



# Student/Parent Handbook



## Mission Statement:

We are an innovative school dedicated to developing independence in our students.

Director ..... Mrs. Angela Telfer  
 Principal..... Ms. Aubree Spencer

WoodsEdge Learning Center  
 1501 Milham Road  
 Portage, MI 49002  
 Phone: 269-250-9400  
 Fax: 269-250-9401  
[www.kresa.org/woodsedge](http://www.kresa.org/woodsedge)

Superintendent ..... Mr. David Campbell  
 Assistant Superintendent for Special Education ... Mrs. Laurie Montgomery



**Statement of Intent:** The Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information for you. Please become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, we encourage you to contact us.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines should control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guidelines prevails.

Additional information can be found in the WoodsEdge Learning Center Annual Report which is on our school website [www.kresa.org/woodsedge](http://www.kresa.org/woodsedge). If you would like a hard copy of our Annual Report, please let us know and we will gladly send it to you.

Dear Parents and Guardians,

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

At WoodsEdge, 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. We expect that parents will communicate important information with us as well. Knowing how your student is doing at home helps us design instruction to meet their needs, and we can get you connected with resources if you need help.

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.

We encourage you to visit our website for more about our school, including staff contact information. If your student attends one of our offsite classrooms, you will likely have a handbook for that school as well as ours. Please don't hesitate to contact us if you have suggestions, questions or concerns. We are here to help.

Once again, welcome to our school!

Sincerely,

*Angela Telfer*

*Aubree Spencer*

Mrs. Angela Telfer, Director  
269-250-9414  
[angela.telfer@kresa.org](mailto:angela.telfer@kresa.org)

Ms. Aubree Spencer, Principal  
269-250-9415  
[aubree.spencer@kresa.org](mailto:aubree.spencer@kresa.org)

Website: [www.kresa.org/woodsedge](http://www.kresa.org/woodsedge)

Mission: *WoodsEdge Learning Center is an innovative school dedicated to developing independence in our students.*



## **MISSION**

We are an innovative school dedicated to developing independence in our students.

## **VISION**

A community without barriers

## **MISSION IN ACTION**

- 1) WE are committed to making sure that every student has a way to communicate.
- 2) WE allow students TIME to do things independently.
- 3) WE ask: What am I doing for my students that they could do for themselves?
- 4) WE use state of the art technology to foster independence.
- 5) WE implement evidence based practices.
- 6) WE use a team approach.
- 7) WE recognize each student as a unique individual with unique strengths and needs.

## WoodsEdge Learning Center

### I. General Information:

Enrollment in the School/Classroom Assignment	Page: 8
Attendance	Page: 8
Daily Schedule	Page: 9
Educational Program	Page: 9
Showering	Page: 10
Toileting and Diapering	Page: 10
Meals	Page: 11
Illness/Injury	Page: 12
Emergency Procedures/ Drills	Page: 12
Helpful Contacts/Communication Supports	Page: 13
Lockers	Page: 23
Medications	Page: 23
Office Hours	Page: 23
Program Calendar	Page: 23
School Closings	Page: 23
School Hours	Page: 24
Student Drop-off/ Pick-up	Page: 24
School Security	Page: 25
Animals/Pets at School	Page: 25
Withdrawal from School	Page: 26
Transportation	Page: 26
Transportation Contacts	Page: 26

Visitors	Page: 27
Volunteers	Page: 27
Parent Council	Page: 27
School Improvement Team	Page: 27
Pool Closing Procedures	Page: 28

**II. Academics/Curriculum**

Community Based Instruction	Page: 28
Curriculum	Page: 28
Credit/Grading Policy	Page: 29
Homework Policy	Page: 29
Support Services	Page: 29
Vocational and Adult Programs	Page: 30

**III. Student Activities**

Extracurricular	Page: 30
Physical Education and Sports	Page: 31
School Parties and Dances	Page: 31
Very Special Arts	Page: 31
Special Classes	Page: 31
Classroom Social Activities	Page: 31

**IV. Student Conduct**

Cell Phones	Page: 32
Personal Property at School	Page: 32

PBIS/Expectation	Page: 33
Challenging Student Behavior	Page: 33
Dress Code	Page: 32

### V. Appendix

Commonly Used Abbreviations	Page: 34
Staff Directory	Page: 35

### VI. KRESA Information and Policies

Alcohol, Inhalants and Drug Abuse (8220)	Page: 36
Attendance	Page: 36
Bullying (8260)	Page: 36
Discipline/ Suspension	Page: 36
Do-Not-Resuscitate Orders (8700)	Page: 37
FERPA	Page: 37
Immunizations (8480)	Page: 39
Medicaid Intent/Consent Information	Page: 38
Head Lice (8515)	Page: 39
Non-Discrimination Policy (8015)	Page: 42
Searches of Motorized Vehicles, Lockers, and Students (8130)	Page: 43
Seclusions and Restraint (8310)	Page: 44
Tobacco Products (8230)	Page: 44
Visitors (9410-R)	Page: 44

Weapons Free School Zone Policy (8355)	Page: 46
Medications (2780)	Page: 40
Homebound Instruction (8860)	Page: 38
School Ceremonies and Observances (7800)	Page: 42

**I. General Information**

**Enrollment in the School and Classroom Assignment**

WoodsEdge Learning Center serves students identified with Cognitive Impairments (CI), Severe Multiple Impairments (SXI), Autism (ASD) and other disabilities from school districts throughout Kalamazoo County.

Students at WoodsEdge Learning Center range in age from 2.5 years through age 26.

Any student residing within one of the Kalamazoo RESA School Districts may be referred for services at WoodsEdge Learning Center by the local school district or the Kalamazoo RESA Pre-Primary Evaluation Team (PET). After extensive evaluation, an Individualized Educational Planning (IEP) meeting is held. If it has been determined by the IEP that the resident district is not an appropriate placement, the student may be placed at WoodsEdge Learning Center. Specific teacher assignment is determined by the administration with input from staff and parents.

Each year an Individual Educational Plan (IEP) must be completed for each student. Parents, staff, and the student (if appropriate), will work together to plan a program of goals and objectives for the student. School placement is discussed at each IEP meeting, with the goal of placing students in the least restrictive environment with proper supports.

**Attendance**

It is important for students to attend school each day in order for learning to be continuous. 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 building administration. 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 concern will be sent to parents and copied to the local school district administrator according to the table below. Continued excessive absences could result in a meeting with the director and/or a truancy referral.

<i>Attendance Notification</i>	<i>Days Absent</i>
1st letter of concern	10 absences
2nd letter of concern	20 absences*
Meeting with Director – potential referral to Truant officer	25 absences



\*An IEP is scheduled at this point (local special education administrator is invited).

In cases where absences are due to an extended or chronic illness or health condition, modifications may be made to the notification schedule. Each case will be judged individually before a letter of concern is sent.

Preschool Students [Early Childhood Special Education (ECSE) Classrooms] Board Policy 7174

Absences will be excused for such reasons as:

- Illness of the child;
- Appointments with doctors or other medical service providers;
- Medical or other emergencies;
- Serious illness or death of other family members; and/or
- Other absences requested by the parent/guardian and approved by the building or program administrator.

The teacher or service provider will document the reason for the excused absence.

Repeated consecutive refusals of non-classroom services by the parent will not be considered excused absences and affected hours will not be deemed "provided."

Tardiness:

A student is considered tardy if they arrive after 9:00 a.m. or if they arrive after 12:00 in the p.m. If a student is tardy three times it equals one absence.

→ **Notification of Absence**

Consistent attendance is essential to your child's success in school. If your student is going to be absent, please call the office as soon as possible and provide explanation. If you know ahead of time that a student will be absent, a call or written note is requested. Call the absence line at 269-250-9402. When you call this number leave:

- The date
- Your name
- Child's name
- Teacher's name
- Reason for absence

If you have not called the school, and your child is absent, you will receive a call checking to be sure that you know your child is absent.

Daily Schedule

Student Hours: 8:30-2:30 Full Day  
8:30-11:30 OR 11:30-2:30 Half Day

The WoodsEdge Learning Center office is open from 7:30 am to 3:30 pm Monday through Thursday and 7:30 am to 3:00 pm on Friday.

If a student is going to be late, parents must contact the school office by 9:00 a.m. so that we know your child is safe and a lunch can be ordered for them if needed. On half days, all students will be dismissed at 11:30 a.m.—**no afternoon medication or meal will be provided.**

Educational Program

Education for WoodsEdge Learning Center students follow 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

Updated: 10/4/2016

the Kalamazoo RESA Special Education Parent Handbook with Procedural Safeguards. Please contact the school office for a copy.

WoodsEdge Learning Center is a school for students with autism and moderate to severe cognitive disabilities and multiple impairments. Our school is appropriate for students who, because of their disabilities, are unable to benefit 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.

### **Showering**

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:*

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

#### *When showers will not be used:*

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

#### *Supervision and assistance to be provided:*

- Students will be supervised and assisted as necessary depending on their age, cognitive ability, physical ability, independence, and needs.
- In general and when possible, 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).
- 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:*

- Student is asked to take a shower and supervision/assistance is provided as appropriate.
- If the 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.
- 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.

### **Toileting and Diapering**

It is the goal of WoodsEdge Learning Center to assist student's activities of daily living and allow them to become as functionally independent as possible.

Toileting:

- 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.
- Students are toileted according to their individual needs and schedules for the entire class.
- 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.
- It is the parent's responsibility to provide diapers and other necessary personal hygiene supplies for their child while at school (wipes, extra pads). An additional set of clothes is also highly encouraged.

Diapering:

- Students will be checked/changed generally every 90 minutes or more frequently if warranted.
- Ideally, a same sex staff person will assist the 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.
- It is the parent's responsibility to provide diapers and other necessary personal hygiene supplies for their child while at school (wipes, extra pads). An additional set of clothes is also highly encouraged.

Meal Service

WoodsEdge Learning Center offers free breakfast to all students. Breakfast and lunch is served whole, chopped, or pureed, according to each student's dietary needs.

Students may purchase a hot lunch at school or bring a sack lunch from home (please keep in mind that we are a peanut product free school). Milk or juice may be purchased daily. WoodsEdge Learning Center contracts with Kalamazoo Public Schools (KPS) to provide food service. Prices for lunch or beverages are determined by the KPS Food Service Department each year.

School lunches must be paid for each day or in advance. Accurate records are kept by the KPS food service staff. If the student is absent, lunch money paid in advance will be credited to the following day/week. Please do not expect to charge lunches.

Information regarding free or reduced price lunches is sent home at the beginning of each school year or is available upon request from the school office.

Any questions regarding the school lunch program, contact Christina Haller at Kalamazoo Public Schools (337-0117).

## Illness/Injury

In the event that a student is injured or becomes ill while at school, our school nurses will provide appropriate care. The parent/guardian will 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, the nursing personnel may request that you pick up your child and/or keep your child home for observation/recuperation the next day. These symptoms include, but are not limited to the following:

- Temperature 100.0 (F) or greater
- Vomiting
- Two or more episodes of diarrhea
- Excessive stool
- Communicable diseases (chicken pox, strep throat, influenza, etc.)
- Increased or abnormal seizure activity
- Excessive surgical or post-procedural pain

### → 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 a physician's restrictions and recommendations. Medical releases are mandatory, and the student will not be allowed to return to WoodsEdge Learning Center until the nurses have a release. Medical releases may be faxed in advance to 269-250-9401.

## Emergency Procedures/Drills

Our school complies with all fire safety laws and will conduct fire drills in accordance with State law. Emergency procedures have been developed through consultation with our county disaster coordinator. Specific instructions regarding how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. All students will be supervised and assisted. The alarm signal for fire drills consists of pre-recorded spoken warning and flashing lights (in common areas).

Lockdown drills in which the students are restricted to the interior of the school building and the building is secured will occur in accordance with State law. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement via the PA system.

Tornado drills will be conducted using the procedures provided by the State. Students will remain in the building in the event of a tornado watch. They will be moved to a designated safe area during a warning or tornado sighting. During these watches and warnings, students remain in their wheelchairs, so that we can quickly get them to safety. In case of a tornado warning (or actual tornado), students will not be released from school until we are notified that it is safe. The alarm signal for tornadoes is a pre-recorded spoken warning and lock down drills will be announced via the paging system.

**PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION DURING AN EMERGENCY.** It is important that we keep our

lines clear to receive incoming messages.

WoodsEdge Learning Center 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 students and staff. Details have not been released for security reasons. If you would like further information, please contact administration at 269-250-9409.

## Helpful Contacts/ Communication Supports

### *ADVOCACY & SUPPORT GROUPS*

- **Advocacy Services for Children—ASK 269-343-5896 [www.askforkids.org](http://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—[www.asa-kal.org](http://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](http://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](http://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](http://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](http://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](http://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](http://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--- 269-345-8950 [www.p2pswmi.org](http://www.p2pswmi.org)**  
Parent to Parent of Southwest Michigan is a non-profit community organization offering services at no cost to families who have children with disabilities or special needs. Founded in 1998, Parent to Parent serves families in 9 counties and collaborates with other organizations. Since our inception, we have assisted over 1200 families through mentor support, referrals, information, recreation opportunities, a bi-monthly newsletter, parent network meetings and informal social events.

## *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, and 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](http://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](http://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](http://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](http://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](http://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.

#### *FINANCIAL AND EQUIPMENT/SUPPLIES*

- **Children's Special Health Care Services** (formerly "Crippled Children") 5303 South Cedar Street (PO Box 30161) Lansing, Michigan 48911 517.887.4309 Family Phone Line 517.359.3722  
Provides medical services, equipment and supplies to disabled children under age 21.
- **Michigan Assistive Technology Resources (M.A.T.R.)** 1023 S. US-27 St. Johns, Michigan 48879  
1.800.274.7426 or email @ [www.matr.org](http://www.matr.org)
- **Family Support Subsidy Program** 812 East Jolly, Suite 114 Lansing, Michigan 48910 Phone: (517) 241-5773  
Cash payments for families caring for children who are SCI, SXI, ASD, and meet income guidelines
- **Easter Seal Society of Michigan, Inc.** 4065 Saladin Drive, S.E., Grand Rapids, Michigan 49546  
Phone: 1.800.292.2729  
Equipment loan program, infant car seats, ramp assistance

#### *GUARDIANSHIP*

- **Community Advocates for Persons with Developmental Disabilities—269-342-9803**  
[www.communityadvocates.org](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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.

## Lockers

All students are given a locker to use to store their outer clothing and backpacks. Teachers assign student lockers. None of the lockers have locks, so please do not send expensive items to school with your child.

## Medications

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

- The child's physician must provide written orders for medicine to be administered that included dosages and specific instructions and a telephone number where the physician can be contacted.
- 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.
- 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.
- The preferred way to get medication to the school is for the parent to bring the medication to school in person. If medication must be sent on the bus, please give it to the bus driver to deliver to the school staff.
- The school nurse will communicate regularly with parents and physicians about any problems or effects of administering medication to students during school hours.

If your child needs to receive medication while at school and you have questions about the process, please call the nurses at 269-250-9416.

## Office Hours

The WoodsEdge Learning Center office is open from 7:30 am to 3:30 pm Monday through Thursday and 7:30 am to 3:00 pm on Friday.

## Program Calendar

WoodsEdge Learning Center is a year-round school. Our calendar can be found on the Kalamazoo RESA Website: [www.kresa.org](http://www.kresa.org) Click on "About Us" at the top of the page. Click on Kalamazoo RESA Calendars. Click on WoodsEdge Year Round.

## School Closings

*Snow, Ice, Fog or Inclement Weather*

School closing announcements are carried on local radio & TV stations the day of closing. *When Portage Public Schools are closed, WoodsEdge Learning Center is closed.* This is also true for fog delays.

Sometimes it is necessary to send students home after they have arrived at school due to severe weather or other catastrophic events. Every effort is made to alert the parent/guardian of this situation. No child is discharged without some contact having been made to individuals indicated on the student's enrollment form.

Parents will also receive an automated email notification and an automated voicemail notification via School Messenger, provided the parent has given the school their current contact information.

### School Hours

Student Hours: 8:30-2:30 Full Day  
8:30-11:30 OR 11:30-2:30 Half Day

The WoodsEdge Learning Center office is open from 7:30 am to 3:30 pm Monday through Thursday and 7:30 am to 3:00 pm on Friday.

If a student is going to be late, parents must contact the school office by 9:00 a.m. so that we know your child is safe and a lunch can be ordered for them if needed. On half days, all students will be dismissed at 11:30 a.m.—**no afternoon medication or meal will be provided.**

### 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.

If you drop off and pick up your child at school, enter through the front entrance and into the reception area. **Please leave the student drop off parking spaces that are nearest the front door for parents of students with wheelchairs.**

All students who arrive late or are picked up early must be signed in or out in the office. A staff member will come to meet you.

#### Drop off

- If there is a change from your child's daily schedule, notify your local district transportation department
- Notify the school office if your child will arrive after 9:00 a.m.
- No supervision is available before 8:30 a.m.
- Sign child in at the office
- The receptionist will contact the classroom upon your arrival

#### Pick-Up

- If there 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
- The receptionist will contact the classroom staff to bring your child to the office upon your arrival



No student will be allowed to leave school prior to dismissal time without being signed out in the office. If someone other than the parent/guardian is picking up a student, a written request signed by the parent/guardian must be given to the receptionist. Students will only be released to a person whose name is on file in the school office which the parent/guardian has authorized on the student registration/emergency form. In other words, no student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian. 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 custodial parent. Should custody change, it is the responsibility of the custodial parent to immediately furnish the school with court papers documenting it.

### School Security

The security features of our building are designed to control the environment in order to keep our students and staff safe. Security features include:

- **Door alarms that speak the words** "Warning, door is open" when a door is opened without a key card. When this happens the office staff can see on a computer screen which door was opened. If our staff doesn't contact the office to let us know why the door was opened we will send help to that area to be sure that a student didn't go outside unattended.
- **Key Card Access:** Staff has KRESA name tags that have a computer chip that allows them to open all of the doors with key card access. Without a card, these doors will not open during the school day.
- **Automatic doors that are on timers:** The automatic doors are open during busing times so that staff can quickly get students inside, but other times of day can only be opened with an authorized key card. Some parents have expressed concern that they couldn't leave through one of the automatic doors, but we designed the building intentionally not to allow exit at these doors during the school day without using a key card because we didn't want our students walking or wheeling up to an automatic door, having it open and then they can continue outside. Some students are working on independent mobility in the building, and this is a precaution to keep them safe.
- **One visitor entrance:** All visitors must enter through the front doors and come into the office before going into the building. The office has a door that allows access to the rest of the building that can only be unlatched by the receptionist.

### Animals/Pets at School

WoodsEdge Learning Center has an established "Animals/Pet at School" policy in order to reduce illness and accidents to staff and/or students by animals. Any requests must be approved by administration and the school nursing staff.

WoodsEdge Learning Center may explore the use of Animal Assisted Activities and Animal Assisted Therapy. Animals that are approved/certified may be brought into the school to assist/be a part of the educational process. Parents may ask to have their child opt out of this experience.

## Withdrawal from School

Any family who wishes to withdraw their child from the school should contact the school director or the local special education director from their district.

## 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 safe and 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.

Parent/Guardian Responsibility Regarding Transportation:

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

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

## Transportation Contacts

- |                     |          |
|---------------------|----------|
| • Climax-Scotts     | 746-5130 |
| • Comstock          | 250-8690 |
| • Galesburg-Augusta | 484-2015 |
| • Gull Lake         | 488-5015 |
| • Kalamazoo         | 337-0500 |
| • Parchment         | 488-1290 |
| • Portage           | 323-5151 |
| • Schoolcraft       | 488-7395 |
| • Vicksburg         | 321-1070 |

## Visitors

WoodsEdge Learning Center has many visitors throughout the school year and we appreciate the value this gives to our program and students. Alumni, parents, agencies, and community members are welcome to visit WoodsEdge Learning Center. We request that you arrange a visit in advance. School programs, activities, field trips, absences, etc., may make it difficult to accommodate your wish to visit a particular classroom at certain times. At times, requests to visit may be denied by the administration in order to protect instructional time.

At WoodsEdge Learning Center, visitors will be welcomed in the office, where they will sign in and receive a visitor's pass. Once signed in, we ask visitors to wait in the reception area while office personnel contact the appropriate staff member to give direction.

WoodsEdge Learning Center receives frequent requests for tours. Periodically tour requests could be denied or postponed. This is to prevent disruption to student learning.

## Volunteers

There is always a need for an "extra pair of hands" at WoodsEdge Learning Center. If you are interested in volunteering or know someone who would be interested, please call the school office or contact your student's teacher. Some activities when volunteers are especially needed are:

- lunch time (need assistance with feeding, cleaning and monitoring students)
- vocational room/recycling room/student closet
- school library
- support in the classroom

We are fortunate to have 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. Parent volunteers are also always welcome!

## Parent Council

Currently there is no Parent Council at WoodsEdge Learning Center. Parents interested in starting a Parent Council for the school are encouraged to contact school administrators. If there is an interest in starting a Parent Council, school staff would welcome the opportunity to partner with parents in this way.

## 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 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 call the school office at 269-250-9400.

## Pool Closing Procedures

In the event that a student has a BM accident or is sick in the pool, the pool will be shut down for the remainder of the day. Depending on the type of accident, the pool will be either shocked with chlorine or drained. Parents of the student will be notified by the teacher and a prevention plan will be considered to address the accident and to determine ways to avoid its reoccurrence. If the student has a BM in the pool more than once, for the safety of all students, an exclusionary decision may be made for a specified amount of time.

## II. Academics/Curriculum:

### Curriculum

WoodsEdge Learning Center's curriculum was created in cooperation with multiple center based programs throughout the state of Michigan. The curriculum project was supported and funded through the Michigan Association of Administrators of Special Education (MAASE) and its sub group, Supervisors of Low Incidence Programs (SLIP).

There are 2 levels of the WoodsEdge Curriculum; Participation and Supported Independence. Both are aligned with the Michigan Curriculum Framework document. A link to the curriculum in its entirety can be found on our website.

Curriculum materials used include the Unique Learning System (aligned to the Common Core Standards); Touchmath, Handwriting Without Tears, SRA Language for Learning, SRA Corrective Reading, SRA Reading Mastery and Teaching to Standards Science.

Our preschool classrooms utilize a Discrete Trial Curriculum that was written by the staff in collaboration with WMU's Psychology Department. The Unique Learning System, Handwriting Without Tears and Touchmath are used in several of our classrooms not utilizing the discrete trial format exclusively.

### Community Based Instruction

WoodsEdge Learning Center staff believes many of the skills our students need to learn can best be taught in the community environment. For example, a local grocery store can become a "classroom" where students can learn functional reading skills as they use a shopping list, math, and money concepts as they purchase items, appropriate social behavior as they push a shopping cart and wait in line, and many other skills that will be important to their everyday lives in the real world. In order to provide opportunities for students to practice skills in the community, part of the program at WoodsEdge Learning Center is centered on this concept.

Students from all age groups travel to locations in Portage, Kalamazoo and the surrounding area to work on specific functional objectives that are considered an important part of their Individual Educational Plan (IEP). Parental support plays a large role in ensuring the success of CBI activities. Parents may be asked to send a shopping list and money to school for student purchases at local stores and restaurants. In addition, a parent's role as "teacher" is certainly recognized, as parents can provide many additional experiences for their children within their community. Parents are asked to provide consent for the year via a permission slip given in the fall. Notification of trips will be given through individual classroom teachers.

## Credit/Grading Policy

WoodsEdge Learning Center students are not graded or assessed in traditional ways, because of the nature of our students unique needs. Teachers regularly assess progress in the curriculum with teacher made assessments and curriculum assessments. Information is recorded and graphed and reported to parents at report card times WoodsEdge Learning Center does not give credit or graduate students with a diploma.

WoodsEdge students participate in the MI-Access. MI-Access is Michigan's alternate assessment system, designed for students with cognitive impairments who's IEP (Individualized Educational Program) Team has determined that [MEAP assessments](#), even with accommodations, are not appropriate. MI-Access satisfies the federal *Individuals with Disabilities Education Act* (IDEA) as reauthorized in 2004 and the *No Child Left Behind Act* (NCLB) of 2001 that require all students with disabilities be assessed at the state level. This assessment is required for students ages 9-14 and age 17 (Grades 3-8 and grade 11).

In addition to state assessments, progress reports are completed 4 times a year on students' individual goals and objectives. These reports are shared with parents via parent teacher conferences and/or a mailing home.

When you have questions about your student's progress, please call the school. Your student's teacher will call you or arrange a time to meet with you.

## Homework Policy

Homework is not expressly required of our students, however, we value the close working relationships we develop with parents and share strategies to help students carry over the life skills and communication skills they learn at school into the home and other environments. Please talk with your student's teacher about how you can provide practice in these important skills at home.

## Support Services

WoodsEdge Learning Center has many professional staff that provides special services for our students.

Health Services are provided by registered nurses. Our nurses are responsible for review of all medical and health records, screen for basic immunizations, and supervision of the medical/health needs of students. The nurse is also responsible for attending to all emergency situations, accidents, and illnesses and for dispensing medications.

Psychological Services are provided by our school psychologist whose responsibility is to assess and certify students to qualify for special education services and to help provide information regarding present levels of academic and functional performance.

Speech & Language Services are provided by a team of speech and language pathologists that works directly with students and staff within individual classrooms providing a variety of language experiences and materials suited to meeting the varied communication goals of students. Picture Exchange Communication System, sign language, symbol systems, and augmentative communication devices are all a part of our program.

Physical Therapy (PT) is provided by our physical therapists, who assess the needs of the students and carry out individual therapy prescription/treatment. In addition, the PT serves as a consultant to classroom staff - training them in proper exercising and positioning of physically involved students. The PT is assisted by physical therapist assistants (PTA). The PT's and PTA's deliver direct therapy but also train staff in procedures to be used in the classroom for maintaining a student's abilities or physical status.

Occupational Therapy (OT) is provided by Occupational Therapists whose responsibility is to assess students and develop and implement treatment plans, which are driven by the selected IEP goals. The Certified Occupational Therapy Assistants (COTA) assists the OT. The OT and COTA carry out occupational treatment programs related to sensory-motor, fine motor, visual perceptual skills and activities of daily living. The OT and COTA consult with classroom staff and provide adapted equipment to integrate these attained skills into the student's daily routine.

Social Work Services are provided by a school social worker who serves as a home/school /agency liaison related to home environment behavior management techniques and may assist in obtaining social services available in the community.

Additional support for WoodsEdge Learning Center students is provided by instructional paraprofessionals as mandated by State of Michigan Rules and Regulations. Also, students from Western Michigan University, Kalamazoo College, Kalamazoo Community College, or local high schools may be referred to us for program (volunteer) work to complete course requirements.

### Vocational and Adult Programs

We prepare students for the activities or jobs that they might be interested in after they leave school. Beginning at age 16 parents and school staff will develop a transition plan, which will be updated at each IEP. This plan guides the family and school staff, as well as the student, through steps to help them achieve their goals---what they would like to be doing when they leave school.

WoodsEdge Learning Center incorporates activities that develop production skills, such as: assembly and disassembly, collating, sorting, packaging, shredding documents, recycling, weaving, jewelry making, plant care, etc. Students will be prepared to work in either continuous supervised work setting or community placements with intense, ongoing support to the student/employee.

## III. Student Activities:

### Extracurricular

WoodsEdge Learning Center does not have traditional extracurricular activities. If a parent is interested in having their child participate in extracurricular activities in their local school district, please contact the teacher, who will help connect you with the right contact people.

Our music therapist works with students to prepare several concerts each year that students enjoy performing. We encourage parent to attend these memorable events.

### Physical Education and Sports

WoodsEdge Learning Center promotes student physical activity and participation as appropriate for each student's ability. This is done in several ways, for example, through adapted physical education classes, swim classes, use of school fitness equipment, and movement breaks throughout the school day. Two certified Adapted Physical Education Teachers teach our gym and aquatics classes.

### School Parties and Dances

Celebrations may include a Halloween costume parade, a holiday program, a Valentine's 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, and 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 the school office at 269-250-9400.

### Special Classes

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

### Classroom social activities

At times classrooms have special events (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 - WoodsEdge Learning Center is peanut and latex free—**DO NOT** send in peanut or latex products (balloons, for example).*

## IV. Student Conduct:

### Dress Code

- Clothing should always be neat and clean.
- No clothing that displays drugs, alcohol, tobacco products or that is obscene or offensive.
- See-through clothing materials are inappropriate.
- Midriffs should be covered at all times.
- No coats, hats, hoods, bandannas or sunglasses allowed during the school day (inside).
- No baggy or intentionally torn pants. Pants are to remain around the waist. If pants tend to be loose and slip lower, a waist belt or suspenders must be used.
- Skirts, dresses and shorts should extend a thumb-length beyond the end of the longest fingertip when the arm is straight at the wearer's side.
- Dress must reflect modesty. No low cut shirts, dresses; no tube tops, tank tops, muscle shirts, half shorts, short shorts, bare-back/halter tops, visible underwear, high-cut (short) skirts or dresses. No see-through tops or muscle shirts.
- Footwear with a substantial sole is required (e.g. soft-soled slippers or flip-flops are inappropriate). Students in wheelchairs are exempt with approval of administration.
- Dress should be appropriate for the weather and for playground activities.

It is also recommended that parents/guardians send in an extra change of clothing for students, so that in the event of soiling, parents will not be inconvenienced to pick-up their child or drop-off a change of clothing.

### Cell Phones

Student cell phones are not allowed in classrooms. Cell phones cannot be used during the school day. We strongly encourage parents not to send cell phones to school with their students, as they could be lost or broken.

### Personal Property at School

The homeroom teacher may decide appropriate equipment/property the student may bring to school. Items such as toys, records, radios, magazines, camera, etc. can be educationally relevant. In turn, these items may also interrupt the learning process for the student and others. Please check with the teacher before sending items. 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.



## PBIS (Positive Behavior Intervention and Supports)/Expectations



*The WoodsEdge Way* is how we focus on expectations for behavior in our school. Our expectations focus on three main areas and students are taught what it means to be safe, independent and communicate in all areas of the building. Students are given tickets when a staff member sees them following the expectations and we have a drawing for prizes each Friday. Once a month we have an assembly to award a Student of the Month.

### *The WoodsEdge Way*

WE are Safe

WE are Independent

WE Communicate

WE are the Wolves!

We encourage parents to use the same terminology at home. If you have questions, please contact your student's teacher.

## Challenging Student Behavior

Students with disabilities may exhibit inappropriate behaviors from time to time. WoodsEdge Learning Center staff understands that ALL behavior is communication. 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 training. Kalamazoo RESA's procedures require the use of the least intrusive method(s) to address behavior issues whenever possible.

It is the responsibility of WoodsEdge Learning Center Staff to encourage appropriate behavior by giving students consistent, positive feedback and reinforcement. When inappropriate behavior occurs, a variety of informal techniques can be used to assist the student. In cases of chronic or severe behavior, a meeting with support staff, classroom staff and parents/guardian is arranged to determine the necessary interventions.

Behavior management techniques may include restrictive measures but this will be addressed through a formal behavior plan that will include parent notification and consent.

## V. Appendix:

### Commonly Used Abbreviations:

*ADA Americans with Disabilities Act*  
*ADD Attention Deficit Disorder*  
*ADHD Attention Deficit Hyperactivity Disorder*  
*ARC Organization that advocates with and/or on behalf of persons with developmental disabilities and their families*  
*ASD Autism Spectrum Disorder*  
*CAUSE Citizens Alliance to Uphold Special Education*  
*CBE Community Based Education*  
*CBI Community Based Instruction*  
*CI Cognitive Impairment (WAS formerly known as EMI, TMI and SMI)*  
*CIL Center For Independent Living*  
*CMH Community Mental Health*  
*CP Cerebral Palsy*  
*CTC Community Transition Council*  
*DD Developmental Disability*  
*DDI Developmental Disability Institute*  
*ECDD Early Childhood Developmental Delay (WAS formerly known as PPI)*  
*EI Emotional Impairment*  
*EMI Was Educable Mentally Impaired (Now known as COGNITIVE IMPAIRMENT CI)*  
*ESY Extended School Year*  
*FAPE Free, Appropriate Public -Education*  
*FIA Family Independence Agency*  
*HI Hearing Impairment*  
*ICC Interagency Coordinating Council (LICC: local; RICC: regional; SICC: statewide)*  
*IDEA Individuals with Disabilities Education Act*  
*IEE Independent Educational Evaluation*  
*IEP Individualized Educational Program*  
*IEPT Individualized Education Program Team*  
*IFSP Individual Family Service Plan*  
*ISD Intermediate School District*  
*LD Learning Disability*  
*LEP Limited English Proficiency*  
*LDA Learning Disability Association*  
*LEA Local Education Agency*  
*LOF Letter of Finding*  
*LRE Least Restrictive Environment*  
*MCD/RS Michigan Career Development/Rehabilitation Services*  
*MDE, OSE/EIS Michigan Department of Education, Office of Special Education and Early Intervention Services*  
*MET Multi-Disciplinary Evaluation Team*  
*OCR Office of Civil Rights*  
*OHI Other Health Impairment (WAS formerly known as POHI)*  
*OSEP Office of Special Education Programs*  
*OSERS Office of Special Education and Rehabilitation Services*  
*OT Occupational Therapy*

*P&A Protection and Advocacy*  
*PA 451 Michigan Special Education Regulations*  
*PAC Parent Advisory Committee*  
*PE Physical Education*  
*PI Physical Impairment (**WAS** formally POHI)*  
*PLAAFP Present Level of Academic Achievement and Functional Performance*  
*PLEP Present Level of Educational Performance*  
*POHI **WAS** Physically and Otherwise Health Impaired (**NOW** known as PI or OHI)*  
*PPI Pre-Primary Impaired Now known as EARLY CHILDHOOD DEVELOPMENTAL DELAY ECDD*  
*PSA Public School Academy (Charter Schools)*  
*PT Physical Therapy*  
*SLI Speech and Language Impaired*  
*SMI **Was** Severe Mentally Impaired (**Now** known as COGNITIVE IMPAIRMENT CI)*  
*SSI Supplemental Security Income*  
*SXI Severely Multiply Impaired*  
*TBI Traumatic Brain Injury*  
*TC Teacher Consultant*  
*TMI **Was** Trainable Mentally Impaired (**Now** known as COGNITIVE IMPAIRMENT CI)*  
*VI Visual Impairment*  
*VR Vocational Rehabilitation*

### Staff Directory

WoodsEdge Learning Center staff contact information is updated regularly on our website. To contact a staff member please visit our webpage: [www.kresa.org/woodsedge](http://www.kresa.org/woodsedge). Click on "Staff Directory" on the left of the page.

## VI. KRESA Information and Policies

**Alcohol, Inhalants and Drug Abuse (8220):** Students, who unlawfully possess, use or distribute alcohol, inhalants, and/or illicit drugs on school premises or at a school activity or event will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with the District's "Student Code of Conduct." Students may also be required to complete, successfully, an appropriate rehabilitation program.

The program administrator shall provide information to students about drug and alcohol counseling and rehabilitation and re-entry programs available from area licensed assessment and treatment agencies. Referral of students with drug/alcohol abuse, dependency or other related problems to one or more such agency may be made by the Superintendent or his/her designee. Parents or legal guardians of students who are minors will be notified before any such referral. Students and parents, when appropriate, will be notified by mail of the District's implementation of a Drug Prevention Program for students, as well as the contents of the Drug Prevention Program.

**Attendance:** The sections of the *Revised School Code* that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599 and the *State School Aid Act* under MCL 388.1701.

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen.

**Bullying (8260):** It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Discipline/Suspension:** In compliance with federal and state laws, students with a documented disability (Individual Education Plan or Section 504 Plan) have specialized procedures that must be followed in the case of the student violating the Student code of Conduct. All students are given due process rights relative to student discipline under Sections 380.1311 of the Michigan School Code.

### Do-Not-Resuscitate Orders (8700):

It is the policy of the Kalamazoo Regional Educational Service Agency that all students be provided with immediate first aid and 911 emergency rescue services when a medical crisis or life threatening episode, which may include cessation of spontaneous respiration and circulation, occurs at school.

However, with respect to students 18 years of age or older, if a "Do-Not-Resuscitate" order (DNR order) has been executed in accordance with the Michigan Do-Not-Resuscitate Procedure Act (MCL [333.1051](#) to MCL 333.1067) and submitted to the District, school personnel shall act in accordance with the order and refrain from medical interventions that are inconsistent with the specific order unless the District believes that a specific DNR order has been executed contrary to the wishes of the person covered by the order. The District reserves the right to review DNR orders and the surrounding facts and circumstances and make its own judgment as to whether it will honor a DNR order or petition for judicial review.

With respect to students under 18 years of age, if the parent(s)/guardian(s) executes a DNR order on behalf of his/her (their) child, and submits it to the District requesting that the District honor the DNR order, the District shall administratively review the request to determine if the DNR order will be honored by the District. The review of DNR orders shall be based on the best interests of the student, the authority and interest(s) of the person(s) making the request, applicable laws and the welfare of the District. If appropriate, the District may seek judicial review of an order.

A DNR order is separate from other aspects of the student's care. The Superintendent shall establish procedures to implement this policy. The Superintendent is responsible for ensuring compliance and continued implementation of this policy.

### FERPA: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):  
School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Public Law 112-278 (Uninterrupted Scholars Act, January 2013). This act permits educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student."
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Homebound Instruction (8860)**

Physically handicapped students, including those temporarily disabled by illness, operation or accident authenticated by a physician's order, will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are handicapped temporarily are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parent(s)/guardian(s) to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's schoolwork

### **MEDICAID BILLING FOR SCHOOL BASED SERVICES - NOTICE OF RIGHTS**

With the informed written consent of the parent/guardian, the Medicaid School Based Services program, as authorized by the Individuals with Disabilities Education Act (IDEA), allows school districts to bill the Michigan Medicaid program for reimbursement for health services provided by the school-districts pursuant to the IEPs or IFSPs for Medicaid eligible students with disabilities.

Participation in the **Medicaid School Based Services Program** in Michigan:

- Provides districts partial reimbursement for IEP/IFSP services: Occupational Therapy, Physical Therapy, Speech Therapy, Psychological Services, Social Work Services, Orientation and Mobility Services, Transportation, Nursing Services, Case Management, Assistive Technology, Audiology and Personal Care services.
- Does **NOT** affect a family's Medicaid insurance benefits and there is **NO** cost to the family, now or in the future.
- Helps school districts because it offsets some of the costs of health care that we provide to children and students.
- Is voluntary, and must comply with both the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). **Specifically, before a district may access a family's Medicaid benefits for the first time to pay for school based health services, it must first give appropriate notice of the consent being sought, and then obtain the parent/guardian's written consent for two purposes:**
  - 1.) **To release personally identifiable information** about their child to the Michigan Medicaid and billing agencies in order to obtain this reimbursement. This information could include date of birth, disability, gender, school, date of therapy, type of therapy, progress reports, and Medicaid number;
  - 2.) **To allow the district to access the family's Medicaid benefits** to pay for school based health services.

This initial consent for release of personally identifiable information and permission to access Medicaid is voluntary and may be revoked in writing at any time. If the parent refuses consent, or revokes consent previously given, the district will cease to receive any Medicaid reimbursement for school based health services, but will still have the obligation to provide these services at no cost.

This notice of rights must be given to the parent/guardian prior to accessing Medicaid benefits for the first time and annually thereafter. If you have any questions, please contact the KRESA Special Education Department at: (269) 250-9323.

**Immunizations (8480):** The Board requires that all students be properly immunized pursuant to the provisions of the Kalamazoo County Health Status Code and the Immunization Status Regulations.

Students who do not meet the immunization requirements on the opening day of school shall be suspended from school by the Superintendent in accordance with District administrative procedures. Transfer students shall be permitted four weeks of attendance without proof of immunization.

Exemptions to the immunization requirements shall be granted only for medical, religious, or other reasons specified in the County Health Status Code.

Preschool students will not be permitted to attend school if they have not completed their immunization requirements as required by Michigan state law except as provided in the administrative rules for this policy.

New students enrolling in Michigan schools for the first time will be required to meet State of Michigan immunization requirements upon entrance to school except as provided in the administrative rules for this policy.

### **Head Lice (8515)**

The School District will periodically conduct "head checks" to screen for head lice infestation. Designated school personnel trained to look for head lice will do this.

If a student is found to be infested with head lice, or to have nits, he/she will be sent home for treatment and a notification letter will be transmitted to the parent(s)/ guardian(s).

The student shall not be readmitted to school until the child, parent(s)/guardian(s) can show proof, acceptable to the Superintendent or his/her designee, of an approved treatment.

The student must remain nit-free upon inspection at school. If the student is found to still have nits after returning to school, the parent(s)/guardian(s) will be notified and the child will be sent home for nit removal.

Copies of this policy, along with District rules and regulations governing head lice control and advice to parent(s)/guardian(s) on head lice control in the home, will be distributed to students and parent(s)/guardian(s) in a manner to be determined by the Superintendent or his/her designee.

### **Medications (2780):**

This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of "medication" is adopted for use in the Agency: "Medication," includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent(s)/guardian(s) and physician. The pupil's parent(s)/guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil must accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician's instructions for administration shall be renewed every school year.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R [325.1545](#)(10). Students who "self administer" medications shall be responsible for returning any such wastes to their home for disposal. The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

Each building shall have a plan for handling medical emergencies.

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil's parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

### **Self-Administration/Self-Possession of Medications**

The following definition of "self-administration/self-possession" is adopted for use in the Agency: "Self-administration" means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or



pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardian(s).

For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardian(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

### **Diabetic Emergencies**

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

### **Management of Students with Asthma in the School Setting**

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education will be distributed to all staff and shall be posted on appropriate bulletin Boards in school buildings.

### **Exercise Induced Asthma Attacks**

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staffs who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

The Superintendent will promulgate rules and guidelines to implement this provision.

### **School Staff Training**

All individuals designated or authorized to administer medication are required to receive in-service training on all Agency policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

### **Storage and Access to Medications**

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration. Medications shall be stored in a school location that is kept locked. However, emergency medications may be stored in an area readily accessible to the individuals designated to administer them. All controlled-substance medications will be counted and recorded upon receipt from the parent(s)/guardian(s). The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count shall be reconciled with the medication administration log/record.

### Record-Keeping of Medications

A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log). The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Approved: July 15, 2010

LEGAL REF: MCL [380.1178](#); MCL [380.1179](#); OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R [325.1545\(2\)](#)

**Non-Discrimination Policy (8015):** The Agency will not discriminate against any person based on gender/sex, sexual orientation, race, color, national origin, religion, height, weight, age, disability, or any other status by federal, state or local law. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ [37.1101](#), et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ [37.2101](#), et seq.

The Assistant Superintendent for Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities.

**Searches of Motorized Vehicles, Lockers, and Students (8130):** Searches of lockers, motorized vehicles, and students shall be conducted under the appropriate legal standard, to maintain the safety and security of students, teachers, guests, and school property.

### School Ceremonies and Observances (7800)

#### *Opening Exercises*

Classrooms may open the school day with appropriate exercises. Such may include the pledge to the flag, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. A student who expresses a religious objection to repeating the pledge to the flag shall not be required to participate. However, such students shall not cause a disturbance or interfere with the participation of others.

#### *Recognition of Religious Beliefs and Customs*

Employees of the Agency shall neither promote nor disparage any religious belief or non-belief. The Board encourages all students and staff members to appreciate and to be tolerant of each other's religious views. The Board shall utilize its authority to foster understanding and mutual respect among students and parent(s)/guardian(s), whether it involves race, culture, economic background or religious belief. Students and staff members may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

#### *Federal Requirements*

As required by the No Child Left Behind Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parent(s)/guardian(s), and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after the guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

### Lockers (8130)

All lockers assigned to pupils are the property of the school District. At no time does the school relinquish its exclusive control of its lockers. The school Principal/Program Administrator or designee shall have custody of all combinations to all lockers and locks. Pupils are prohibited from placing locks on any locker without the prior approval of the Principal/Program Administrator or designee.

The school may assign temporary use of lockers to students for their convenience and the lockers may be used to store school-related materials and authorized personal items such as outer garments, foot ware, grooming aids, or lunches. The Board authorizes the Principal/Program Administrator or designee to search lockers and locker contents at any time, without notice, and without parent(s)/guardian(s) or pupil consent. Random searches shall be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal/Program Administrator or designee may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the Principal/Program Administrator and/or designee shall supervise the search. In conducting a search, the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules shall be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others may be seized. Such items include, but are not limited to: Firearms; Explosives; Dangerous weapons; Flammable material; Illegal controlled substances or controlled substances analogues or other intoxicants; Contraband; Poisons; and/or Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items or of items that are required to be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal/Program Administrator or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent(s)/ guardian(s) of the pupil assigned a school locker.

## Students

Upon reasonable suspicion, and in order to protect the health, safety or welfare of the students under school jurisdiction, the Principal/Program Administrator, or designee is/are authorized to search students. All searches shall be carried out in the presence of an adult witness.

## Strip Searches

No strip searches shall be conducted by school authorities.

## Law Enforcement Searches

School officials shall cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

**Seclusion and Restraint (8310):** It is the policy of the Kalamazoo RESA to promote a safe and productive educational environment and workplace for its students and employees, and to ensure that every student in Kalamazoo RESA programs is free from the unreasonable use of seclusion and physical restraint, and that seclusion and physical restraint shall only be used with extreme caution in emergency situations, after other less intrusive alternatives have failed or been deemed inappropriate.

School personnel shall only administer seclusion or a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, serious, physical harm. When seclusion or a physical restraint needs to be administered, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the seclusion or physical restraint.

**Tobacco Products (8230):** The use and/or the possession by any student, regardless of age, of any tobacco product are prohibited in any school building, at school-sponsored events, regardless of location, or on any school property.

Possession of tobacco products by any student under the age of 18 years may be reported to appropriate law enforcement authorities.

## Visitors (9410-R):

### 9410-R Parent(s)/Guardian(s) Visitation of Classrooms

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Superintendent and the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.

3. The Principal or designated representative shall accompany the parent(s)/ guardian(s) on the visit if the parent(s)/guardian(s) so desire(s).
4. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.
5. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
6. Except on special open house or visitation days arranged by the Principal, no more than 2 visitors shall be permitted in a classroom on any given day.
7. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to 2 classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
8. Visitation shall not be allowed during tests or other student examination/evaluation.
9. Visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility. Parent(s)/Guardian(s) shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits. If a school visit leaves the parent(s)/guardian(s) with a concern, this concern should be discussed with the building Principal or Assistant Superintendent.
10. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish (es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).
11. Board members who have students in the schools and therefore have parental/guardian opportunities to converse with their student's teacher, counselor, or administrator shall make it clear that they are speaking and/or visiting as the parent(s)/guardian(s) and not as a member of the Board.
12. Parent(s)/Guardian(s), who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

**Weapons Free School Zone Policy (8355):** The Board of Education of Kalamazoo Regional Educational Service Agency, as both an employer and a public school District, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Kalamazoo Regional Educational Service Agency (or the Superintendent, a Principal or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the school District, if the pupil possesses a weapon that constitutes a dangerous weapon in a weapon free school zone. The Board, administrator or designee must find that the student "knowingly" possessed the weapon and the basis for the finding should be recited on the record. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.