



MACOMB INTERMEDIATE SCHOOL DISTRICT PLAN

For the Delivery of Special Education

Services and Support

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MACOMB INTERMEDIATE SCHOOL DISTRICT

Educational Service Center
44001 Garfield Road
Clinton Township, MI 48038-1100
(586) 228-3300

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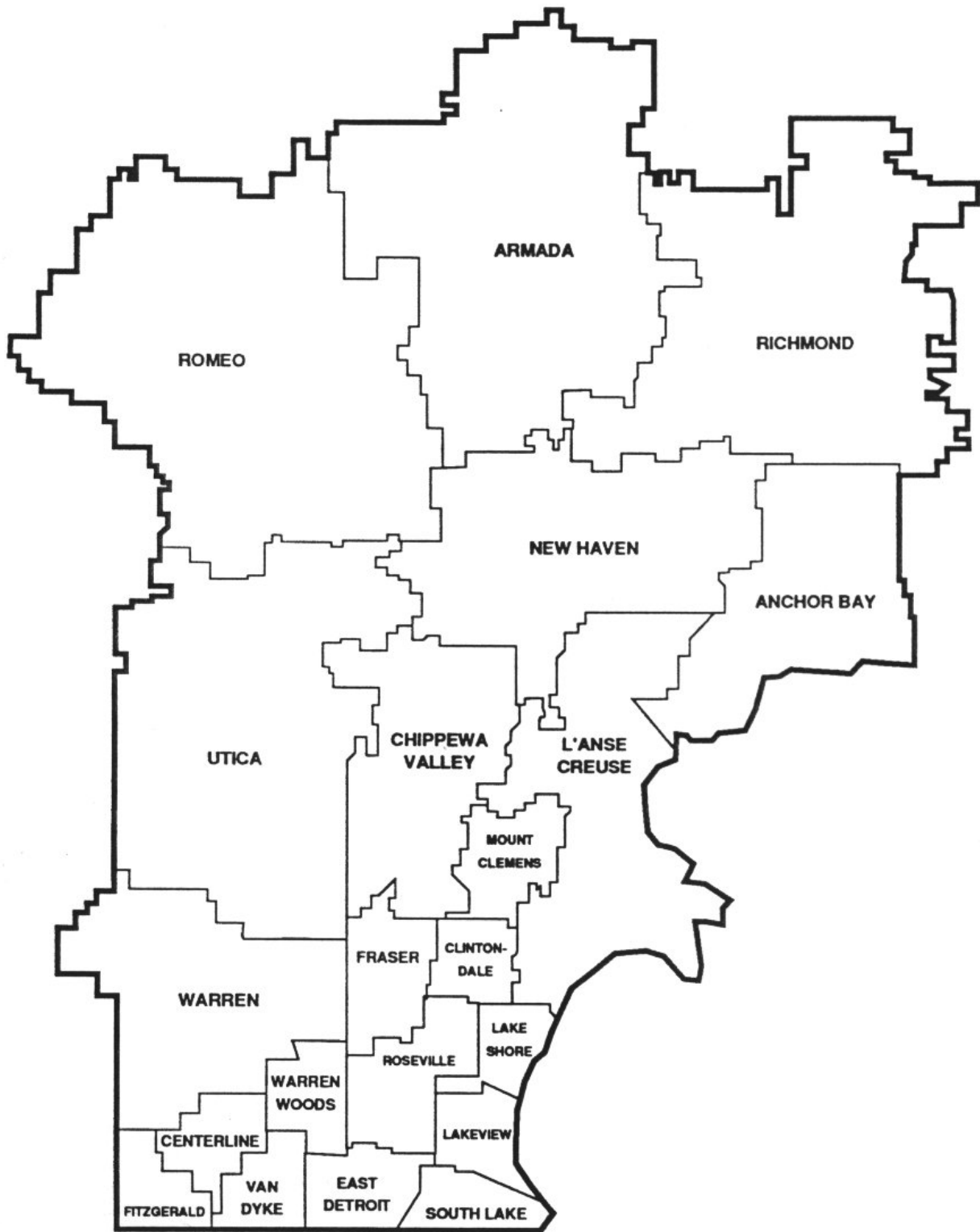
Document Endorsement

The following signatures indicate involvement in the development of the Macomb Intermediate School District Plan in cooperation with the Parent Advisory Committee, constituent school districts, public school academies and the Intermediate School District:

<u>Constituent School District</u>	<u>Superintendent</u>	<u>Date</u>
Anchor Bay School District	_____ Leonard Woodside	_____
Armada Area Schools	_____ Dr. Arnold Kummerow	_____
Center Line Public Schools	_____ Dr. Judith Pritchett	_____
Chippewa Valley Schools	_____ Mark Deldin	_____
Clintondale Community Schools	_____ George Sassin	_____
East Detroit Public Schools	_____ Bruce Kefgen	_____
Fitzgerald Public Schools	_____ Janet Brill	_____
Fraser Public Schools	_____ Richard Repicky	_____
Lake Shore Public Schools	_____ Brian Annable	_____
Lakeview Public Schools	_____ Sandra Feeley- Myrand	_____
L'Anse Creuse Public Schools	_____ Dr. DiAnne Pellerin	_____
Mt. Clemens Community Schools	_____ Dr. T. C. Wallace, Jr.	_____

<u>Constituent School District</u>	<u>Superintendent</u>	<u>Date</u>
New Haven Community Schools	_____ Dr. James Avery	_____
Richmond Community Schools	_____ Dr. Patrick Bird	_____
Romeo Community Schools	_____ John McEwan	_____
Roseville Community Schools	_____ John Kment	_____
South Lake Schools	_____ William Putney	_____
Utica Community Schools	_____ Dr. Joan Sergent	_____
Van Dyke Public Schools	_____ Dr. J. Thomas Kolka	_____
Warren Consolidated Schools	_____ Dr. James Clor	_____
Warren Woods Public Schools	_____ Ronald Moore	_____
Macomb Intermediate School District	_____ Mr. Michael R. DeVault	_____
Arts Academy in the Woods	_____ Alison Dickens, Principal	_____
Conner Creek Academy East (K-6)	_____ Charles Meredith, Principal	_____
Conner Creek Academy East Middle/High (7-9)	_____ Karen Kliewer, Principal	_____
Conner Creek Academy Elementary (K-5)	_____ Susan Williams, Principal	_____
Conner Creek Academy Middle/High (6-10)	_____ Walter Lawson, Principal	_____

<u>Constituent School District</u>	<u>Superintendent</u>	<u>Date</u>
Huron Academy	_____ Rhonda Filippi, Principal	_____
Macomb Academy	_____ Evelyn O'Brien, Director	_____
Merritt Academy	_____ Ruth Carlson, Principal	_____
Prevail Academy	_____ Catherine Witt, Principal	_____
Ben Ross Public School Academy	_____ Karen Zimmerman, Principal	_____
Parent Advisory Committee	_____ Geraldyn Friedrich, Chairperson	_____



CONTENT AREAS

Special Education Opportunities and Procedures

The Special Education Information for Parents Handbook 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 in the Macomb 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, and are responsible for the implementation of special education programs and services.

Representative	District	Address	Phone Number
Local Director	Anchor Bay	52801 Ashley St. New Baltimore	(586) 725-2861
Local Director	Armada	74500 Burk St. Armada	(586) 784-4511
Public School Academy Director	Arts Academy	12900 Frazho Warren	(586) 427-4569
Local Director	Arts Academy in the Woods	12900 Frazho Warren	(586) 427-4569
Local Director	Center Line	26400 Arsenal St. Center Line	(586) 757-7000
Local Director	Chippewa Valley	19120 Cass Ave. Clinton Township	(586) 723-2000
Local Director	Clintondale	35100 Little Mack Clinton Township	(586) 791-6300
Public School Director	Conner Creek Academy Elem.	28111 Imperial Warren	(586) 575-9500
Public School Director	Conner Creek Academy (6-10)	28111 Imperial Warren	(586) 751-3148
Public School Academy Director	Conner Creek East (K-6)	16911 Eastland Roseville	(586) 779-8055
Public School Academy Director	Conner Creek East (7-9)	26200 Ridgemont Roseville	(586) 777-5792
Local Director	East Detroit	15115 Deerfield Ave. Eastpointe	(586) 445-4410

Representative	District	Address	Phone Number
Local Director	Fitzgerald	23200 Ryan Rd. Warren	(586) 757-1750
Local Director	Fraser	33466 Garfield Rd. Fraser	(586) 293-5100
Public School Academy Director	Huron Academy	11401 Metro Parkway Sterling Heights	(586)446-9170
Local Director	Lake Shore	28850 Harper Ave. St.Clair Shores	(586) 285-8480
Local Director	Lakeview	20300 Statler St. St. Clair Shores	(586) 445-4015
Local Director	L'Anse Creuse	36727 Jefferson Ave. Harrison Township	(586) 783-6300
Public School Academy Director	Macomb Academy	39092 Garfield Rd. Clinton Township	(586) 228-2201
Assistant Superintendent	Macomb ISD	44001 Garfield Rd. Clinton Township	(586) 228-3300
Public School Academy Director	Merritt Academy	59900 Havenridge Rd. New Haven	(586) 749-6000
Local Director	Mt. Clemens	167 Cass Avenue Mt. Clemens	(586) 469-6100
Local Director	New Haven	58233 Gratiot Ave. New Haven	(810) 749-5123
Public School Academy Director	Prevail (K-5)	353 Cass Rd. Mt. Clemens	(586) 783-0173
Local Director	Richmond	68931 S. Main Street Richmond	(586) 727-3565
Local Director	Romeo	316 N. Main Street Romeo	(586) 752-0200
Local Director	Roseville	18975 Church Street Roseville	(586) 445-5505
Public School Academy Director	Ben Ross	8525 Cole Warren	(586) 575-9418
Local Director	South Lake	23101 Stadium Blvd. St. Clair Shores	(586) 435-1600

Representative	District	Address	Phone Number
Local Director	Utica	11303 Greendale Dr. Sterling Heights	(586) 797-1000
Local Director	Van Dyke	22100 Federal Ave. Warren	(586) 758-8333
Local Director	Warren Consolidated	31300 Anita St. Warren	(586) 825-2400
Local Director	Warren Woods	27100 Schoenherr Rd. Warren	(586) 439-4401

PUBLIC AWARENESS

The Macomb ISD assumes primary responsibility for Child Find activities and outreach for preschool children. All local educational agencies will assume responsibility for in-school and out-of-school youth up to the age of 26 through special education programs/services and establish cooperative liaisons with other agencies and professionals who may be potential referral sources. Macomb ISD staff will coordinate Project Find activities.

Activities and Outreach Methods for Awareness of Services

The procedures for identifying potential school age special education students may include review of existing school records and interagency collaboration for referral of student dropouts. Awareness information is provided through the distribution of Michigan Project Find materials, Early On Information, and Special Education Information from the Parent Handbook. Special Education evaluation procedures and processes will be distributed in the following manner.

- Annual advertisement in local newspapers or local radio.
- Pre-school screenings for 3-5 year old children.
- Early Intervention/education services
- Day Care 0-3 year old children
- Area healthcare agencies, hospitals, physicians
- Community Education Programs
- Community Cognitive Health
- County Health Department
- Family Independence Agency
- Head Start Programs
- Local educational agencies
- Community Services
- Parent Groups

TYPES OF DIAGNOSTIC SERVICES

Local school districts and/or the ISD may contract for or employ professionals to provide diagnostic services. Copies of contracts with outside diagnostic service providers or agencies will be on file at the ISD or LEA's and be available for review. The following list and chart indicates diagnostic and medical evaluation services that are provided directly and/or contracted for by the Local Educational Agencies and the ISD.

EDUCATIONAL EVALUATIONS

Audiological evaluation

Evaluation by an audiologist to measure pure tone and speech reception thresholds, speech discrimination, environmental noise, speech, reading, middle ear function, electro-acoustic assessment of hearing aids and classroom amplifiers and the suitability and selection of group and personal hearing aids.

Vision evaluation

Evaluation and interpretation by a vision specialist of evaluation results with respect to visual skills and the influence of these skills on diagnosis and academic programming.

Orientation and mobility evaluation

Evaluation by an orientation and mobility specialist who shall provide diagnostic/ evaluation services, including low vision and distance aids related to orientation and mobility.

Psychological evaluation

Evaluation by a qualified school psychologist to assess the intellectual and behavioral functioning of the student.

Speech and language evaluation

Evaluation by a teacher of the speech and language impaired to assess the student's functioning in the areas of articulation, language, voice, fluency or some combination of these factors.

Social work evaluation

Evaluation by a school social worker, including the gathering of basic screening information, medical, developmental, behavioral, social and family history, as well as the development of a diagnostic impression with respect to the disability category in question. Will work jointly with school psychologists in the evaluation of students suspected of being emotionally impaired.

Physical therapy evaluation

Evaluation by a physical therapist designed to implement therapy, prescribed by a physician, in an educational setting.

Occupational therapy evaluation

Evaluation by an occupational therapist of fine motor coordination problems that may be interfering with the educational performance.

Assistive Technology Evaluation/Assessment

Assessment by assistive technology evaluator(s) designed to recommend appropriate assistive technology devices.

Behavioral Evaluation/Assessment

Evaluation by a behavioral specialist to assess behavioral functioning and recommend positive behavioral supports and other behavioral needs.

Other Evaluation

Other evaluation as determined by the IEPT will be provided through ISD/LEA (PSA collaboration).

MEDICAL EVALUATIONS

Where educationally appropriate, the local and/or Intermediate School District may contract for specific medical evaluations which may include, but are not limited to, the following: psychiatry, neurology, orthopedics, ophthalmology, otolaryngology, physiatry, or other appropriate professional evaluations.

Psychiatric evaluation

Evaluation by a psychiatrist to measure the emotional status of a student in relation to his/her functioning in an educational setting.

Neurological evaluation

Evaluation by a neurologist to ascertain the existence and measure the effects of neurological disabilities on a student's educational functioning.

Orthopedic evaluation

Evaluations by a physician to determine the effects physical limitations have on the ability of a student to function in an educational setting.

Otologist-otolaryngologist evaluation

Evaluation by a physician to determine the effects an auditory or vocal handicap has on the ability of a student to function in an educational setting.

Ophthalmologic evaluation

Evaluation by an ophthalmologist to determine the effects of visual acuity/functioning in relation to educational functioning.

Physiatry evaluation - Evaluation by a physiatrist to determine physical deficits that interfere with the educational process.

BASIC PROGRAMS AND SERVICES

Macomb ISD maintains a full continuum of programs and services throughout the MISD and its constituent local districts. The continuum represents a full range of programs/services that provides the Least Restrictive Environment (LRE) at each educational level (preprimary through secondary). This may include various alternative programs and service arrangements such as cooperative agreements with local educational/community agencies, other ISD's, or state agencies.

Any person, age 0-26, who resides within Macomb Intermediate School District and is identified as eligible through the Individualized Educational Planning team process, will be provided with appropriate programs and/or services by their local school district, the Intermediate School District, or other approved providers.

To the maximum extent appropriate, special education eligible students shall be educated with their non-disabled peers.

Assignment to special classes, separate schools, or non-school settings will occur in accordance with IEPT determination when the nature and severity of the disability is such that education in a regular class, with the use of supplemental aides, services and accommodations cannot be successfully achieved.

INTERVENTION COMPONENT

Local educational agencies will provide an intervention system that identifies students who are at risk for academic and behavior problems as close to school entry as possible. Intervention systems shall also include strategies for instruction, positive behavioral supports and tracking of progress. Students at risk will be provided well designed instruction by well-trained and highly qualified personnel that targets identified areas as early as possible. Instruction shall be targeted at identified problem areas and be monitored, paced, and changed according to student progress in mastering the skills taught. Intervention will be provided at the student's achievement level and according to individual needs. Intervention systems will be a coordinated and cooperative effort of the total educational community.

The following charts illustrate the continuum of programs and services provided by Local Educational Agencies and the ISD:

PROGRAMS OPERATED WITHIN THE MACOMB INTERMEDIATE SCHOOL DISTRICT

PROGRAMS

DIAGNOSTIC SERVICES

DISTRICT	ECI	TCI	SCI	EI	LD	HI	ECDD	SL	VI	PI/OHI	SXI	AI	RR	MIPP	PSY	SSW	SP/L	HB/H	OT	PT	TC
Anchor Bay	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Armada	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	C	C	X	X	A	A	X
Center Line	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Chippewa Valley	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Clintondale	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
East Detroit	X	AWB	A	*X	*X	ULR	X	FZ	*E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Fitzgerald	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Fraser	X	AWB	A	*X	X	ULR	X	*FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Lake Shore	X	X	A	*C	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Lakeview	X	AWB	A	*X	X	*ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
L'Anse Creuse	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Mt. Clemens	X	AWB	A	*X	X	ULR	X	FZ	E	*ZMUV	A	A	*X	A	X	X	X	X	AX	AX	X
New Haven	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	C	X	X	X	A	A	X
Richmond	X	AWB	A	*C	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Romeo	X	AWB	A	*C	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Roseville	X	AWB	A	*X	X	*ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
South Lake	X	AWB	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	A	A	X
Utica	X	AWB	A	*X	X	*ULR	X	FZ	E	*ZMUV	A	A	*X	A	X	X	X	X	AX	AX	X
Van Dyke	X	AWB	A	*X	X	ULR	X	FZ	E	*ZMUV	A	A	*X	A	X	X	X	X	AX	AX	X
Warren Con	X	X	A	*X	X	ULR	X	FZ	E	ZMUV	A	A	*X	A	X	X	X	X	AX	A	X
Warren Woods	X	AWB	A	*X	X	ULR	X	*FZ	E	*ZMUV	A	A	*X	A	X	X	X	X	AX	AX	X
MISD		X	*X	*X					X		*X	*X		X	X	X	X	X	X	X	X

*Programs not available at all levels **KEY:** X = District Providing
 will be contracted with another district. C = District Contracting

Center Program Provided by District: A = ISD B = Lake Shore
 L = Lakeview M = Mt. Clemens R = Roseville U = Utica V = Van Dyke W=Warren Consolidated Y=L'Anse Creuse Z=Warren Wds

E = East Detroit F = Fraser

*** = R1832 Program**

CENTER PROGRAMS AND SERVICES

District of Operation	Program or Service	Comments
Lakeview	Hearing Imp. (HI)	Preschool/Elem./Jr. High-Oral/ Sr. High-Oral and Total Communication
Roseville	Hearing Imp.	Preschool/Elem./Jr. High-Total
Utica	Hearing Imp.	Preschool/Elem/Jr. High/Sr. High-Oral
Macomb ISD	HI Teacher Consultants	-
Mt. Clemens	PI/OHI	Preschool/Elementary
Utica	PI/OHI	Preschool/Elementary
Van Dyke	PI/OHI	Preschool/Elementary
Warren Woods	PI/OHI	Junior/Senior High
East Detroit	Visually Imp. (VI)	Operates all programs Preschool/Elementary
Fraser	SLI	Language-Based Programs
Warren Woods	SLI	Language-Based Programs
Macomb ISD	TCI/SCI/SXI	Separate Facilities
Macomb ISD	TCI/SCI/SXI	Serving 3-to 26-year-olds
Lake Shore	TCI	LEA Operated Programs
Warren Consolidated	TCI	LEA Operated Programs
Macomb ISD	SEI	Center Programs
Macomb ISD	SEI	Center Programs
Macomb ISD	SEI	Center Programs
Macomb ISD	SEI	Center Programs
Macomb ISD	AI	ISD Center Programs
Macomb ISD	AI/TC	
Macomb ISD	AI	LEA Program
Macomb ISD	VI/TC	Visually Impaired
Macomb ISD	HI/TC	Hearing Impaired
Macomb ISD	O&M	Orient./Mobil. Spec.
Macomb ISD	PT/OT	Phys./Occup. Therapist
Macomb ISD	Mich.Rehab.Serv.	Coordinates Vocational Programs with MRS
Macomb ISD	MIPP	Providing services for 0 to 3 year olds

ALTERNATIVE PROGRAMS UNDER RULE 340.1832(e)

Based on IEPT determination, alternative services and support pursuant to R340.1832(e) may be provided to meet the unique needs of the individual student. All parts of the rules listed apply, except for the following:

Current Rule	Exceptions
340.1738a	1832 Programs for students with severe cognitive impairment (SCI): Consist of one teacher and three aides with 16 students. The third aide is assigned with the 13 th student.
340.1738b	1832 Severe CI: 218 days of instruction and exceed the 1150 clock hour requirement. No breaks for more than 2 consecutive weeks.
340.1741	1832 Emotionally Impaired programs: One teacher with 1-2 aides to serve 12 students in a classroom at any one time with the total number of students on the teachers caseload to be no more than 15 different students. No more than 12 students can be in the room at any one time; an aide will be assigned when the 11 th student is added.
340.1742a	1832 Hearing Impaired caseload: Seven students at elementary level. Average of ten students per hour at the secondary level. No more than 12 students at any one time.
340.1743	1832 Visually Impaired programs: The teacher of the VI shall have an enrollment of not more than the equivalent of ten full-time students.
340.1744(1)	1832 Programs for students with physical impairments or other health impairment: A total of 12 students in the classroom at any one time with the addition of an aide while maintaining the maximum caseload for the specific teacher at not more than 15 different students. The aide will be added with the 11 th student.
340.1745c	1832 Speech and Language Impaired: Maintain caseload at 60 students. Students being evaluated will not count on caseload.
340.1747	1832 Learning Disabled: Maximum student class size shall be 12, not to exceed a caseload of 18 students.
340.1748(1)	1832 Severely Multiply Impaired: Provide 1 teacher and 2 instructional aides for a maximum of 10 students.
340.1748(2)	1832 Severely Multiply Impaired: 218 days of instruction and a minimum of 1150 clock hours. No breaks for more than 2 consecutive weeks.
340.1749a(2)(4)	1832 Elementary Resource Room: Maximum of 15 students at any one time, with a caseload of 20 students. The teacher can provide evaluation for 5 additional students.
340.1749b(2)	1832 Secondary Resource Room: A maximum of 15 students at any one time.
340.1749c(4)	1832 Departmentalized Program: An average of 13 students per class period per instructional day.
340.1756(1)(b)	1832 – Program for the Severely Language Impaired: An aide to assist with the increased class size will be assigned with the addition of the 12th student.

Maximum number of students at any one time is 12 students.

Autism Programs

- 340.1758b Autistic Impaired: Autistic Impaired elementary or secondary classroom programs class size consists of an AI teacher, 8 students, and 2 instructional aides. The second aide will be added with the 6th student. The IEPT will describe its consideration of the ability of the student with autism to function in the placement determined, in the context of class size and student-to-staff ratio.

Paraprofessional Personnel

Qualifications for paraprofessional personnel specifically follows R340.1793 of the Revised Rules for Special Education. In addition the Macomb ISD and the Local educational agencies require paraprofessionals to possess a high school diploma or its equivalent and follow all state and federal requirements.

Transportation

TRANSPORTATION FOR CENTER PROGRAMS

A. Coordination of Local/MISD special education transportation

Transportation is an essential ingredient in bringing children with disabilities to special education centers and inter-district programs. An effective transportation system for special education students should be developed by all school districts and each district should clearly define policy and procedure addressing the following:

1. An effective recordkeeping system of all travel time for students involved in transportation to center or other interdistrict programs. A report will be submitted to the MISD Transportation Department prior to the implementation of service.
2. Parents shall be notified of the transportation schedule for their student at least five (5) working days prior to the first day of transportation unless otherwise specified by the IEPT.
3. Procedures for sharing pupil data, including unique health and/or behavioral data with the bus driver, e.g., a pupil profile card such as MISD Transportation Information Card.
4. Specifications of responsibilities of aiding students:
 - a. The driver shall not leave the vehicle unattended while any student remains.
 - b. At the home, the driver shall be responsible for the loading and unloading of students with the assistance of the parent. It is the parent(s)' responsibility to receive their child at home.
 - c. At the school, the driver shall be responsible for the loading and unloading of students with the assistance of the staff.
5. The supervision and control of students on the bus.
6. Two-way radio communication between buses shall include the capability of monitoring

other districts in case of emergency. Various center programs use walkie-talkies between the schools and buses to facilitate both transportation and school coordination.

- a. If a bus is going to be delayed more than 15 minutes for the A.M. pickup of students, due to any reason, the driver is to notify/call HOME BASE (point of demarcation), at which time HOME BASE is to notify appropriate parents on said route, and then notify appropriate school(s).
 - b. On a take-home run from said school(s), if the bus run is going to be late by 15 minutes or more, the driver is to contact HOME BASE with appropriate information as to length of time, placement on run, etc. HOME BASE will be able to respond to phone calls from parents with new estimated time of arrival, etc.
7. Efficient routing to minimize one-way travel time of students. Anytime the student is on the bus for more than one hour, the MISD Transportation Department shall be notified and the route reviewed for possible change. Special education transportation routes are reviewed by the MISD Transportation Department annually.
 8. Responsibilities for all transportation personnel.
 9. Training and orientation of all substitute drivers prior to driving a bus.
 10. The district's coordinated effort with all districts within the MISD to minimize duplication of runs and to provide assistance in emergencies.
 11. An appeal process that is written and given to parents at the IEPT meeting.
 12. Utilization of safety measures, e.g., harnesses and car seats.
 13. Snow days and notification of inservice days.

B. Transportation responsibilities

1. The MISD provides for transportation or coordinated transportation of:
 - a. Severely Cognitively Impaired (SCI)
 - b. Severely Multiply Impaired (SXI)
 - c. Trainable Cognitively Impaired (TCI)
 - d. State School for the Blind and State School for the Deaf (weekly only per MSB/MSD calendar)
 - e. Severely Emotionally Impaired (SEI)
 - f. Autistic Impaired (AI)
 - g. Severely Language Impaired (SLI)
 - h. Hearing Impaired (HI)

- i. Visually Impaired (VI)
 - j. Physically Impaired and Otherwise Health Impaired (PI/OHI)
2. Local districts provide, when appropriate, transportation of:
- a. Educable Cognitively Impaired (ECI)
 - b. Emotionally Impaired (EI)
 - c. Learning Disabled (LD)
 - d. Early Childhood Developmental Delay (ECDD)

Distribution of Funds

MISD PRIORITIES FOR REIMBURSEMENT FROM PUBLIC ACT 18 MONIES

Special education programs and services in Macomb County will be reimbursed through the special education charter millage monies whenever possible. The MISD will use the added cost deduct formula defined in Part 6 of Michigan Special Education Rules. When a special education charter millage is deemed necessary by the ISD Board of Education, special education funds will be used to cover the expense of such an election

Special education monies will be appropriated in the following priority in accordance with the Macomb Intermediate School District's approved budget:

1. Full reimbursement for special education services provided at the Macomb Intermediate School District Service Center.
2. Full reimbursement for Macomb Intermediate School District center programs, and for locally operated center programs.
3. Full reimbursement of room rental for facilities used for special education classrooms.
4. If additional special education charter millage funds are available after funding the previous three items the Macomb Intermediate School District will determine which of the following methodologies will be used to reimburse local districts for the cost of providing special education programs within those local districts.
 - a. Local districts will be reimbursed on a prorated basis based on the total head count of students on the previous school year's September count dates that are claimed by the LEAs.
 - b. Special education charter millage funds may be dispersed to local districts based on the number of identified special education students within each constituent local district as based on the previous year's December 1 Federal headcount. A like percentage of the special education funds will be distributed to each constituent district based on the prorated number of special education pupils.

No local educational agency, charter school or other agency will receive more than 30% of the previous school year's total special education expenditures as reported to the Macomb Intermediate School District on the State's DS 4096 special education final cost report.

In the event center program added costs of priorities 1 and 2 above are not appropriated at a 100% funding level (combined funding of Section 52 and special education millage), the following charge to local districts will apply:

This charge shall be determined by dividing the total unfunded balance of all center program added costs by the total number of headcount memberships as determined by the average of two count days—4th Friday and the 6th Friday after January 1. This quotient will then be multiplied by the headcount memberships of the constituent district attending center programs.

These charges shall be paid to the Macomb Intermediate School District for distribution to the operating districts, and this procedure shall be an integral part of the budgeting process.

Roles and Responsibility of the Parent Advisory Committee

Name: The name of this organization shall be “Macomb County Parent Advisory Committee” also known as the “Macomb PAC” or “PAC”.

Mission- The mission of the PAC is to continually seek knowledge of the special education issues so that we can educate, empower, and assist families to improve programs and services for all students with disabilities.”

The Macomb Parent Advisory Committee shall adhere to the following Revised Administrative Rules for Special Education (including revisions effective June 6, 2002) Michigan Department of Education Office of Special Education and Early Intervention Services:

- a. This PAC shall follow rule 340.1831 1-5 on Plan and Modification submission.
- b. This PAC shall follow rule 340.1832 (1) (a) – (n) Content Area
- c. This PAC shall follow rule 340.1833 (1) Cooperative development and review.
- d. This PAC shall follow rule 340.1845 (a) (b) Plan Signatures
- e. This PAC shall follow rule 340.1836 (1) – (4) Objections to plan; procedures
- f. This PAC shall follow rule 340.1837 (1) (a) – (c) (2) Approval of Intermediate school district plans.
- g. This PAC shall follow rule 340.1838 (1) (a) – (c) (2) - (7) Parent Advisory Committee

Plan Development

The Macomb ISD plan and amendments to such shall be developed in cooperation with the PAC. It shall be the responsibility of the Macomb Intermediate School District to assure that the PAC members are provided with copies of the current Intermediate School District plan, subsequent and proposed amendments and deviation requests.

Upon request, the Macomb Intermediate School District will review the Intermediate School District plan with the PAC. At subsequent meetings, the PAC will review any changes in the plan and/or areas of concern from the PAC membership.

The Macomb Intermediate School District will develop a draft of the Intermediate School District plan to be presented to the PAC for reactions and suggestions. An attempt will be made to reconcile any differences that may exist. If these differences cannot be reconciled, the Macomb Intermediate School District will advise the PAC Chairperson of the objection process as defined by rule 340.1836.

Prior to the submission date, the PAC shall approve the Plan pursuant to the voting procedures established in the current By-Laws. The PAC Chairperson shall be asked to sign the plan endorsement page indicating that the PAC has been involved in the development of the plan.

Administrative Relationship with the Parent Advisory Committee

The Director of Special Education Management Services 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 Macomb ISD.

Fiscal and Staff Resources Available to the Parent Advisory Committee

Fiscal resources available to the Parent Advisory Committee shall be outlined in the special education budget submitted to the Intermediate School District Board of Education for approval.

The Intermediate School District will provide budget items for:

- A. Postage** for notices and other committee mailings and phone calls related to Parent Advisory Committee business.
- B. Reproduction** of appropriate documents for committee business.
- C. Secretarial** services.
- D. Meeting** accommodations.
- E. Inservice/conference** travel reimbursement.
- F. Inservice/conference** related to the function of the Parent Advisory Committee.
- G. Informational** materials for the Parent Advisory Committee.

The Macomb Intermediate School District shall make available staff resources for the purpose of making the Parent Advisory Committee an efficient and effective operational unit.

ADDITIONAL PLAN CONTENT

Surrogate Parent Plan

Macomb ISD will adopt the Michigan Department of Education Office of Special Education and Early Intervention Services surrogate parent policy.

Under Federal Regulation Sec. 300.20 (definition of a parent) and Sec. 300.515 (definition of Surrogate Parents) and the OSE/EIS, Revised Policy for the Appointment of Surrogate Parents for Special Education Services dated February, 2003.

The Macomb ISD will:

1. Maintain an adequate pool of potential surrogate parents in the Macomb ISD who meet required standards and maintain a list of available pool members for the Local educational agencies. Surrogate parents will be trained by the ISD and PAC at least once a year at regularly scheduled PAC meetings, pursuant to the State Policy.
2. Offer instruction to these surrogate parent appointees in the areas of:
 - Surrogate parent responsibilities
 - Special education eligibility
 - Special education process and procedures
3. Maintain a system to:
 - Determine a need for a surrogate parent
 - Appoint a surrogate parent; and
 - End the appointment of a surrogate parent
4. Establish and administer a pay system for compensating the appointed surrogate parents for these services.

Homebound and Hospitalized Services

Homebound and hospitalized services for special education students are available in all local school districts and public school academies by arrangement with district staff or by contract with outside agencies. In providing homebound and hospitalized services the district will follow the student's IEP and the requirements of Rule 340.1746. Progress reports on the student's annual goals will be provided as stated in the IEP and at least as often as general education students.