

PIED PIPER SCHOOL



Parent ~ Student Handbook

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Pied Piper School

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Alpena-Montmorency-Alcona
Educational Service District

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Mission of the School

The mission of Pied Piper School is to utilize community and district resources so that our students have optimum educational opportunities to develop to their maximum potential.

We believe in the worth of all individuals; and by creatively combining measurable goals and innovative teaching, we will provide an educational environment that will improve our students' quality of life.

Equal Educational Opportunity

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should contact Scott Reynolds, Superintendent of the AMA ESD and Compliance Officer, at (989) 354 -3101.

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student or parent/guardian making a complaint or participating in a school investigated will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

School Day

Pied Piper School office is open from 7:30 am to 4:00 pm. Student hours during the regular school year are 8:40 am to 2:51pm. Our early childhood special education preschool program at Lincoln runs from 8:20 am – 3:10 pm and 8:20-11:40 am for early dismissal days. For students attending our early childhood special education preschool program afternoon session, hours are 12:20-3:10 pm for our afternoon only students.

Injury and Illness

Parents/guardian or home supervisors are contacted whenever a student is injured or becomes ill. It is important that the student's enrollment card have up-to-date, accurate information regarding who to contact, if a parent, guardian, or home supervisor is not available.

Parents or designee of Pied Piper School students with any of the symptoms listed below will be notified to come to school and pick up the student, if any of the following symptoms are present:

- fever of 100 degrees Fahrenheit or above
- vomiting
- two or more liquid stools
- persistent coughing
- undiagnosed rash
- untreated infection

Students cannot be kept in the school and be transported home on the bus when exhibiting these symptoms. According to the law, the student must be removed from the school premises. It is expected that students will be kept at home until symptoms are absent for 24 hours. That is, students need to be kept at home for 24 hours after the symptoms have stopped. 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.

SECTION I – GENERAL INFORMATION

Student Late Arrival and Early Dismissal

In order to benefit fully from the educational program, it is necessary that your child be in attendance. We understand that from time-to-time your child will arrive late or need to be dismissed before the end of the school day. When these instances occur, please follow these guidelines:

- Notify the office in advance by note or a phone call that your child will be arriving late or picked up early and for what reason.
- Let Thunder Bay Transportation know that your child will not be riding on the bus. Call Thunder Bay Transportation Authority at (989) 354 -2487.
- When you arrive at school, stop in at the office to sign in. The secretary will inform the teacher that you have arrived. The teacher or paraprofessional will come get the student from the office and bring student back to classroom.
- If your child needs to be picked up or dropped off at a different location, please notify TBTA and the school. It is important that you do not just give this information to the bus driver. The office staff at TBTA and the school needs to be aware of these changes to ensure your child is either picked up or dropped off at the correct address.

It is important for you to let us know if you will be bringing your child into school late. Your child's class might be out of the building on a field trip or involved in some other community-based instruction.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or a person whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian.

Student Illness and Absence

As a school, we believe we have a responsibility to do all we can to protect the health and safety of all of our students and staff.

The purpose of this policy is to share with you some general guidelines that will help you make the decision whether or not to keep your child home from school. We also want to inform you of procedures to follow when you will be keeping your child home, and of the procedures the school will follow when a student becomes ill or injured at school.

If your child is ill, or will not be attending school for any reason, it is important that you let us know.

***Reminder:**

- First:** Call Thunder Bay Transportation Authority at (989) 354-2487 to let the dispatcher know not to send the bus to pick up your child. You may call at any time and leave a message on their answering machine.
- Then:** Call Pied Piper at (989) 356-1414 and tell the secretary why your child will be absent.

You may also leave a message in the general mailbox anytime of the day or night. Your child's teacher will then be notified.

When to Keep Your Child Home from School

Children grow and learn best when they have healthy bodies and healthy environments. When ill or not feeling well, your child is best taken care of by you!

If your child has been ill in the past 24 hours, or does not appear well enough to benefit from school activities, s/he needs to stay home from school. Children can become sick quickly. Illnesses are easily spread to others by coughing, sneezing, or touching people or objects that have germs on them. Keeping your child home when they are ill helps prevent the spread of germs to others.

To help assist you in making the important decision of when to keep your child home from school, the following guidelines have been developed. Your cooperation in following these guidelines will help protect the health and safety of everyone at Pied Piper. If you have questions or are not sure whether your child may come to school, please contact our principal, Stacy Wentz, or school staff at (989) 356-1414.

Signs and Symptoms Requiring That You Keep Your Child Home:

- Fever — a temperature in the previous 24 hours that is higher than normal for your child.
- Diarrhea — two or more runny, watery, or bloody bowel movements in the past 24 hours.
- Vomiting — in the past 24 hours.
- Sore throat with fever and swollen glands
- Severe coughing — child gets red or blue in the face, makes high-pitched whooping sound after coughing, or brings up yellow or green secretions with coughing.
- Earache
- Child is irritable, continuously crying, or requires more attention than the school can provide.
- Pink Eye — Redness, itchiness, and/or discharge in one or both eyes.

Any other contagious infection or infestation that can be spread to others (some of these are scabies, impetigo, chickenpox, Rubella, measles, etc.)

Procedures for Student Emergencies

When a student becomes ill or injured at school, it may be necessary for the child to be taken home, to a doctor, or to the hospital. It is the parent's responsibility to transport the student, except in an emergency, when it is obvious that an ambulance or emergency medical service is required.

The cost of the ambulance and/or emergency medical service will be the responsibility of the parent.

Non-Emergency Procedures

If it appears that your child is ill and will not benefit from school instruction, it may be determined that your child needs to be home. It is the parent's responsibility to determine whether the child should receive medical care.

When a child is to be transported from school to home, the parent or emergency contact person* will be telephoned. It is the parent's responsibility to either pick up the child or have the

designated contact person pick up the child.

*The Importance of the Contact Person: The emergency contact person should be someone who knows your child, someone you trust, and who is available when you are not. If the contact person changes throughout the year, please call or send a note to the school to let us know.

Emergency Medical Form

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes Community-Based Instruction/field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the form to the school will jeopardize a student's educational program.

Medications

1. No medications will be administered at school without completion and return of the permission form. The staff at the school will not be able to give your child any over-the-counter medications unless they are included on the list of medications and the form giving us permission to administer the medication has been completed. So, please consider any over-the-counter medications your child may need throughout the school year and include them on the list of medications. (Some medications you may want to consider may include but are not limited to pain relievers, such as Tylenol; ointments such as Neosporin, Blistex, Desitin; cough/cold relievers such as cough syrups, cough drops, throat lozenges, cold pills, etc.) When listing over-the-counter medications please include the brand name of the product and specific dosage for your child appropriate for their age and weight.
2. Prescription medication will only be given by school staff when the prescription form has been completed by your student's doctor. These instructions should include the following: name of medication, dosage and instructions or precautions, side effects and beginning and ending date. We will also need you to sign the form giving us permission to administer the medication. This form is available at the office.
3. All medications must be labeled and kept in the original bottle or container prepared by the pharmacy, doctor, or drug company. The label must include student's name, name of medication, dosage, frequency, and route of administration, date, pharmacy name and phone number and any special handling and storage instructions. (As required by our policies/guidelines—any and all medications being given to your child at the school must be sent to the school in the original container and labeled. It is possible to get an additional empty, labeled bottle from the pharmacy when you are having the prescription filled.
4. Pills or tablets should be supplied in the exact dosage prescribed; school personnel are not responsible for dividing dosages.
5. The parent or guardian is responsible for promptly notifying the school of any changes in the student's medications throughout the school year. No change will be implemented without verification or instruction from the doctor. (It is extremely important that the school is notified

of any medication change. In the event of an emergency, we must know what medication your child is taking and the dosage so we can give accurate information to emergency personnel if the need arises.)

6. Medications should be brought to school by the parent or guardian. If this is not possible, the parent or guardian is responsible for making other arrangements with the bus driver. For safety reasons, students are not allowed to carry their own medication to school. If a student must self-administer or self-possess medication (such as inhalers, insulin, or epi-pens) the parent or guardian must have prior approval by the program supervisor as documented on the medication "Permission to Administer Medication" form.

7. It is the parent or guardian's responsibility to immediately notify the school if any suspected drug reactions, side effects or allergies occur throughout the school year.

8. A supply of medications to the school and renewal of prescriptions is the responsibility of the parent or guardian.

9. The school will not give the student any medication beyond the expiration date on the bottle.

10. Any medication left over at the end of the school year shall be picked up by the parent or guardian, or appropriately disposed of by school personnel. Parents may make arrangements in advance with the bus driver, if necessary, to transport medication home with the student.

11. Parents or guardians have the right to come to school to administer any or all medication to their child. If the parent or guardian defers this right, then the following personnel are authorized to dispense medication: the instructional assistant staff, classroom teacher, secretary, or program supervisor.

IDEA Procedural Safeguards

As the parent/guardian of a student with a disability enrolled within an AMA ESD special education program you are entitled to receive a copy of "Parents and Schools Working Together Booklet" under the Individuals with Disabilities Education and Improvement Act. These procedural safeguards outline your rights and responsibilities as a parent/guardian involved with special education and are given to you at least annually. If you would like a copy of this document or need assistance in understanding the provisions of IDEA please contact Stacy Wentz, Principal.

Student Records

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible student) certain rights with respect to the student's educational record.

These rights are:

The right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access.

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

The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions to consent include: disclosure to school officials with legitimate educational interests and disclosure to officials of another school district in which the student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

If you have questions about your student's educational records please contact Stacy Wentz, Principal, for assistance.

Meal Service

Students may purchase a hot lunch at school or bring a sack lunch from home. Milk or juice may be purchased daily. Pied Piper School contracts with Alpena Public Schools to provide food service. Prices for lunch or beverage are determined by the Alpena Public School Food Service Department each year.

School lunches must be paid for each day or in advance. All checks will need to be made out to Alpena Public School Food Service. Please do not expect to charge lunches.

The applications for free and reduced meals will come from Nicholas Wisner, Food Service Director at Alpena Public Schools. All communication regarding the meal service may be directed to her at (989) 358-5021.

Lunch menus are sent home by the first of each month.

School Cancellation and Early Closing

If the Alpena Public Schools are closed because of inclement weather, Pied Piper is also closed. This is true even if the district you live in is open! Also, if your local school district is closed your Piper student will not have school. When inclement weather occurs, listen to the local radio stations (WAIR, WATZ, Bay 108) or watch the local TV stations (WBKB Channel 11, or TV 7 & 4) for school closing information.

If your child is already in school, and the decision is made to dismiss school early, the details on the early closing will be broadcast on local radio and TV stations. It is very important that you be alert to changes in the weather and listen for notice of early school closings. We cannot notify individual parents by phone. The school phone lines must be kept open to arrange transportation and for emergency purposes.

By providing us with a telephone number you will be able to receive these school closing messages through an automated telephone system. A form is provided at the time enrollment and in the beginning of the year packet for this purpose. Please remember to keep us updated with any phone number changes to ensure that you will continue receiving these messages.

If you cannot be home when school is dismissed early it is imperative that you arrange an alternative place for us to drop off your child. We cannot drop off students unless someone is home! Call the school if you have to arrange an alternate drop site for your child.

Working together, we hope to minimize the inconvenience to parents caused by school cancellation and early closing, while keeping student safety our priority.

Visitors

Pied Piper School welcomes and encourages visits to the school by parents and other family members. In order for the educational programs to continue undisturbed, however, it is necessary to have visitor rules. Please follow these guidelines when visiting your child at school.

- Call ahead if possible. Sometimes your child may be involved in a community outing and may not be in school when you show up for a visit.
- Stop in at the school office, sign in on the visitor's sheet and receive a visitor tag. The secretary will contact your child's teacher. (Signing in protects the personal rights of all the students in the building.)

The program supervisor has the authority to prohibit the entry of any person to the school or to ask a person to leave when there is reason to believe that the presence of the person may be disruptive to the school.

Volunteers

There is always a need for an "extra pair of hands" at Pied Piper School. If you are interested in volunteering or know someone who would be interested, please call the school office or contact your student's teacher. Minimum age for volunteers is 13 years.

Your participation in parent groups or as a volunteer is important. Together we make the best program for our students.

SECTION II – ACADEMICS

Student Progress Reports

All students at Pied Piper will have a minimum of one IEPT (Individual Education Plan Team) meeting every school year. It is important for parents to attend these meetings because your child's teacher and therapists will report on the progress made on goals and objectives established at the previous IEPT meeting. Annual goals and objectives are established for the following year and any concerns you may have for enhancing the education of your child may be discussed at this time.

Formal student progress reports will be completed and sent home approximately every twelve weeks. (You will not receive a progress report if your child's IEP Team meeting is within 30 school days of the annual meeting.) Progress reports will provide you with information on how your child is progressing on the annual goals and objectives written in your child's current IEP.

Field Trips, School Events and Community Based Instruction

Field trips and outings into the community are an important part of the curriculum at Pied Piper. Students tend to learn and retain more when their skills are applied in a interesting and meaningful context. Field trips and community based instruction will enhance students' lives, as well as provide the opportunity to develop appropriate community behaviors, and to learn safety skills. Parents are asked to sign a single permission slip at the beginning of the school year that will enable their child to participate in these events. When a field trip is scheduled, parents are notified of the event. Community based instruction, however, occurs more regularly than field

trips and is frequently unscheduled; you may not be notified. If you elect not to allow your child to participate in a classroom event, your child should be kept at home for that day.

SECTION III - NON-SCHOOL RELATED ACTIVITIES

Special Olympics

Area 3 Special Olympics accepts athletes from the counties of Alpena, Alcona, Montmorency, and Presque Isle. The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with mental impairments. This activity gives them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community. Area 3 Special Olympics offers training and competition in the following sports: Nordic skiing, swimming, basketball, Bocce Ball, snow-shoeing, bowling, soccer, volleyball and track and field. Students who are at least 8 years old can compete in Special Olympics. Although many students participate in one or more of these sports during the school day, it is not the responsibility of the school or its staff to provide Special Olympic training or competition. If you would like more information regarding Area 3 Special Olympics, please call (989)657-4143.

SECTION IV – STUDENT CONDUCT

Attendance

It is important for students to attend school each day as per compulsory school attendance laws. Before or on the day that a legitimate absence occurs, the parent/guardian shall contact the school office to request that their child be excused. If such a request is not received, the absence shall be considered unexcused. A determination of whether an absence is excused or unexcused will be made by the Program Supervisor/Building Principal. As per district policy excused absences include:

- illness (when frequent or prolonged absences occur a written statement from a physician may be requested)
- extreme emergency or death in the family
- school related and approved activities

Notification of Absence

If your child is ill, or will not be attending school for any reason, it is important that you let us know.

First: Call Thunder Bay Transportation Authority at (989) 354-2487 to let the dispatcher know not to send the bus to pick up your child. You may call at any time and leave a message on their answering machine.

Then: Call Pied Piper at (989) 356-1414 and tell the secretary why your child will be absent. You may also leave a message in the general mailbox anytime of the day or night. Your child's teacher will then be notified.

Hygiene and Dress

Good personal hygiene contributes to good overall health. It is expected that students will come to school clean and well groomed. Personal hygiene skills are reinforced in your child's

classroom, but they must begin at home. Students who fail to come to school with clean bodies and clean clothing may have to return home to bathe and/or change clothes.

Clothing worn by students should be appropriate for classroom activities and weather conditions. It should be clean and in good repair. Students may not wear clothing that advertises alcohol or tobacco products, or otherwise interferes with classroom or school discipline. Jackets, coats, and hats may not be worn in the classroom.

During the winter months students should have boots, a warm jacket, a hat, and mittens or gloves. Students who do not have the appropriate clothing may not be allowed to participate in recess, field trips, or other community based activities.

Students with wheelchairs should have their chairs cleaned on a regular basis. Because students are often fed while in their chairs, food particles sometimes end up on the seats and straps. Food particles and other dust or dirt should be removed daily to help keep clothing clean.

If you have questions regarding the appropriateness of an article of clothing or if you need assistance in working on your child's hygiene skills, please contact your child's teacher or the school office.

Student Discipline

Students are expected to follow all district, building, and classroom rules, as well as all provisions of law. Respect for program staff, other students, and for the property of others is expected. Students who violate established rules will be subject to a progressive system of discipline, excluding corporal punishment.

Discipline will be carried out in accordance with the policies of the Alpena-Montmorency-Alcona Educational Service District (AMA ESD) Board of Education policies and administrative guidelines, and subject to the due process rights of the student.

Program staff having authority over students shall have the authority to take necessary action to control the disorderly conduct of students in all situations when such conduct interferes with the educational program or threatens the health and safety of others.

SECTION V - SCHOOL RELATED LAWS AND POLICIES

School Related Laws and Policies

Smoking

All public school districts, including the Alpena Montmorency Alcona Educational Service District, are tobacco free as of September 1, 1993, as mandated by Public Act 459 of 1993. This law was enacted to protect children, school employees, and visitors from the dangerous effects of secondhand smoke.

The Tobacco Free Schools Act bans the use of tobacco products AT ALL TIMES in all buildings owned or operated by school districts. Additionally, the use of tobacco products on school grounds is prohibited by district policy.

The law is to be enforced by local law enforcement agencies, and infractions carry a fine.

The Environmental Protection Agency recently classified secondhand smoke as a Group A carcinogen. Tobacco smoke is now considered as lethal as asbestos, benzene, and radon gas. Further, chewing tobacco and snuff are more addictive than smoking and contain higher amounts of nicotine. Additionally, "chew" and snuff are known to cause various types of cancer.

Thus, eliminating the use of tobacco products by persons on school property is expected to do the following: provide a healthier environment in which children can learn, limit the possibility of seeing adults smoke or chew adults who may be their role models, and promote healthier behaviors.

Blood-Borne Pathogens

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact Pied Piper School.

Reproductive Health and Family Planning

Policy 2414 on Pied Piper website. <http://piedpiperschool.org>

Bullying

Policy 5517.01 on Pied Piper website. <http://piedpiperschool.org>

Drug Prevention

Form 5530 F2 on Pied Piper website. <http://piedpiperschool.org>

Michigan Child Custody Act

The staff of Pied Piper School is obligated to follow the child Custody Act. We would like to cooperate and help custodial and non-custodial parents in any way we are legally able. Please be sure that you have the appropriate legal documents filed in our office to ensure the decision made by you and the court system is carried out by us.

Michigan Child Custody Act of 1970

722.30 Access to records or information by non-custodial parent.

Sec. 10. Notwithstanding any other provision of law, a parent shall not be denied access to records or information concerning his or her child because the parent is not the child's custodial parent, unless the parent is prohibited from having access to the records or information by a protective order. As used in this section, "records or information" includes, but is not limited to, medical, dental, and school records, day care provider's records, and notification of meetings regarding the child's education. History: Add. 1996, Act 304, Eff. Jan. 1, 1997.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

SECTION VI - TRANSPORTATION

Pied Piper school students are served by Thunder Bay Transportation Authority which contracts with the AMA ESD to transport students to Pied Piper School. Discipline for infractions that occur during students' transport to and/or from school will be determined by the cooperative efforts of transportation personnel, school administration and home.

We would ask your cooperation and assistance in the following:

- Have your child dressed and ready to go at the regular pick up time. (This time might vary slightly due to weather, traffic or other students' absences.)
- The driver will sound the horn and wait three minutes. At no time will the driver get out of the vehicle to knock on the door or return at a later time.
- Call TBTA (DO NOT NOTIFY THE DRIVER!) and Pied Piper School if your child is going to be absent or if the child is ready to return to school. If you call when TBTA is not available, you can leave a message on their answering machine. TBTA will notify the bus driver.
- Someone must be at home when the students are returned from school unless you sign a permission slip authorizing us to leave the student alone.
- Parents of wheel chair students must keep their walks and ramps free of ice and snow; brakes must be in working condition. Students must also have safety belts so that they will not fall out of their chairs.
- If you are sending medication to school, please give it to the driver and make sure the medication is labeled and kept in the original bottle or container prepared by the pharmacy, doctor or drug company
- Animals or large objects may not be transported without prior permission.

APPENDIX

Community Resource Guide

Having a child with special needs is rewarding and challenging. Our community has many resources available to help parents advocate for their child, connect with other parents and assist parents in obtaining information regarding what services are available to best support their family's needs. If you have a question about who to call, our teachers and principal are available to assist you in connecting to services that can provide support or information. Listed

below are some of the services and support groups that are available.

Alpena-Montmorency-Alcona Educational Service District	
Parent Advisory Council (PAC).....	989-354-3101
Alpena Volunteer Center.....	989-358-7271
Catholic Human Services.....	800-356-5755
Child & Family Services of Northeast MI.....	855-268-6558
Club Bigs.....	989-356-0214
Department of Health and Human Services	
Alcona County.....	989-724-9000
Alpena County.....	989-354-7200
Montmorency County.....	989-785-4218
District Health Department #2	
Alcona County.....	800-504-2650 or 989-724-6757
District Health Department #4	
Alpena County.....	989-356-4507
Montmorency County.....	989-785-4428
Epilepsy Foundation.....	800-377-6226
Exceptional Friends.....	989-356-4380
Family Support Network.....	800-359-3722
Friends Together (cancer support).....	989-356-3231
Hill-Burton Info of Free Health Care.....	800 638-0742
Hope Shores Alliance (domestic violence).....	989-356-2560
24 hour support line.....	800-396-9129
Legal Services of Northern Michigan.....	989-356-9081
Library of Michigan for the Blind.....	800-992-9012
Medicaid Info.....	877-267-2323
MI Association for Children with Emotional Disorders.....	248-433-2200
Michigan Protection & Advocacy Services.....	800-288-5923
National Resource Center on AD/HD.....	800-233-4050
NEMROC.....	989-356-6141
Northeast Michigan Community Mental Health.....	
Toll Free.....	800-968-1964
After hours.....	800-442-7315
Salvation Army/Call Us For Help.....	989-354-5147
Social Security Administration.....	800-772-1213
Special Olympics (Area 3).....	989-657-4143

The Alpena-Montmorency-Alcona Educational Service District is in compliance with all State and Federal laws prohibiting discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap.