to be amended and specify why he/she believes the information is inaccurate, misleading or violates the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Parents and eligible students have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed to the student by the special education program staff. A written request is submitted to the principal by the parent who wants to exercise this right.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA. The Student Privacy Policy Office in the U.S. Department of Education administers both FERPA and the Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. Phone: 1-800-872-5327.

TRANSFER OUT OF THE DISTRICT

If you plan to transfer from a Cheboygan-Otsego-Presque Isle Educational Service District program, notify the principal as soon as possible to ensure that the transition to the student's new school is as smooth as possible. School records will be sent upon receipt of a request from the receiving school district. Please make requests to: COP ESD Programs

6065 Learning Lane
Indian River, MI 49749
Phone: 231-238-9394
Fax: 231-238-8551

DROP POLICY

Drop policy will vary according to the resident district. COP ESD will follow the school drop policy from the student's resident district identified in the IEP.

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:

Diphtheria	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.
Tetanus	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.
Pertussis	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.
Polio	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.
Measles	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.
Rubella	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.
Mumps	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.
Hepatitis B	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.
Varicella (Chicken Pox)	One does if given \geq 12 months of age and prior to the 13th birthday or 2 doses if initiated \geq the 13th birthday or current lab immunity or reliable history of disease.

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.

HEALTH GUIDELINES FOR SCHOOL ATTENDANCE

The following is a list of common health conditions for which a student should be kept home from school, or may be sent home from school.

- **A long-term (chronic) greenish nose discharge**, and/or chronic cough are symptoms that should be evaluated by your healthcare provider.
- **Chicken Pox**. Students must remain out of school until all of the pox have scabbed over and have been dried for 24 hours.
- **Conjunctivitis (pink eye)**. Usually the white of the eye (or eyes) is red. The eye may feel itchy and usually has some yellowish or greenish discharge or crusting. A student may also have blurred vision. This is very contagious. The student may return to school after 24 hours of prescribed treatment has been initiated. Some allergies may appear with similar symptoms. If you are unsure of the cause, see a health care provider before returning to school.
- **COVID-19**. Students will follow the current federal, state, and local guidelines in regards to absences from school.
- **Diarrhea**. A student with more than two abnormally loose or watery stools should remain at home.
- **Ear infections**. If left untreated, ear infections can cause hearing loss. The infection should be treated immediately. A student with pain and/or a fever should remain at home.
- **Fever of 100 degrees or higher**. When a student has been fever free for at least 24 hours, he/she may return to school.
- **Head lice**. Please review the head lice procedure contained in this handbook.
- **Measles, Mumps, Pertussis (Whooping Cough), and Rubella**. A student must stay home if he/she has any of these contagious diseases. A student may return when cleared by a healthcare provider.
- **Ringworm**. A student may return after medication is started and must have a covering on the area until completely healed.
- **Scabies**. A student may return after 24 hours of treatment with medicated lotion prescribed or recommended by his/her health care provider.
- **Severe coughing**. (Especially when it has a “croup” or “whooping” sound.) Coughing is not only a way to spread germs to others; it can be very hard for students to participate when they are constantly coughing. Please use your best judgment for your student and those around him/her.
- **Severe wheezing or respiratory distress**.
- **Strep Throat or Scarlet Fever**. Students may return to school after they have been on antibiotic therapy by their health care provider for at least 24 hours.
- **Unusual spots, rashes or swelling**. Those of unknown origin need to be identified by a health care provider and treated appropriately before returning to school.
- **Vomiting**. Students that have been vomiting the night before school, or just before they are to come to school, need to stay home. If vomiting occurs while at school, the parent or caregiver will be contacted to pick up the student.

Call the school to inform the teacher about your child's condition. If a diagnosis has been made by a doctor, please update the teacher. 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 students be kept at home until symptoms are absent for 24 hours or deemed medically appropriate depending on the sickness.** 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.**

HEAD LICE PROCEDURE

If a student is found with live head lice or nits (lice eggs), the student's parent or caregiver will be notified. It is recommended, but not required, that the parent immediately remove the student from school and seek immediate treatment for the lice. If you choose to treat your child for head lice, they should return to school upon a clear examination. Every effort will be made to assist the parent by providing information on removal of lice and/or nits, and prevention of further infestations. The student will have frequent head checks to assure there is no reinfestation of the head lice.

EMERGENCY INFORMATION

To ensure the safety and well-being of all students, the school must have an emergency contact information form (labeled as "registration form" in opening school packet) completed and signed by the parent. In addition, an emergency medical information form must be completed and on file in the school office. If there are changes in emergency contact or medical information, please contact the program secretary with the update in a timely manner. 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.

ATTENDANCE POLICY AND PROCEDURES

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

- 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. Please notify the teacher if your child is going to be absent for several days. If you do not call to excuse your student with the teacher, the student will have an unexcused absence. Please notify the teacher if your child will be leaving and returning during school hours (doctor, dentist, etc.).
- **Truancy:** After a student acquires more than five unexcused absences the teacher will contact the parent to develop a plan to support regular attendance. Excessive unexcused absences may result in mediation of the situation with the assistance of Northern Community Mediation Services or by the COP ESD Attendance Officer.

DROP OFF/EARLY PICK UP FROM SCHOOL/AFTER SCHOOL ARRANGEMENTS

If you are personally transporting your student to and/or from school, we ask that you follow these procedures:

Drop Off-Drop your student off at school not more than five minutes before the beginning of the school day. Park in the parking lot and bring your student into the building and transfer supervision of your student to an assigned staff member. Please supervise your student carefully in the parking lot and when crossing driveways. **We will follow any local district changes to the drop-off or pick up process.

Pick Up-If you need to pick your child up early from school, contact the school on or before the day of the early pick-up to make arrangements. It is important to call early in the school day or send a note in the event an outing is planned. If your student is not picked up prior to the usual bus time, he/she will be placed on the bus and transported home. Students who leave school early must be signed out at the secretary's desk. Students will not be allowed to be transported home by any person other than their parent without prior written authorization from the parent. If a parent chooses to take their student home from a community outing, the classroom teacher must be informed before departure.

Leaving the Building

All COP ESD programs are a closed campus. Students may not leave the building without supervision during scheduled class times. As soon as it has been determined that a student has left without staff permission, the parent will be notified. If under the age of 18 the student cannot be located, the local authorities will be contacted to assist.

VISION & HEARING SCREENING

In the State School Code there is language regarding vision screening for children. Students will follow the local district and health department vision and hearing screening process.

INJURY AT SCHOOL

If an injury or accident occurs at school, the classroom teacher will report this to the parent as soon as possible by telephone and in a written incident report. If the injury requires emergency treatment, emergency medical personnel will be contacted and the parent will be contacted as soon as possible. Pertinent medical history, including medications, will be shared as deemed necessary for the health and safety of your student.

ADMINISTERING MEDICATION TO STUDENTS

Michigan school law requires that medication can only be given 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.

Medication Transportation Procedure

The parent is responsible for providing medication to school. If this is not possible, the parent is responsible for the safe transportation of the medication to school. Medication must be given to the transportation staff in the provided medication transportation envelope. The Inventory of Medication form on the envelope must be completed and the sealed envelope signed by the parent across the seal. For safety reasons, students are NOT to carry medication to school on them personally

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?

Students attend events in the community and must be appropriately dressed for the event and the weather. Because students are actively engaged in many activities, it is advisable to have an extra set of clothes at school. Your student's teacher will contact you with specific clothing items or shoes needed for activities during the school day. In addition, 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.

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.).

TRANSPORTATION

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.

Josh Menkes, COP ESD Transportation Director. (231) 238-9394

Straits Regional Ride (231) 597-9242 or 866-731-1204

Otsego County Bus (989) 732-6224

Johannesburg-Lewiston. (989) 732-1773, ext. 2114

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 Community Schools are closed, the COP-ESD classrooms in Gaylord will also be closed.

INCIDENT 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 and Health Services (DHHS) 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 incident reports will be sent home with the student.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

The COP ESD Special Education staff provides a safe and secure environment in which to learn. Appropriate social behavior is a primary goal for all students during interaction within the community. Every effort is made to support behavior in a positive manner.

Staff encourages appropriate behavior by giving students consistent, positive feedback and reinforcement. School-wide rules and procedures enable teachers and administrators to ensure consistency and fairness throughout school and related environments. Staff will provide the most positive and least restrictive interventions appropriate for the student.

Behavioral Intervention-When inappropriate behavior occurs, a variety of informal strategies can be used to assist the student. In cases of recurrent or severe behavior, a meeting with the parent and appropriate staff will be arranged to determine the necessary interventions.

The COP ESD staff has received training in Nonviolent Physical Crisis Intervention as established by the Crisis Prevention Institute (CPI), and will use only those procedures in handling an extreme crisis that includes dangerous student behavior to self or others.

At times, administrative intervention may be required and may result in a suspension of the student from school. Prior to suspension the student has the right to be given oral or written notice of the allegation(s) against him or her; the right to be informed of the evidence to support the charge; and the right to respond to the allegation(s). Furthermore, the student, if appropriate, and the parent shall be notified of the misbehavior, the length of suspension, and any relevant condition(s) associated with the suspension of a student.

BULLYING & HARASSMENT

COP-ESD prohibits any and all acts of harassment, bullying, other aggressive behavior, or intimidation (including cyberbullying) toward a student or staff whether by other students, staff or third parties, including board members, parents, guests, contractors, vendors and volunteers is strictly prohibited regardless of the subject matter or the motivation for such impermissible behavior. Bullying means any written, verbal, or physical act, or any electronic communication, including, but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm 1 or more students either directly or indirectly by doing any of the following: Substantially interfering with educational opportunities, benefits, or programs of one or more students.

1. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or causing substantial emotional distress.
2. Having an actual and substantial detrimental effect of a student's physical or mental health.
3. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

This policy applies to all "at School" activities including those on school property, in a school vehicle, and those occurring off school property such as field trips or athletic events. "At school" includes conduct using a telecommunications device or telecommunications service provider that occurs on or off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any school employee who has witnessed or has reliable information that a student has been subject to any act of harassment, bullying, other aggressive act or intimidation (including cyberbullying) shall report the incident to the Title IX Coordinators: Josh Menkes, (231)-238-9394, ext 1409; Jeff Reinelt, (231) 238-9394, ext. 1217; Jessica Szymoniak, (231)238-9394, ext 1209; Karyn Rauch-Smock, (231) 238-9394, ext. 1211. A student, volunteer, parent, or visitor who has witnessed or has reliable information that a student has been subject to any act of harassment, bullying, or other aggressive act or intimidation (including cyberbullying) is encouraged to report the incident to a teacher, other staff member or the principal. Students who believe they have been or are the victim of bullying or other aggressive behavior should immediately report the situation to their teacher, other staff member, or classroom supervisor. Parents will be notified of any complaint or investigation of harassment, bullying, other aggressive behavior, or intimidation (including cyberbullying). Reports of harassment, bullying, other aggressive behavior, or intimidation (including cyberbullying) will be promptly investigated. There will be no reprisal or retaliation against any person who reports an act of harassment, bullying, other aggressive behavior, or intimidation (including cyberbullying). Such reprisal or retaliation by a student is a violation of the Student Code of Conduct and will result in disciplinary action pursuant to the Student Code of Conduct. If harassment, bullying, other aggressive behavior, or intimidation (including cyberbullying) has occurred, prompt and appropriate remedial action will be taken.

DRUG-FREE SCHOOLS - MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. This includes any non-controlled substances, which the student represents to be a controlled substance by appearance or effect. Use or possession of tobacco products, vaping devices and e-cigarettes are prohibited. The parent or visitors to the school are reminded that tobacco is prohibited on school property. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the teacher or program supervisor whenever such help is needed.

WEAPONS

Carrying firearms, knives or other dangerous or deadly weapons in school or on school grounds is prohibited. Any student found violating this law may be referred to the appropriate law enforcement authorities. After a due process hearing, a student may also face a long-term suspension or expulsion. Any object that is used to threaten, harm, or harass another person may be considered a weapon. Intentional injury to another person can be a felony and/or cause for civil action. A student may be expelled for violations of this policy.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student.

LOCKERS

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The local building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the local building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

CODE OF CONDUCT

COP ESD serves students in programs ages 3 through 25 years of age with a wide variety of abilities. Therefore, every student's needs are different and one code of conduct would not be appropriate. Behavior interventions are based on each student's unique needs. In addition to understanding why a particular problem occurred, we teach students the strategies and skills needed to prevent the problem from happening again.

DISCIPLINE

The Board shall require each student of the District to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

Discipline of Students with Disabilities Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973. Jeff Reinelt, 504 Coordinator, (231) 238-9394, ext. 1217.

Restorative Practices

- Prior to imposing a discipline, the administrator charged with the disciplinary process must consider using restorative practices
- Restorative practices should be the first consideration for offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, thefts, damages to property, class disruption, harassment and cyberbullying.
- Restorative practices are “practices that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct.
- The COP ESD will consider restorative practices before imposing discipline.

Student Discipline Mitigating (Mandatory) Factors

(Factors that SHALL be considered before discipline is imposed.)

- Student’s age
- Student’s disciplinary history
- Does a student have a disability?
- Seriousness of violation
- Did the violation threaten the safety of any pupil or staff member?
- Will Restorative Practices be used to address the violation?
- Does a lesser intervention address the violation?

SUSPENSION / EXPULSION

Although rarely used, when the behavior of a student eligible under the Individuals with Disabilities Education Act (IDEA) justifies serious disciplinary action, three possible courses of action may be available depending upon the nature and severity of the behavioral problem.

- In-school or out-of-school suspension
- Place in an Interim Alternative Education Setting (IAES)
- Expulsion-These courses will be handled in accordance with federal and state laws and guidelines.

Definitions:

- Expel: “to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days”
- Suspend: “to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 days”

Out-Of-School Suspension

A student may be removed from his or her current placement for up to 10 consecutive or cumulative days without it being considered a change in placement. A change in placement has occurred when a student has either been suspended for more than 10 consecutive days or has been suspended for more than 10 cumulative days and a pattern of removal exists. If a change of placement has occurred, the school will follow the steps determined by federal law (IDEA). There may be a need to convene a student’s IEP team to review the appropriateness of the current IEP and its implementation and to determine whether the behavior and its frequency create the need for a behavior assessment and behavioral intervention plan.

GENERAL PROGRAM INFORMATION

INDIVIDUALIZED EDUCATIONAL PLANNING TEAM MEETINGS

All students attending Cheboygan-Otsego-Presque Isle Education Service District programs receive special education programs and services in compliance with the Michigan Special Education Rules. At least one Individualized Educational Planning Team (IEPT) meeting is held for each student annually to review the student's progress on program goals and objectives, and to make recommendations for the coming year. Each student is re-evaluated by a multidisciplinary evaluation team one or more times in a 36-month period and an IEP is held to discuss evaluation results. IEPT meetings are also held to discuss proposed changes in a student's program.

Parents are urged to attend IEPT meetings arranged by the COP ESD to assist in program planning for students. Parents may also request an IEPT meeting to propose and discuss program changes. Please notify the ISD in writing if you wish to request an IEPT meeting.

SCHOOL LUNCH PROGRAM

Each school has a hot lunch program. These lunch programs are operated by the local school. Breakfast and lunch will be provided to ALL students for the 2025-2026 school year free of charge. Students are still welcome to bring their own lunch if they chose to do so. All COP ESD programs are a closed campus at lunch.

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.

HEALTH EDUCATION

A component of the Health Education curriculum includes instruction in HIV/AIDS and human sexuality. Parents have the right to review the materials and curriculum content used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Parents may excuse their child from participating in that instruction by providing written notice to the classroom teacher. If the excusal letter is not provided to the teacher, the student will participate in the instruction.

STUDENT PROGRESS REPORTS

Progress 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.

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.

FIRE, TORNADO, AND LOCKDOWN DRILLS

All COP ESD programs participate with the local districts (corresponding to the building they are hosted in) in their safety drills and protocols. The local school districts comply with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who are responsible for safe, prompt and orderly evacuation of the building. Tornado drills are conducted using procedures provided by the state. In compliance with state law, a minimum of three lockdown drills will be conducted each year.

PARENT AND ATHLETE CONCUSSION INFORMATION

COP ESD is concerned about your child's health and safety. As required by law, the following information about concussions, developed by the Michigan Department of Community Health, is provided.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If an athlete reports one or more of the symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

To learn more go to www.cdc.gov/concussion Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

NETWORK ACCESS AGREEMENT

COP ESD provides internet access to students for educational purposes to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology, and to enhance information gathering and communication skills.

It is the policy of the ISD to prevent user access over its computer network to, or transmission of, inappropriate material via the internet, electronic mail, or other forms of direct electronic communications; prevent unauthorized access and other unlawful online activity; prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; comply with the Children's Internet Protection Act; to educate minors about appropriate online behavior; and to comply with the "Protecting Children in the 21st Century Act."

COP ESD may provide an educational program to educate students about appropriate online behavior, including interacting with other individuals on social media networking sites and cyber bullying awareness and response. Students are required to agree to the ISD Network and Access Agreement.

A complete copy of the COP ESD Board of Education Internet Safety Policy and Network and Access Agreement for Students is located on the website, www.copesd.org and in the Appendix A.

AGE OF MAJORITY/GUARDIANSHIP

Upon turning 18 years of age, a student automatically becomes his/her own guardian, regardless of his/her disability level, unless court action is pursued to change this. All rights afforded to parents transfer to the student. Under the law, the student will be responsible for parental responsibilities such as: attendance, disciplinary matters, signing IEPs, correspondence, personal conduct, decisions regarding future educational services. Students at the age of majority must still comply with all school rules. In the event a parent believes their student will need a guardian, it is recommended the legal process for guardianship begins on or before the student turns 17 years of age.

Appendix A-Notice Document

Civil Rights Compliance Officer

The board of education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment. Further, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in the district. Any person who believes that s/he has been discriminate against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the district's civil rights coordinator; Jeff Reinelt, Special Education Supervisor, (231) 238-9394, ext. 1217. The individual may also, at any time, contact the:

U.S. Department of Education
Office of Civil Rights
600 Superior Avenue, Room 70
Cleveland, Ohio 44114-2611

See section II Form 2260 F8 for informal and formal grievance procedures.

Model Notification of Rights under FERPA

For Elementary and Secondary Institutions
(60 Fed. Reg. 59291, 59297)

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 [or appropriate school official] 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 that they believe is inaccurate or misleading. They should write to 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:

Family Policy Compliance Office Student Privacy Policy Office
U.S. Department of Education,
400 Maryland Ave. SW
Washington, DC 20202-4605.

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.

Pesticide Application Advisory

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility. As part of a school district's pest management program, pesticides are occasionally applied. As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, and other than a sanitizer, germicide, disinfectant, or anti-microbial product, that is made to the school or daycare grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. Advance notification of pesticide applications, other than the products exempted in the paragraph above, will be given by at least 2 methods. The first method will be by posting at the main entrance of whichever building the product was used. The second method will be by posting on either the school or day-care center's web site, local District notification or by posting in another physically posted area dependent upon which district the program resides in. Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you are requesting prior notification of pesticide treatments conducted by first-class mail please Contact the local District's Maintenance Department in which the classroom the program resides or a COP Supervisor. Parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request to the local school district.

COPESD Program
Agreement for Acceptable Use of Technology Resources (Return to School Signed)

Building/Program Name

Student Name

I understand that I may sometimes be permitted to use the school's computers, electronic devices, and Internet at home to access learning resources because of the COVID-19 pandemic and related Executive Orders from the Governor. To use the school's computers, electronic devices, or the Internet, I understand that I must follow school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for school work.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I shouldn't look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian, teacher, or another school employee.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date © 2020

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include (1) internal and external network infrastructure, (2) Internet access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.



I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I understand that my child has been provided temporary access to the Technology Resources to facilitate learning during the COVID-19 pandemic and the Governor's related Executive Orders. I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms. (Return to school signed)

Parent/Guardian Signature

Date

STUDENT AND PARENT HANDBOOK DOCUMENTATION OF CONSENT
(Return to School Signed)

We, _____ and _____ Parent/Guardian Student
have received and read the COP ESD Student/ Parent Handbook. By signing below, I acknowledge and
understand the Concussion protocol, Technology Use Agreement, and all other documents and
responsibility. We understand the rights and responsibilities pertaining to students and agree to support
and abide by the rules, guidelines, procedures, and policies of the Cheboygan-Otsego-Presque Isle
Education School District.

Parent/Guardian Signature

Student Signature

Date