

Croyden Avenue School Student/Parent Handbook

Where small successes
have big rewards!



Our Mission

All programs provided through Croyden Avenue School are dedicated to maximizing quality of life through partnerships with students, families and communities.

Our Vision

Croyden Avenue School:
Where small successes have big rewards



Superintendent.....Mr. Ronald Fuller
Assistant Superintendent of Special Education.....Dr. Garrett Boersma
Croyden Avenue School Director.....Ms. Angela Telfer
Administrator of Cognitively Impaired Program.....Ms. Diane Merkel

CROYDEN AVENUE SCHOOL
4606 Croyden Ave School
Kalamazoo, MI 49006
269-373-3260

Dear Parents and Guardians,

Welcome to our school! We are sure that you will feel part of our school family in no time at all.

At Croyden, you can expect helpful, courteous staff that is willing to help you understand your child's strengths, needs, and ways to teach the skills that will help him or her be as independent as possible. Whether your child is a preschooler and you are new to the whole idea of special education, or whether your child has grown to be a young adult and you are planning transition services for when your child leaves the education system, or somewhere in between, we want to help make that path as smooth as possible.

You can expect regular communication from us in a variety of ways. Since communication is a challenge for most of our students, you will receive communication from your child's teacher regularly, so that you know what is happening in class. You will receive information about helpful workshops and our school newsletter that highlights our classrooms and the many services we provide students.

The information in this student handbook is designed to help you understand our policies and procedures and to give you access to resources. Most importantly, it is the introduction to the ongoing partnership we will develop with you in order to help your child achieve the goals that we set together each year.

Please don't hesitate to contact us if you have suggestions, questions or concerns. We are here to help.

Once again, welcome to Croyden Avenue School, where small successes have big rewards!

Sincerely,

Angela Telfer
Croyden Avenue School Director
269-373-3266
atelfer@kresa.org

Diane Merkel
Administrator of CI Program
269-373-3260
dmerkel@kresa.org

Table of Contents

Croyden Avenue School Guiding Principles	4
Educational Program	5
Required Forms/Paperwork	5
Emergency Information	5
Change of Address	6
Fire/Tornado Procedures	6
Other Crisis Situations	6
Accident/Illness	6
Health Information	7
• Medical Release	7
• Head Lice	7
• Administration of Medication	8
Communication	8
Lunch Program	9
Nondiscrimination	9
Parent Conferences	10
School Activities	10
School Closing	11
School Attire	12
School Hours	12
Transportation	13
Student Attendance	13
Student Drop Off/Pick Up	14
School Phone Calls	14
Student Discipline/Code of Conduct	15
Student Suspension	15
Student Records	16
Radios/CD Players, Etc.	16
Visitors	17
Showers	17
Diapering & Toileting	18
Community Transition Resource Information Index	19
Emergency Services	20
Resource Description & Contact Information	22



Croyden Avenue School
Autism Program

1. Every student will have a communication system in place at all times.
2. We respectfully support students to promote independence.
3. We build supportive and respectful relationships with families.
4. We understand and work with the uniqueness of autism, not against it.
5. We use best practice strategies that have evidence based support.
6. Every student's behavioral and sensory concerns will be addressed using a team approach.
7. Every student will have social opportunities designed to improve interaction with peers without disabilities.

Cognitively Impaired Program
Hands to Achieve



Hearts to Succeed

1. Each student will receive 100% of our time and attention.
2. We will promote respect of others in our program – students, staff, family members, community members.
3. Each student is given the opportunity and resources to experience life to their fullest potential.
4. We will use a team approach. We believe ALL staff members and family members are part of the team.
5. We will create a program that fits the student, not make the student fit the program.
6. We believe that all behavior is communication.
7. We believe positive staff modeling leads to positive student behavior.

Educational Program

Education for Croyden Avenue School students follows the laws mandated by the Individuals With Disabilities Education Act and the Michigan Special Education Rules and Regulations. Additional information on these mandates is contained in the Kalamazoo RESA Special Education Parent Handbook with Procedural Safeguards. Please contact the school office for a copy.

Croyden Avenue School is a school for students with Autism Spectrum Disorder and moderate to severe cognitive disabilities. Our school is appropriate for students who, because of their disabilities, are unable to profit from the educational programs offered by the local schools. Our focus is on helping students to become as functionally independent as possible. Our curriculum is based on the extended grade level content expectations set forth by the Michigan Department of Education. It is a modified version of the general education benchmarks designed to allow our students similar learning opportunities as their peers in general education, while emphasizing the life-skills aspects of our curriculum.

Required Forms and Paperwork

As required by law, Croyden Avenue School requires that a copy of the student's birth certificate and up to date immunization record is on file prior to starting school. In addition, every student is required to **complete registration packet annually**. Registration packets consist of the following mandatory forms:

- Student registration forms
- Aquatic permission statement
- Photo release
- Community access form
- School lunch application

Any questions regarding annual registration packets, please contact Lynne Seibert, Program Secretary, at 373-3259.

Emergency Information

Each parent/guardian is asked to complete an emergency information form at the **beginning of each school year**. This is kept on file in the office and is used to contact parents, relatives, or friends in the event that your child becomes ill or injured at school. Should an emergency arise, it is extremely important that this form has been filled out completely and kept up-to-date. You may stop in at the office at any time to update the emergency information form or to request that a new one be sent home.

Change of Address

Any time you make a change of your address, telephone number, or place of work, be sure to call the **office (373-3260) IMMEDIATELY** in order to make the necessary changes in our records. This basic information is extremely important for transportation and emergency purposes.

Fire/Tornado Procedures

Fire drills are held periodically throughout the year so that our staff and students are prepared in case of an emergency, and every precaution is taken to ensure the safe evacuation of our unique group of students. Periodic tornado drills are also held during the school year. Tornado procedures have been developed through consultation with our county disaster coordinator. Students will remain in the building in the event of a tornado watch, and will be moved to designated safe areas during a warning or tornado sighting. In case of a tornado warning (or actual tornado), students will not be released from school until we are notified that it is safe. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION DURING A TORNADO THREAT.** It is important that we keep our lines clear to receive incoming messages.

Other Crisis Situations

Croyden Avenue School has developed a Critical Incident Response Guide. This guide establishes procedures to be followed in the event of an incident that threatens the safety of your child. Details have not been released for security reasons. If you would like further information, please contact the Director or Program administrator.

Accident/Illness

In the event that a student is injured or becomes ill while at school, the school nurses within the building will provide appropriate care. The parent/guardian will then be notified by either the teacher or school nurse and will receive a copy of the accident report form. Ultimately, medical treatment is the responsibility of the parent/guardian.

EMERGENCY INFORMATION FORMS are used to contact parents/guardian, relatives, or friends. It is not the purpose or design of the school to care for sick children. It is the responsibility of the parents to provide prompt transportation for the child who becomes sick or injured at school.

Based on your child's illness/symptoms, you may be requested by the nursing personnel to keep your child home for observation/recuperation the next day. Those symptoms include but are not limited to the following:

- Temperature 100.0 (F) or greater
- Vomiting

- 2 or more episodes of diarrhea
- Excessive stool
- Communicable diseases (chicken pox, herpangina, strep throat, influenza, etc.)
- Increased or abnormal seizure activity
- Excessive surgical or post-procedural pain

Health

Medical Release:

After a student has been admitted to either a hospital or psychiatric facility for 23 hours or longer, the student must have a medical release to return to school. The medical release should include physician's restrictions and recommendations. Medical releases are mandatory and the student will not be allowed to return to Croyden Avenue School until the nurses have a release. Medical releases may be faxed in advance to 373-5725.

Head Lice:

Head Lice is a common problem for school age children. In order to prevent it from becoming a major problem, we do follow a no-nit policy. Parents/care givers are asked to adhere to the following guidelines:

- 1) All families are asked to report head lice cases to the school if found at home on any family member.
- 2) If the student identified in 1 above is not a Croyden Avenue School student, staff will check the sibling attending the Croyden Avenue School immediately, and periodically for two weeks.
- 3) If the student identified in 1 above is a Croyden Avenue School student, that student will be treated in the same way as a student whose head lice condition was discovered at school (see below).
- 4) If a student is identified as having head lice, that student will be immediately sent home and will not be allowed to return until he or she has been treated. The parents of all classmates will receive a letter stating that head lice have been found in their child's classroom.
- 5) All classmates of the student having head lice will be checked for lice or nits.
- 6) After a student has been treated, a parent must bring the student to school, the bus will not transport student. At that time Croyden Avenue School staff will immediately check him or her for lice or nits.
- 7) The nurses will document all exclusions from school because of head lice.
- 8) The primary responsibility for removing the nits rests on the parents. If the student cannot be made nit free, Croyden Avenue School staff will provide suggestions or make referrals to the Kalamazoo County Department of Human Services.
- 9) If a student continues to have nits after the treatment he or she will again be sent home immediately. The student will not be allowed to reenter school until the parent has removed all nits. The parent must again bring the student to school, and Croyden Avenue School staff members will examine the student.

- 10) When a case of head lice has been discovered at school, classroom staff is responsible for ensuring that all reasonable environmental control procedures are performed in their classrooms.
- 11) When a student reenters school, the Croyden Avenue School staff will be responsible for determining that, in the former situation, all lice have been killed or, in the latter, all nits have been removed.
- 12) Staff will require student to wear a plastic cap while awaiting parental pick-up if staff detect live lice.

Administration of Medication:

Please let the school know if your child is currently taking medication and please keep us informed of any health problems (new or changing).

If a student is to receive medication during school hours, the following process must be followed:

- 1) The child's physician must provide written orders for medicine to be administered and telephone number where the physician can be contacted.
- 2) The parent/guardian must provide written permission for the school to administer the medicine and a telephone number for contact in case of an emergency.
- 3) Prescription medication must be sent to school in a container appropriately labeled by the pharmacy. All over the counter medication must be sent to school in original packaging.
- 4) The school nurse will communicate regularly with parents and physicians about any problems or effects of administering medication to students during school hours.

If you would like your child to receive medication while at school and have questions about the process, please call the nurses at 373-3275.

Communication

Good communication between home and school is important to our staff. No matter the form of communication, (notebook, e-mail, phone call), there are bound to be misunderstandings from time to time. Almost all conflicts can be resolved with good communication. Please follow the procedures below if you have a problem or complaint.

- 1) Contact the teacher who is closest to the situation to discuss your concern; if it remains unresolved,
- 2) Contact the program administrator (Angela Telfer or Diane Merkel)

Lunch Program

Croyden Avenue School has both breakfast and lunch available to all students.

Breakfast, which is free to all students, consists of two servings of bread or bread alternative or one serving of bread and one serving of protein. Also, fresh fruit or 100% fruit juice and milk (1/2%, 2% or chocolate) are included. Yogurt is provided for students who are unable to eat

solids.

A student lunch consists of meat or meat alternative, bread or bread alternative, vegetable, fruit, and milk. Our lunch menu meets government guidelines. Lunch is served whole, chopped, or pureed according to each student's dietary needs.

Paperwork to provide students with free or reduced school meals is provided in the annual registration packet. These papers must be completed and returned to the school. Students paying for full or reduced-price lunches will receive a monthly bill.

Parents are also welcome to send in sack lunches for students, however, please keep in mind we are a peanut product free school. Any questions regarding the school lunch program, please contact Lynne Seibert at 373-3259.

Nondiscrimination

Kalamazoo Regional Educational Service Agency Board of Education is committed to a policy of nondiscrimination with regards to race, color, religion, national origin, creed or ancestry, age, sex, marital status, or handicap in its operations, programs, and employment practices.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 prohibits discrimination against persons with a handicap in any program receiving Federal funding. The Act defines a person with a handicap as anyone who:

- 1) Has mental or physical impairment which substantially limits one or more major life activities.
- 2) Has a record of such impairment; or
- 3) Is regarded as having such an impairment

In order to fulfill its obligation under Section 504, Kalamazoo Regional Educational Service Agency recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

Parent Conferences

Parent Conferences are scheduled annually. Please consult your school calendar for the exact dates. In addition to the regularly scheduled parent conferences, IEPC meetings will also be scheduled at least annually. Further, IEPC'S are convened for any student who has recently undergone a three year re-evaluation—you will be asked to participate in the planning of your student's three-year evaluation. This may occur at an IEP meeting, or during a separate meeting. Every effort is made to combine these conferences/meetings whenever possible. Your attendance at these conferences/ meetings is extremely important to your child's progress.

Parents and teachers are urged to request a conference anytime during the year as questions, concerns, or special situations arise. We strongly believe that student progress can be maximized and problems minimized with parents and teachers working closely together.

School Activities

The Kalamazoo RESA's mission is to provide innovative and responsive educational services to educators and learners through leadership, collaboration and support. To help achieve this mission, it is imperative that the Kalamazoo RESA provides an inclusive and diverse environment that will encourage original thought innovation and quality programs and services. Although, it is never the intent of an organization to disrespect a student's religious or cultural beliefs, we recognize that circumstances of concern may arise—if this should occur, please contact an administrator or teacher immediately.

Socialization and interaction with peers is promoted through our school activities, which may include the following:

School parties & dances

Halloween costume parade and haunted gym, Holiday program, Valentines' Day dance, Prom/formal dance, and graduation ceremony.

Very Special Arts

VSA is a self-supporting committee that provides programs and activities to students throughout the year. These activities may include; musical programs, papermaking, wheelchair art painting, puppet shows. Past performers have included; The Kalamazoo Symphony, Gemini, Chautauqua, Flying Aces, pianists, and Chinese Acrobats.

For more details about the Very Special Arts Committee, please contact Dee Sinicki at 553-9304 or Debbie Siwula at 388-9654.

Special Classes

All students have the opportunity to attend adapted physical education classes, music therapy and swimming each week as part of our regular programming for students. Special circumstances may warrant a need for particular students to be excused from certain classes so we individualize to meet each student's needs.

All students participating in pool will need a signed parental permission slip. In addition, any student with a tracheotomy or other specialized medical condition will need parent/guardian and physician's order including specific instructions before being allowed in the pool.

Classroom social activities:

A variety of activities occur in our classrooms. These may include special holiday or birthday parties. Please check with individual classrooms if you would like to send in "treats" for the celebration.

Please remember, due to a significant number of student's with peanut and latex allergies, is peanut and latex free—DO NOT send in peanut or latex products (balloons, for example).

Assistance from Volunteers/Students:

Croyden Avenue School benefits from the services of many adult and student volunteers. High school co-op students, high school work experience students, university practicum students, university teacher interns, community volunteers, and Foster Grandparents assist within the building.

Community-Based Instruction:

Your child may participate in educational activities located in local communities. These activities are devised to improve your student's skills within the community. In addition, each classroom has the opportunity to take field trips that provide educational experiences outside the classroom—however; parents must give written permission prior to the outing. Most of the time, students will be transported by bus. However, there may be occasions where the teacher determines that private transportation is more appropriate; in which case, parental verbal or written permission will be required.

School Improvement Team:

The SIT committee includes teachers, paraprofessionals, support staff, parents, and administrators. This team conducts research and selects goals for student achievement for all programs. The team then determines strategies to implement to support the goals and periodically monitors progress toward the goals. Parent representatives are always needed on the committee. If you would like to volunteer or would like more information, please contact chairpersons Katie Lebeck at 373-3702 or Donna Adamski 373-4717 ext. 1022.

Assistive Technology Lab and Lending Library:

The Kalamazoo RESA Assistive Technology Lab and Lending Library is housed at Croyden Avenue School. The lab holds numerous devices and software programs for school faculty in Kalamazoo County to check out and use with students.

School Closing

In the event of a snow day or other inclement weather, it may be necessary to close school or have busing delays. Croyden Avenue School will follow Kalamazoo Public Schools (KPS) notice—e.g. **if KPS is closed then Croyden is closed.** If weather conditions are poor, please listen for special announcements on the following television and radio stations:

WWMT-TV 3
WOOD TV-8/WOTV-4
WVFM 106.5
WKZO 590 AM
WFAT 896.5
WNWN 1560 AM
ESPN 1660 AM
WKFR 103.3
WRKR 107.7
WBCK 95.3

School Attire

All students are expected to be dressed and groomed neatly and appropriately. Clothing must be clean and not distract from the educational process. Shoes must be worn at all times. Articles of clothing that contain advertising for alcoholic beverages, drugs, or tobacco products, or words, slogans, and pictures that are considered obscene, vulgar, or offensive will not be permitted.

It is a parental responsibility to ensure that your child comes to school dressed weather appropriate (Hats, coats, boots, gloves, etc). It is also recommended to send in an extra change of clothing for students, so that in the event of soiling, parents will not be inconvenienced to pick-up student or drop-off change of clothing.

School Hours

Staff will unload buses at 8:30 a.m. and they will be dismissed from school at 2:30 p.m. for SCI students and 2:40p.m. for ASD and MOCI students. If a student is going to be late, parents need to contact the school office by 9:15 a.m. so lunch can be ordered for them. **On half days, all students will be dismissed at 11:30 p.m.—no afternoon medication or meal will be provided.**

Program	ECDD	ASD	SCI	OHI	MOCI
Teacher	Margaret Carmen Dana Kristin Megan	Sarah Alisha Nicole Pam Karen	Denise Katie Debbie Shelby Dave Sheryl Rick Jean	Dee	Melissa
Start Time	8:30	8:30	8:30	8:30	8:30
Dismissal Time	2:40	2:40	2:30	2:40	2:40

*Any questions regarding start or dismissal time, please contact your student's teacher

Transportation

It is a priority of bus personnel to transport students safely and in an orderly manner. Student and parent cooperation when boarding and riding contributes to a safer and more orderly environment. There may be times when students experience difficulties, either medical or behavioral, on the bus. Students and/or parents are encouraged to communicate questions and concerns to their local transportation department.

Climax-Scotts	746-5130	
Comstock	388-9490	
Galesburg-Augusta	484-2015	
Gull Lake	671-5395	671-5491
Kalamazoo	337-0500	
Parchment	488-1290	
Portage	323-5151	
Schoolcraft	488-7395	
Vicksburg	321-1070	

Responsibility of Parents Regarding Transportation:

- 1) To ascertain and insure that their children arrive at the bus stop on time in the morning and have an adult present at student drop-off.
- 2) To provide necessary protection of their children going to and from the bus stop.
- 3) To accept joint responsibility with the school authorities for proper conduct of their children while on the bus.
- 4) To make reasonable effort to understand and cooperate with those responsible for student transportation.
- 5) Depending on student’s level of need, parents maybe asked for assistance.

For further information about transportation please contact individual district transportation departments.

Student Attendance

Consistent attendance is essential to your child’s success at Croyden Avenue School. If possible, please notify the school prior to your child’s absence. For unexpected or prolonged absences, please notify your child’s teacher as soon as possible.

Section 1561 of the State of Michigan School Laws:

Except as otherwise provided in this section, every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child’s sixteenth birthday shall send that child to a public school during the entire school year. The child’s attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Frequent or lengthy unexcused absences will be referred to appropriate authorities—truancy is a

misdemeanor and is punishable not less than 2 days nor more than 90 days and/or not less than \$5.00 nor more than \$50.00 (sec. 380.1561).

Student Drop Off/Pick Up

Special circumstances may arise when you bring your child to school or pick him/her up. Student safety is our number one concern.

Drop-Off's:

- If this is a change from your child's daily schedule, notify your local district transportation department.
- **Sign child in at the office.**
- Notify the school office if your child will arrive after 9:00 a.m.
- No supervision is available before 8:30 a.m.
- Please do not take your child directly to the classroom.

Pick-Up's:

- If this is a change from your child's daily schedule, notify your local district transportation department.
- **Sign child out at the office.**
- Pick up no later than dismissal times (see Page 13).

A student will be permitted to leave only with the parent, legal guardian, or a person designated by the parent and listed on the Emergency Information Form. These procedures are designed specifically for the safety of your child.

Divorce often makes student custody confusing. Custody will be verified only through a written court document. An individual not specifically known to have custody will not be allowed to take a student from school without verified permission from the known custodial parent. Should custody change, it is the responsibility of the custodial parent to immediately furnish the school with court papers documenting it.

School Phone Calls

The school phone number is 373-3260. If you wish to talk with your child's teacher, the best times to call are 8:10a.m. to 8:25 a.m. and 3:00 p.m. to 3:30 p.m. Teachers are with students the rest of the day. During this time, they will be available only for emergency calls. Non-emergency phone messages will be placed on the teacher's voice mail and they will return your calls as soon as possible. Administrators, social worker, nurses, and secretaries are available throughout the day.

Student Discipline/Code of Conduct

Students with disabilities may exhibit inappropriate behaviors from time to time. On occasion, a student may, due to his/her inability to reason or understand the consequences of his/her actions, engage in behaviors that may present a danger to him or herself or others. In these situations, specific procedures are used. These procedures are based upon the Crisis Intervention Programs developed by Cornell University and the Crisis Prevention Institute (CPI). These procedures require extensive training and ongoing practice by all staff.

Kalamazoo RESA's procedures require the use of the least intrusive method(s) to address behavior issues whenever possible.

If you would like to review Kalamazoo RESA's restraint/seclusion procedures, or have questions regarding student discipline, please contact your student's classroom teacher or Behavior Support Specialist Dave Nicholas at 488-5861.

It is important to note, that if a student does experience an aggressive episode while at school, that parents/guardians will be notified by the teacher and receive a copy of the Incidental Aggression Report, or a Report of Seclusion or Restraint, when applicable.

Student Suspension

Many of our students have significant difficulty communicating their wants, needs and feelings. This is an area of educational priority for all Croyden students.

At times, some students use "acting out" behavior to communicate. Students who become aggressive toward themselves or others have an individualized behavior support plan to try to prevent this from happening.

However, there are some instances when, despite preventative measures, a student engages in aggressive behavior in school. In these instances, a student may be suspended for the purpose of providing time to revise the student's behavior plan and put different supports in place.

Behaviors that may lead to suspension include the following:

- Physical violence/aggression toward staff or other students, that has the potential to cause injury
- Any action taken by the student that has the potential to cause him/her serious injury

School procedures when a student is suspended:

1. The parent will receive a phone call with details of the incident.
2. The parent will receive a letter describing the details of the incident and the action that is being taken (e.g. how many days your child will be suspended and the conditions under which he/she can return).
3. A meeting will be scheduled with staff and parents to review the current behavior plan in order to make any adjustments that need to be made. If your child does not have a behavior support plan, the team (including parents) will develop one.
4. Your child will return to school with the new/revised behavior plan in place

The number of days a student is suspended from school is determined on an individual basis by the administration.

Student Records

Family Educational Rights and Privacy Act:

Parents of students and eligible students who are receiving or have received educational services from the District have certain rights with respect to those educational records maintained by the District. These rights include:

1. The right to inspect and review the student's educational records and to have reasonable requests honored concerning the interpretation of specific records.
2. The right of a student's parent or an eligible student to seek to correct parts of student's education record which he or she believes to be inaccurate, misleading, or in violation of a student's privacy or other rights. In the event the District refuses to change the record pursuant to the parent or eligible student's request, the parent/eligible student shall have right to a formal hearing to present evidence that the record should be changed or the right to place on the record a statement of disagreement and the reasons for such disagreement. This right to seek the correction of records under FERPA (Family Educational Rights and Privacy Act) does not include the right to challenge student grades.
3. The right to have the release of information contained in the student's education record be limited to:
 - a. Information authorized by the written consent of the parent/eligible student.
 - b. Release under certain limited circumstances as permitted under law, e.g., use by District personnel for legitimate education purposes.
 - c. Directory Information. The parent/eligible student may prohibit the release of directory information by providing written notice to the building or program administrator by September 30 of each school year, or in the event of new students, ten days after the receipt of this notice.
4. The right to file a complaint concerning possible failure of the district to comply with the requirement of the Family Educational Rights and Privacy Act. Such a complaint should be filed with the US Department of Education at the following address: The Family Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue, Room 1087, FOB/6, Washington DC 20202.
5. The right to obtain a copy of the district's FERPA policy and implementing procedures. In addition to the notice procedure described above, parents and eligible students may obtain copies of the FERPA policy at the Kalamazoo Regional Service Agency.
6. The right to translation of this notice into the native language of parents and/or eligible students who have a primary or home language other than English.

Radios/CD Players, Etc.

Students may **not** bring CD players, MP3 Players, tape players, radios, CD's, toys, cell phones, pagers, extra money, etc. to school unless approved by the program administrator. The school

cannot be responsible for the loss or damage to these items. Your child's teacher will let you know about any special programs or "show and tell" types of activities where these items may be permissible.

Visitors

Alumni, parents, agencies, and community members are welcome to visit Croyden Avenue School. **We request that you call ahead to arrange a visit.** School programs, activities, field trips, absences, etc., may make it difficult to accommodate your wish to visit a particular classroom or program if you simply "drop in". In all cases, please sign the register located in the office and receive a visitor's pass before visiting building classrooms, students or staff. The program administrator has the right to prohibit entry, or to expel a person when there is reason to believe the presence of such person would be harmful to the well-being of the current students, staff, or school operations.

Showering

Use of Shower with Students:

Showers are used to help students learn and maintain good personal hygiene and to maintain a pleasant and sanitary school environment.

When Showers May Be Used:

- 1) When a student possesses body odor or is soiled causing negative attention or distraction to others or the instructional process.
- 2) After physical education activities based upon availability and program practices.

When Showers Will Not Be Used:

- 1) If students refuse. In such situations attempts will be made to encourage and persuade the student. However, no physical prompting will be used.
- 2) When parents request that their child not take showers at school.

Supervision and Assistance to be Provided:

- 1) Students will be supervised and assisted as necessary depending on their age, cognitive ability, physical ability, independence, and needs.
- 2) In general, a same sex staff person will be used in cases where the student must be directly visually supervised or assisted. Indirect supervision may be provided by staff of either sex (staff person within the vicinity to verbally check on student but not within visual sight).
- 3) Depending on the severity of the student's disability and needs, attempts will be made to provide only the minimum amount of staff assistance necessary to complete personal hygiene activities.

Procedure:

- 1) Student is asked to take a shower and supervision is provided as appropriate.
- 2) If student refuses and his/her poor hygiene distracts others or interferes with instruction, the student may be directed to continue school assignments in

isolation. If necessary, parents may be contacted to arrange for the student to be sent home. Parents are requested to correct the student's hygiene problem before the student returns to school.

- 3) Continued hygiene problems may result in further actions, such as a meeting with the parent/guardian, and addressing this area as a goal within the student's Individual Educational Plan. Staff will maintain records as appropriate to document student hygiene concerns.

Diapering & Toileting

Diapering & toileting of students:

It is the goal of Croyden Avenue School staff to assist student's activities of daily living and allow them to become as functionally independent as possible.

Diapering:

- 1) Students will be checked/changed every 90 minutes or more frequently if warranted.
- 2) Ideally, a same sex staff person will assist student during diapering. However, gender make-up in classrooms varies, and may not always be possible. If parents have concerns, please contact the student's teacher.
- 3) It is the parent's responsibility to provide diapers and other necessary personal hygiene supplies for their child while at school; an additional set of clothes is also highly encouraged.

Toileting:

- 1) Communication and consistency are essential with toilet training success. Because of this, we ask parents for input and to try to be consistent with the student's home toilet training routine.
- 2) Students are toileted according to their individual needs and schedules for the entire class.
- 3) Ideally, a same sex staff person will assist student during toileting. However, gender make-up in classrooms varies, and may not always be possible. If parents have concerns, please contact the student's teacher
- 4) It is the parent's responsibility to provide diapers and other necessary personal hygiene supplies for their child while at school; an additional set of clothes is also highly encouraged.

COMMUNITY TRANSITION RESOURCE INFORMATION INDEX

HELP Line- Gryphon Place 2-1-1

COMMUNITY TRANSITION RESOURCE INFORMATION

ADVOCACY & SUPPORT GROUPS

- **Advocacy Service for Children—ASK 269-343-5896 www.askforkids.org**
Advocacy and support for families who care for children with emotional disorders. MAC-ED provides information and assistance in finding schools and mental health facilities. Programs focus on systems change efforts.
- **Autism Society of Kalamazoo / Battle Creek—4606 Croyden Ave, Kalamazoo, MI (800) 628-6421 www.asa-kal.org**
Autism society is a support group for parents of and persons with autism spectrum disorder and Asperger syndrome. Distributes an informative newsletter and holds bi-monthly meetings Sept.-May.
- **Citizens Alliance to Uphold Special Education--Grand Rapids Office, 6945 Madison, SE , Office: 616-455-8719; Toll Free: (800) 715-5820 www.causeonline.org**
Citizens Alliance to Uphold Special Education (CAUSE) is the Parent Training Information Center for the State of Michigan. CAUSE is a statewide non-profit coalition providing free information, referral, support, advocacy, and workshops to parents and professionals working with children with disabilities and special needs.
- **Community Advocates for Persons with Developmental Disabilities—269-342-9801 www.communityadvocates.org**
Provide advocacy assistance to individuals with developmental disabilities & their families. Also provides information and referrals to community agencies, mental health programs & educational services.
- **Disability Resource Center of Southwest Michigan (Disability Network)—269-345-1516 or Toll free: 800-394-7450 www.drccil.org**
Disability Rights Advocacy—Provides employment accommodation/accessibility advocacy, accessibility evaluations on building/stores, discrimination cases/ Americans with Disabilities Act issues/causes, and have support groups.
- **Griffin Place Helpline – Dial 211**
- **Michigan Protection and Advocacy-- Lansing Office, 4095 Legacy Parkway, Suite 500, 517-487-1755 or Toll Free:1-800-288-5923 www.mpas.org**
We try to answer any questions you may have relating to disability. We have experience in the following areas: discrimination in education, employment, housing, and public places; abuse and neglect; Social Security benefits; Medicaid, Medicare and other insurance; housing; Vocational Rehabilitation; HIV/AIDS issues; and many other disability-related topics.
- **MRC Industries-Connections—269-342-0173 www.mrcindustries.org**
Connections is a program of MRC Industries, Inc. that provides services to students who are 14-26 years old, and with learning disabilities and/or emotional impairments who need assistance and guidance to successfully make the transition from school to work. These young adults are helped to identify and accept their strengths, limitations, hopes, and fears in order to set goals and make healthy choices for a lifetime

- **MRC Industries-Corner Club/Pathways—269-342-9320 www.mrcindustries.org**
Pathways provide a variety of vocational, social and recreational services and are based on the clubhouse model of psychosocial rehabilitation. Psychosocial rehabilitation programming offers an array of member directed and staff provided supports for individuals challenged with severe mental illness. The program is a bridge for persons with mental illness linking them to a safe environment where they can regain confidence, explore their abilities and be supported as they re-enter the world of work.
- **Parent To Parent of Southwest Michigan Advocacy Groups**

EMERGENCY SERVICES

- **Community Centers**
 - **Comstock Community Center—269-345-8556**
Provides emergency financial assistance to residents of Comstock Township and/or Comstock School District residents. Provides emergency food, health clinic, holiday assistance and prescription help for residents of Kalamazoo County.
 - **Douglass Community Center—269-343-6185**
Provides clothing for Kalamazoo County residents and minor home repair to Northside homeowners.
 - **Portage Community Outreach Center (PCOC)—269-323-1942**
Provides Emergency Assistance: food, clothing, financial, WIC coupons, Well Child Clinic, holiday food baskets and immunizations to the residents of the City of Portage and/or Portage School District.
 - **South County Community Services—269-649-2901**
Provides emergency food, clothing, WIC, medical equipment and Christmas baskets to residents of southern Kalamazoo County (Vicksburg, Schoolcraft, Climax, Fulton, Scotts, and surrounding townships).
- **Food**
 - **Michigan Department of Human Services (formerly FIA) —269-337-4900**
The Food Assistance Program supplements the food purchasing power of low-income individuals and families. Generally, eligibility for food assistance depends on the financial situation of all members of the household group.
 - **Gospel Mission—269-345-2974**
Provides 3 meals daily to all those in need. Breakfast-7:00a.m.; lunch 12:30 p.m. (Sundays at 1:00 p.m.); dinner chapel/meal 6:00 p.m. (Saturday/Sunday 7:00 p.m.)
 - **Kalamazoo Loaves & Fishes—269-343-3663**
Will provide 2 days of canned and packaged food items once within 30 days. Picture identification for all days and some identification for children (social security card birth certificates, etc.) must be brought to the pantry. Food distributed through 20 churches and community sites. Referrals from human service agencies are accepted for those needing food assistance beyond normal eligibility. Must be resident of Kalamazoo County.
 - **Ministry with Community Drop In Center—269-343-5880**
Provides hot lunch daily from 1:30-2:30 p.m. and breakfast from 7-8 a.m. Also available are phones, showers, lockers, laundry facilities, assistance with birth certificates and identification and basic life skills.
 - **Salvation Army—269-344-6119**
Provides emergency assistance for food to low income families or families in crisis.
 - **WIC/KCHSD—269-373-5002**
Provides coupons for milk, cheese, eggs, juice, peanut butter, dried beans, peas, infant cereal and formula for pregnant/lactating women and infants/preschoolers;

based on income and screening for medical and nutritional risks.

▪ **Housing**

- **ARK--269---343-1431**
Provides 24-hr emergency shelter and crisis intervention; for youth 10-17 years old who are considered to be in crisis, homeless or runaways. Voluntary shelter for up to 14 days; counseling for youth and family at shelter, and in convenient community locations.
- **Bethany House Shelter for Women-- 269-388-3409**
Provides room and board for motivated women, 20 years or older, in a peaceful, supportive environment. Requires goals setting toward self-sufficiency and movement toward those goals.
- **Domestic Assault Program-YWCA—269-385-3587**
Provides 24-hr shelter for domestic violence victims and their children. Also provides counseling, support groups, advocacy and information and referral. Maximum stay is 5 weeks.
- **Emergency Overnight Shelter (KCHSD)—269-388-3860**
Provides emergency shelter for vulnerable, hard to place people over the age of 18. Located at the same site as Ministry with Community. Housing and job search assistance is provided.
- **Family Shelter Program (HRI)—269-382-0278 ext. 1 or 269-382-0287**
Provides 24-hr emergency shelter for families in need of emergency shelter. Housing search assistance & support services are available to help stabilize homeless families. Family Shelter Program will accept two-parent or one-parent families; must wait six months before repeating use.
- **Housing Resources Inc. (HRI)—269-382-0287**
Clearing house for homeless persons or people experiencing housing problems in Kalamazoo County. The services include general housing information & counseling, referral to appropriate agencies, emergency shelter placements, advocacy services, housing options and limited financial assistance. <must be a Kalamazoo County resident for at least 6 months; must be a sustainable solution; and must have income or pending income.
- **Kalamazoo Gospel Mission—269-345-2974**
Offers emergency shelter to those 18 yrs or older; younger persons if accompanied by a legal guardian. Three meals a day provided on site.
- **Next Door (females only)—269-349-2119**
Provides room and board for women between the ages of 17-35 (no pregnant women) It is a structured individualized program including job search and goal setting. Must be working or able to work a minimum of 35 hours per week; and not receiving any Disability or SSI.
- **Open Door (males only)—269-345-1431**
Provides room and board for men between the ages of 17-35. It is a structured individualized program including job search and goal setting. Must be working or able to work a minimum of 35 hours per week; and not receiving any Disability or SSI.
- **Residential Opportunities, Inc. – 269-343-2731-
www.residentialopportunities.org**
ROI is a non-profit organization that, in collaboration with the community, provides residential and support services for individuals with disabilities and their families.

▪ **Other Emergency Needs**

- **American Red Cross—269-353-6180**
Emergency Prescription Program assists people with 1x emergency prescription needs; Kalamazoo County residents only.

Disaster Relief Program provides emergency assistance with basic needs due to disaster/house fire; Kalamazoo, Croyden Avenue Schools, St. Joseph, and Allegan Counties.

Emergency Communications links military families.

- **Michigan Department of Human Services (formerly FIA) —269-337-4900**
Provides income supportive services, medical assistance, FIP, emergency needs for life threatening situations, children's and adult protective services, foster care, adoption, food assistance, basic adult services, & services to delinquent youth.
- **Kalamazoo Deacon' s Conference—269-344-7333**
Provides problem solving and support for people seeking clothing, furniture and household items.

EMPLOYMENT & JOB TRAINING

- **Michigan Department of Labor and Economic Growth-Rehabilitation Services—269-337-3700 www.michigan.gov/mdcd**
A person with a disability may be eligible for MRS services if the disability causes problems in preparing for, finding, or keeping a job. The individual must also require MRS services in order to work.
- **MRC Industries—269-343-0747 www.mrcindustries.org**
Community Employment service helps adults with disabilities find supported employment in the community. We put people with disabilities to work through the following ways: individual placements – the individual is placed in a position with on-going support from MRC staff; work crews – groups of individuals supervised by MRC staff do routine work at sites within the community.
- **Work First--269-383-2536**
Work First was designed to establish and maintain a connection to the labor market for Temporary Assistance for Needy Families recipients, non-custodial parents, and recipients of non-cash assistance such as child day care, Medicaid, and Food Stamps. To make this connection, participants are placed into employment and occupationally relevant education and training programs. The local Michigan Works! Agency operates the Work First Program.
- **Michigan Works! Employment and Resource Center--269-383-2536**
The Michigan Works! System is a customer focused workforce development system that prepares people for work. Assistance to all employers and job seekers is available to ensure that employers are provided with a supply of skilled workers and individuals are provided with an opportunity to advance knowledge and skills to achieve economic self-sufficiency
- **Volunteer Center of Greater Kalamazoo—269-382-8350 www.volunteerkalamazoo.org**
Our Mission is to foster, promote and support volunteer involvement in order to maximize the effectiveness of human service organizations and to achieve solutions which improve the quality of life in Kalamazoo County.
- **Goodwill Industries of Southwestern Michigan, Inc.—269-382-0490 www.goodwillswmi.org**
Our Human Services programs help individuals define and achieve realistic career goals through the following rehabilitation activities: career assessment, career exploration & work evaluation; transferable skills analysis & substance abuse assessment; work readiness & work adjustment; paid work experience; work readiness & work adjustment; computer skills training and adaptive technology (visually impaired & blind); employment

resource room; personal empowerment training; job seeking skills training, job search, job club & individual placement; job developing & job retention services.

GUARDIANSHIP

- **Community Advocates for Persons with Developmental Disabilities—269-342-9803**
www.communityadvocates.org
Provide advocacy assistance to individuals with developmental disabilities & their families. Also provides information and referrals to community agencies, mental health programs & educational services.

HEALTH CARE

- **Unified Clinics—269-387-7000 www.wmich.edu/hhs/unifiedclinics**
Programs provide clinical services which include: speech therapy, audiology, low vision, occupational therapy, geriatric services and children's trauma assessment services, disability services, and substance abuse counseling.
- **First Presbyterian Church Health Clinic—269-344-0044**
The health clinic provides treatment, health education, advocacy, and referral for anyone who lacks access to insurance coverage resources.

INFORMATION AND REFERRAL

- **HELP Line- Gryphon Place 2-1-1**
2-1-1 is the national abbreviated phone dialing code for free access to health and human services information and referral (I&R). 2-1-1 is an easy-to-remember and universally recognizable number that makes a critical connection between individuals and families in need and the appropriate community-based organizations and government agencies. Callers can find help getting food, housing, drug treatment or money to pay the electric bill as easily as they get police help by dialing 911.

MENTAL HEALTH

- **Community Mental Health-Access Center-269-373-6000 www.kazoocmh.org**
Kalamazoo Community Mental Health Services is dedicated to "empowering people to succeed." We believe that all people deserve the chance to grow, learn, choose and participate in all the community has to offer. Kalamazoo Community Mental Health Services will work with the individual, their family, friends, and others to address their needs. Our Access Center staff will help determine whether the individual qualifies for services. Once this has been determined, our staff will meet with the individual to discuss needs and desired outcomes.
- **Elizabeth Upjohn Community Healing Center— 269-343-1651**
www.communityhealingcenter.org
The Guidance Clinic has helped children and families with emotional and behavioral problems. We can help children feel better about themselves, teaching them the building

blocks of success that will make them happy, healthy adults. Our team of caring professionals represents the complete range of mental health specialists available today—psychiatrists, psychologists, clinical social workers, and marriage and family therapists.

- **Family & Children Services—269-344-0202 www.fcsource.org**
Counseling Center provides individual, couple family counseling and psychological testing for children and adults. Services address depression, anxiety, school performance and behavior, work performance, relationship issues, ADHD and child management issues.
Family And Community Treatment (FACT) provides intensive, in-home treatment for families with a child at risk of an out of home placement or a placement due to the child's mental health issues.
- **Family & Children Services—269-373-6000 www.fcsource.org**
Mobil Crisis Response provides immediate response 24-hours a day, seven days a week for families in Kalamazoo County where a youth is in crisis.

RECREATION & LEISURE

- **Unified Sports/ Special Olympics—269-387-2718—www.wmich.edu/hper/unified**
The Unified Sports Program is operated through a grant from Special Olympics International to Special Olympics-Michigan and Western Michigan University. For the next four years, using the resources and facilities of Special Olympics and Western Michigan University, a model program for Unified Sports® will be designed that can be used throughout the United States.
- **Special Olympics—269-387-2718-www.somi.org/areapages**
Special Olympics is a grass-roots movement that provides year-round sports training and athlete competition to children and adults with intellectual disabilities
Sports Offered: Skiing, Cross Country Skiing, Golf, Gymnastics, Power-lifting, Volleyball, Weightlifting, Poly Hockey, Soccer, Basketball, Softball, and Swimming.
- **City of Kalamazoo Parks and Recreation Department—337-8191 www.kalamazoo.org**
The following programs are offered through Recreation, Leisure, and Cultural Services: adult softball, volleyball, basketball, and tennis tournaments; T-Ball for youths, after school programs, summer playground programs, Chautauqua, Kik Pool, and Woods Lake Beach; recreational programs for senior citizens and citizens with disabilities; cultural arts and other festivals and concerts. All programs are open to anyone who wishes to participate, regardless of the challenges they face.
- **Kalamazoo Institute of Arts—269-349-7775 www.kiarts.org**
The KIA Art School offers a full schedule of exciting classes for adults, young adults and children. On hand is a highly professional faculty comprised of practicing artists eager to share their love of art through teaching. State-of-the-art studios provide the perfect setting for courses in ceramics, painting, drawing, graphic design, jewelry, papermaking, glass, photography, printmaking, sculpture and weaving.

RESIDENTIAL

- **Michigan Department of Human Services (formerly FIA)-269-337-5086 www.michigan.gov/dhs**
Independent Living Services (ILS) offers a range of Medicaid and non-Medicaid services to individuals of any age who require consultation or assistance to maintain and maximize functional capacity within their own homes or other independent living

arrangements.

Home Ownership Services may help prevent loss of a home, providing services such as: house payments (mortgage or land contract payments), including principal, interest, legal fees and escrow for taxes and insurance; property taxes and fees; mobile home lot rent for owners or purchasers of mobile homes; insurance coverage required by a mortgage or land contract.

- **Residential Opportunities, Inc.—269-343-2731—www.residentialopportunities.org**
ROI is a non-profit organization that, in collaboration with the community, provides residential and support services for individuals with disabilities and their families.
- **Community Living Options (CLO)—269-343-6355
www.communitylivingoptions.org**
CLO provides a range of support services that help people with disabilities participate as fully in the community as possible while living in the safest, least restrictive settings. Services offered include a program to help people participate in community living, a program that offers support to people in their own homes, and ownership of a single family residence which is rented to persons with mental illness and their family for a small percentage of their income.
- **Progressive Alternatives--269-679-2273 www.progressivealternatives.org**
Community Living Options include: respite care, specialized residential living, supported living, home support. Progressive Alternatives recognizes that as individuals progress, living arrangements needs may change as well. Our program offers four types of settings available to fit the changing and dynamic needs of individuals served. Through our continuum, those individuals initially requiring residential or supported living can now progress and take their supportive team with them as they achieve greater independence.

SKILL BUILDING & COMMUNITY SUPPORTS

- **CLO- Alcott Center—269-381-3645 www.communitylivingoptions.org**
Alcott Center, a division of Community Living Options, provides a range of support services that help people with disabilities participate as fully in the community as possible while living in the safest, least restrictive settings. Services offered include: to provide more independence in the community employment sector, to help consumers live in the community by providing socialization skills, daily living skills.
- **MRC Industries—269-343-0747 www.mrcindustries.org**
Community Support Service serves individuals in one-on-one, small (2-4) and large (5-14) groups depending upon individuals' needs/preferences and funding. We also offer community based social/recreational or cultural/educational experiences that can accommodate medical, behavioral, or aging issues. We do skill building based upon individual need
- **Center for Disability Services (CDS)—269-387-7200 www.wmich.edu/hhs/cds**
Our mission is to assist people with developmental disabilities to develop personal, social and community skills and supports that will improve their quality of life. We help attain lifelong goals by creative and innovative methods and affiliations with the community.

SOCIAL SECURITY

- **Michigan Department of Human Services (formerly FIA)—269-337-4900
www.michigan.gov/dhs**

Under agreement with the federal government FIA through their Disability Determination Services makes determination for SSI on behalf of the federal government.

- **Social Security Administration—269-381-2313 or 800-772-1213 www.ssa.gov**
Supplemental Security Income disability programs are the largest of several Federal programs that provide assistance to people with disabilities. SSI pays benefits based on financial need.
- **Disability Resource Center of Southwest Michigan (Disability Network)—269-345-1516 or 800-394-7450 www.drccil.org**
The Benefits Planning, Assistance and Outreach (BPAO) Project is a federally-funded initiative to educate and assist individuals with disabilities and those who support them, to understand the benefits and risk of going back to work, and/or increasing their work income. The goal of the Project is to assist individuals to have better quality of life and contribute to their communities as working citizens.

TRANSPORTATION

- **Care-A-Van--384-8050**
Care-A-Van is a shared ride services offering low cost trips for medical, education, employment, and social or personal business purposes within Kalamazoo County.
- **Disability Resource Center of Southwest Michigan (Disability Network)—269-345-1516 or Toll free: 800-394-7450 www.drccil.org**
Acquiring or regaining the skill to drive can be an important step toward independence. Our program was developed to increase independence for individuals with disabilities. The Specialized Driving Program includes a comprehensive, individualized evaluation completed by a registered occupational therapist who is a certified Driver Rehabilitation Specialist and an experienced, driver educator.
- **Metro Van--269-337-8477 www.kmetro.org**
Metro van is a service for individuals who are unable, as a result of a disability, to use the regular accessible bus service some or all of the time; Metro Van provides curb-to-curb transportation service. This service is assured under the Americans with Disabilities Act (ADA).
- **Metro Transit—269-337-8222 www.kmetro.org**
Metro Transit provides fixed-route public transit service to the Kalamazoo urbanized area, consisting of the cities of Kalamazoo, Portage and Parchment and the townships of Comstock, Cooper, Kalamazoo, Texas and Oshtemo.
Metro Transit routes have frequencies of 15-minutes, 30-minutes, 45-minutes, and 60 minutes, depending on the time of day and the route. Listed below are the routes and their respective departures from downtown during peak hours (Monday - Friday 10 am - 3 pm and after 7:15 pm), non-peak hours, and Saturdays.
Metro Transit operates Monday - Saturday from 6 am to 10:15 pm. No Sunday service is provided.

