

Summer 2013



Intermediate School District Plan for the Delivery of Special Education Programs and Services



**ST. CLAIR COUNTY
REGIONAL EDUCATIONAL SERVICE AGENCY**



St. Clair County

Regional Educational Service Agency

Plan for the Delivery of

Special Education Programs and Services

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Signature Page

340.1832 An Intermediate School District plan for special education, or any modification thereof, shall be an operational plan that sets forth the special education programs and related services to be delivered. The plan shall comply with 1976 PA 451, MCL, 380.1 et seq. and these rules.

Comprehensive Special Education Programs & Services

Special Education Opportunities and Procedure

The Special Education Parent Information Handbook is utilized as a means for communicating a list of organizations and special education representatives to parents of children suspected and/or identified as requiring special education services. In addition, this handbook outlines for parents and the community the special education opportunities (required under law) in the St. Clair County RESA. Special education staff in each district distributes handbooks.

Procedures for Identifying Potential Special Education Populations: The St. Clair County RESA assumes primary responsibility for Child Find activities and outreach for preschool children. The St. Clair County RESA and Early On Program will be responsible for coordinating Child Find activities and outreach. All local school districts will assume responsibility for in-school and out-of-school youth birth through 25, through the special education programs/services. They will establish cooperative liaisons with other agencies and professionals who may be potential referral sources.

Activities and Outreach Methods for Awareness of Services

The St. Clair County RESA is responsible for conducting Child Find activities for all eligible ages. The Child Find Coordinator is responsible for dissemination of information that will make the public aware of Child Find. The methods of dissemination are as follows:

- Annual advertisements in local newspapers or on local radio and district websites
- Pre-school screenings for 3-5 year old children at various sites within the St. Clair County RESA.
- Area healthcare agencies, hospitals, physicians
- St. Clair County Community Mental Health (CMH)
- St Clair County Health Department
- St Clair County Department of Human Services (DHS)
- Head Start Programs
- Local School Districts
- Early Childhood Interagency Coordinating Council
- Parent Advisory Committee (PAC) Information
- Great START Collaborative

Continuum of Programs and Services

A variety of diagnostic services are available within the St. Clair County RESA. The RESA, all constituent districts and public school academies review special education caseloads and referrals on an annual basis to determine staffing needs.

A continuum of programs/services is available for children with disabilities in St. Clair County. Certain services are provided by local school districts and public academies, and others by St.

Clair County RESA. The charts below outline services provided directly by each LEA and PSA, those provided by the St. Clair RESA, and those purchased or contracted from outside agencies and service providers.

The St. Clair RESA assures that copies of contracts or services agreements (per Section 380.1751(1)(b) of the School Code) are on file at the St. Clair County RESA and available for review.

DISTRICT	CATEGORICAL PROGRAMS						RESOURCE ROOM		SERVICES PROVIDED				
	(a) LD	(a) EI	(a) Mild CI	(a) Moderate CI	(a) Severely CI	(a) SXI	(a) Elementary	(a) Secondary	Non-Class ECDD	ECDD	EI/Sec VI	EI/Sec HI	EI/Sec POHI
Algonac	X		X				X	X	X	X	X	CTR/X	X
Capac							X	X	X	X	X	CTR/X	X
East China			X				X	X	X	X	X	CTR/X	X
Landmark							X	X			X	CTR/X	X
Marysville			X				X	X	X	X	X	CTR/X	X
Memphis							X	X	X	X	X	CTR/X	X
Port Huron		X	X	X			X	X	X	X	X	CTR/X	X
St. Clair RESA				X	X	X					X	CTR/X	X
Yale			X				X	X	X	X	X	CTR/X	X
SCLA													
VLA													
Intervention Academy													

District	(a) Teacher Consultant Services	AI Specialist Services	VI Specialist Services	HI Specialist Services	O & M	(a) SLI	SSW	PSY	OT	PT	Voc Consultant	Transition Coordinator
Algonac	X	CTR	CTR	CTR	CTR	X	X	C	C	CTR	CTR	CTR/X
Capac		CTR	CTR	CTR	CTR	X	X	X	C	CTR	CTR	CTR/X
East China	X	CTR	CTR	CTR	CTR	X	X	C	X	CTR	CTR	CTR/X
Landmark	X	CTR	CTR	CTR	CTR	X	X	C	C	CTR	CTR	CTR/X
Marysville	X	CTR	CTR	CTR	CTR	X	X	C	C	CTR	CTR	CTR/X
Memphis		CTR	CTR	CTR	CTR	X	X	C	C	CTR	CTR	CTR/X
Port Huron	X	CTR	CTR	CTR	CTR	X	X	C	X	CTR	CTR	CTR/X
St. Clair RESA		CTR	CTR	CTR	CTR	X	X	C	X	X	CTR	CTR/X
Yale		CTR	CTR	CTR	CTR	X	X	C	C	CTR	CTR	CTR/X
SCLA	X	CTR	CTR	CTR	CTR	C	C	C	C	C		X
VLA	X	CTR	CTR	CTR	CTR	C	C	C	C	C		X
Intervention Academy	X	CTR	CTR	CTR	CTR	C	C	C	C	C		X

Contracted Service Codes

X District Provides Services

CTR Countywide Service Provided

C District Contracted for Services

(a) Alternative Program R340.1832 (e)

The prevailing philosophy within the St. Clair County RESA is to serve each child with a disability in the least restrictive environment. This includes providing a continuum of educational services for children with mild to severe disabilities ranging in age from birth through 25 years. These services include classroom programs, support services and vocational training programs designed to meet the individual needs of children with disabilities. The Individualized Education Program Team (IEPT) shall consider that all children should have the opportunity to be educated together, regardless of disabilities, in the school he or she would attend if the child did not have a disability, unless otherwise determined appropriate through the IEPT process.

Age Span for MoCI, SCI and SXI Programs: In accordance with R 340.1733(f), the St. Clair County RESA operates secondary Moderately Cognitively Impaired (MoCI), Severely Cognitively Impaired (SCI), Severely Multiply Impaired (SXI) programs with an expanded age span due to the low incidence of students eligible in these areas. The age span will vary depending upon enrollment. LEA's also operate elementary and secondary MoCI programs with an expanded age range due to the low incidence of students eligible in the MoCI areas. These programs comply with the staff to student ratios specified in R 340.1739; R 340.1832 alternative programs; 340.1738 and R 340.1748, respectively.

Autism Program

The St. Clair County RESA assures that programs provided for students with autism under 340.1758(1)(b) meet the following criteria:

- a. Educational training will be provided to the special and general education teacher responsible for the education of students with autism. The educational training shall be provided in the following areas:
 - i. Syndrome of autism, including its etiology
 - ii. Child development, with special emphasis on language, communication and cognitive skills.
 - iii. Positive behavioral support techniques
 - iv. Systematic curriculum development, with special emphasis on personal adjustment and prevocational education
 - v. Home/school interactions
 - vi. Family and community support services
- b. A consultant knowledgeable regarding autism and programming for students with autism will be available to the teacher and support staff to assist in meeting the unique individual needs of the student.
- c. Ancillary and related service providers who are responsible for the delivery of services to students with autism will have educational training relating to the service they provide.
- d. The IEPT will describe its consideration of the ability of the student with autism to function in the program of placement in the context of such items as class size and student-to-staff ratio.

Modifications to Special Education Programs & Services

Alternative Programs R 340.1832

All other parts of the rules listed apply except for the following:

RULE 340.1832(e)	DESCRIPTION OF PROGRAM MODIFICATION
Departmentalized Programs 340.1749(c)	In the elementary programs, allow an average of 10 students per class period with no more than 15 students being served at one time. In the secondary departmentalized program, allow an average of 13 students per class period per instructional day with no more than 15 students being served at one time.
Elementary Level Resource Program 340.1749(a)	In elementary resource programs, allow a maximum of 10 FTE's of 23 headcount, with no more than 10 students at a time.
Elementary Mild Cognitive Impairment Program 340.1740(1)	In elementary mild cognitive impairment (CI) programs, allow caseload of 18 students with no more than 15 students at one time. A paraprofessional must be assigned when 12 or more students are in the classroom at any one time.
Emotional Impairment Program 340.1741	In the emotionally impaired program, allow a caseload of 17 and only 12 students in the classroom at one time. When the class size reaches 11 students at any one time, an aide must be provided.
Hearing Impairment Program 340.1742	In the hearing impaired program allow a caseload of not more than 9 students with one teacher.
Secondary Level Resource Program 340.1749b(1)(2)	In secondary resource programs, allow an average of 12 students in a resource room at one time, the maximum number of students at one time shall be no more than 15 (total caseload 20 students).
Secondary Mild Cognitive Impairment Program 340.1740(2)	In the secondary mild cognitive impairment (CI) programs, allow caseload of 18 with no more than 15 students at one time.
Severe Cognitive Impairment Programs 340.1738(a)	In the severe cognitive impairment programs, allow a caseload of 16 with one teacher and three instructional aides.
Severe Cognitive Impairment Programs will follow R340.1738 except for 38(b) programs.	These programs will consist of 1,150 hours of instruction. The RESA will provide the state mandated general education school year days and or hours. A summer calendar will be determined and be available each year by May.
Severe Multiple Impairment Programs 340.1748(a)	In the severe multiply impaired programs; allow a caseload of 10 with one teacher and two aides.
Severe Multiple Impairment Programs will follow R340.1748 except for 48(2) programs.	These programs will consist of 1,150 hours of instruction. The RESA will provide the state mandated general education school year days and or hours. A summer calendar will be determined and be available each year by May.
Specific Learning Disability Programs 340.1747	In Learning Disability (LD) classrooms, allow up to 18 students total caseload, 15 students in a classroom at one time. An aide must be assigned when there are 12 or more students in the classroom.

Speech and Language Impairment Services 340.1745(c)	Speech and Language services allow caseloads of up to 62 students with additional 3 students under evaluation not counted on caseload. It is noted that the modification does not supplant Part B of the rule that continues to influence the caseload based upon “the severity and multiplicity of the handicap and the extent of service”.
Teacher Specialist 340.1832(e)	Teacher Specialist will possess at least a Bachelors degree in education or a field of study related to special education and 3 years of satisfactory teaching experience to be within general education, special education, or a combination of the two. All other requirements of Rule 340.1749 apply

Management of Special Education Programs & Services

ISD County Plan Approval

The St. Clair County RESA plan shall be approved by Michigan’s Superintendent of Public Instruction before implementation under Rule 340.1831(1). The St Clair RESA plan shall be developed and approved under Rules 340.1835 through 340.1837.

Assurance of Confidentiality of Personally Identifiable Information and Student Records

The St Clair County RESA will assure the confidentiality of any personally identifiable data, information and records of students with disabilities, that are collected, used and maintained in compliance with Rule 340.1861(3) 34 C.F.R. 300.610 through 300.626.

Administrators Responsible for the Implementation of Special Education Programs and Services

Each local superintendent (or designee) is responsible for the implementation of special education programs and services provided by the district. The St. Clair County RESA Special Education Director (or designee) is responsible for the implementation of all special education programs and services operated by the RESA.

St. Clair County Administrators

Special Education Department

St. Clair County RESA

Director
499 Range Rd. PO Box 5001
Marysville, MI 48040
(810) 364-8990

Algonac Community School District

Assistant Superintendent
1216 St. Clair Blvd.
Algonac, MI 48001
(810) 794-9364

Western Area Schools (Capac, Memphis, Yale)

Director
403 North Glassford
Capac, MI 48014
(810) 395-3747

East China School District

Director
1585 Meisner Rd
East China, MI 48054
810-676-1014

Marysville Public School District

Director
495 East Huron
Marysville, MI 48040
(810) 364-2980

Port Huron Area School District

Director
1925 Lapeer Rd., PO 5013
Port Huron, MI 48060-5013
(810) 984-3101

Landmark Academy

Administrator
4800 Lapeer Rd
Kimball, MI 48074
(810) 982-7210

Virtual Learning Academy

Director
1520 Michigan Rd
Port Huron, MI 48060
(810) 364-1362

Intervention Academy

Director
1170 Michigan
Port Huron, MI 48060
(810) 966-1649

Local District Superintendents

St. Clair County RESA

Superintendent
499 Range Rd. PO Box 5001
Port Huron, MI 48061-5001
(810) 364-8990

Algonac Community Schools

Superintendent
1216 St. Clair Blvd.
Algonac, MI 48001
(810) 794-9364

Capac Community School District

Superintendent
403 North Glassford
Capac, MI 48014
(810) 395-3700

East China School District

Superintendent
1585 Meisner Rd.
East China, MI 48054
(810) 676-1017

Marysville Public School District

Superintendent
495 East Huron
Marysville, MI 48040
(810) 364-7731

Memphis Community School District

Superintendent
34110 Bordman Rd.
Memphis, MI 48041
(810) 392-2151

Port Huron Area School District

Superintendent
1925 Lapeer Ave., PO 5013
Port Huron, MI 48060-5013
(810) 984-3101

Yale Public School District

Superintendent
198 School Drive
Yale, MI 48097
(810) 387-3231

Learning Academy

Director
1238 Michigan
Port Huron, MI 48060
(810) 985-5390

Qualifications of Paraprofessional Personnel

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

Transportation

Each local district will make arrangements for the provision of special transportation to eligible students by providing the service, making cooperative arrangements with another local district, or making arrangements with the St. Clair County RESA for students attending center-base programs. The need for special transportation is determined through the IEPT process. The program needs will determine the schedule and nature of the transportation needed.

Local districts are responsible for regular and specialized transportation unless a contractual agreement exists with the RESA. St. Clair County RESA transports students to and from the State School for the Deaf and to the Woodland Developmental Center.

RESA Millage (Act 18)

Special Education programs and services in St. Clair County will be reimbursed through the use of Public Act 18 charter millage wherever possible. The St Clair County Regional Service Agency will use the added cost deduct formula defined in Part 6 of the Michigan Special Education Rules. Public Act 18 funds will be appropriated in the following priority in accordance with the St Clair County RESA's approved budget:

- A. Full reimbursement of special education services provided at the St. Clair County Regional Educational Service Agency.
- B. Full reimbursement of the St Clair County RESA center-based MoCI, SCI, SXI and countywide services i.e., PT, Audiology, HI, VI/O&M, and Interpreters. Further, Port Huron School District locally operates the Early Childhood and Elementary HI center program and services that are reimbursed 100% of added cost.
- C. The St Clair County RESA may reimburse up to 25% of St. Clair County Regional Service Agency Central Office and general administrative expenses, not directly charged to the special education fund, on the "Annual School District Financial Report." The actual percent charged to the special education fund is based on generally acceptable accounting practices.
- D. Full reimbursement for non-center special education programs operated by the constituent local district. If insufficient funds are available for full reimbursement, reimbursement will be prorated based on the districts K-12 enrollment as a percentage of total county enrollment. Pursuant to R380.1729 of P.A. 291, revenue received including federal funds, special education foundation allowances, state categorical aid and intermediate reimbursement shall not exceed total program costs.
- E. In the event that center program added costs of priorities A and B above are not appropriated at a 100% funding level using the combined funding of Section 52 and P.A. 18, the following charge to local districts will apply:
 1. This charge will be determined by dividing the total unfounded balance of all center program added costs by the total of head count students attending program and/or receiving services during the school year.
 2. These charges shall be paid to the St. Clair County RESA for distribution to the operating school districts.

- F. Approved special education costs are based on allowable costs as reported on the Michigan Department of Education SE-4096 cost report.

Act 18 monies will not be used to pay for educational costs for students who receive services outside the jurisdiction of the RESA as a result of the Schools of Choice.

Additional Plan Content

Surrogate Parent Plan

The St. Clair County RESA assures that the RESA, LEAs, and PSAs comply with the State Board of Education (SBE) approved Policy for the Appointment of Surrogate Parents. If a local or county agency is responsible for the general care of a student, that agency will first be asked to appoint a surrogate for the student. The St. Clair County RESA will provide annual training for potential surrogate parents, will maintain an updated list of trained surrogate parents, and will review the Policy for the Appointment of Surrogate Parents with special education administrators once a year. Local districts and PSAs will be asked to recruit parents to maintain a sufficient number of surrogate parents.

Parent Advisory Committee (PAC)

The St. Clair County RESA Board of Education will annually appoint the Special Education Parent Advisory Committee whose members will serve a three-year term and may be renewed for up to four terms at the discretion of the district. The terms are staggered to assure that a majority of experienced members remain on the committee. The special education director or his designee is responsible for assuring that a recommendation is made to the Board of Education.

Role and Responsibility of the Parent Advisory Committee

Special Education Plan Development – The St. Clair County Regional Educational Service Agency Plan for the Delivery of Special Education Programs and Services and amendments to such shall be developed in cooperation with the PAC. It shall be the responsibility of the Coordinator of Planning/Monitoring to assure that the PAC representatives are provided with copies of the current St. Clair County RESA special education plan, subsequent and proposed amendments and deviation requests.

Upon request, the Coordinator of Planning/Monitoring will review the special education plan with the PAC. At subsequent meetings, the PAC will review any changes in the special education plan and/or areas of concern from the PAC representatives.

The Coordinator of Planning/Monitoring will develop a draft of the special education 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 Coordinator of Planning/Monitoring will advise the PAC Chairperson of the objection process as defined by R 340.1836.

Prior to the submission date, the PAC Chairperson shall be asked to sign the special education plan endorsement page indicating that the PAC has been involved in the development of the plan.

Voting Procedures – Voting eligibility for committee business is conducted in compliance with PAC bylaws.

Additional PAC Rules and Responsibilities – The PAC will have a role in program evaluation through participation in the following: The Coordinator of Planning/Monitoring will review with the PAC the monitoring process, monitoring criteria and timelines for monitoring. The Coordinator of Planning/Monitoring will coordinate the annual parent survey, which is a part of the monitoring report, and brief the PAC regarding the results of the survey and monitoring results. The PAC chairperson will receive copies of all deviation requests from local school districts and the St. Clair County RESA as required in R 340.1734.

Administrative Relationship with the Parent Advisory Committee

The Coordinator of Planning/Monitoring shall act as advisor to the PAC. The goal 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 St. Clair County RESA.

Fiscal and Staff Resources Available to the Parent Advisory Committee

The St. Clair County RESA will provide the following items in support of the PAC:

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

The PAC chairperson and the Coordinator of Planning/Monitoring shall mutually agree upon any expenditure.

The St. Clair County RESA shall make available staff resources for the purpose of making the PAC an efficient and effective operational unit. The Coordinator of Planning/Monitoring shall be responsible for assuring that reasonable secretarial support is available to the PAC for committee business.



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