STUDENT & PARENT HANDBOOK
2019-2020

HILLSIDE LEARNING AND BEHAVIOR CENTER
212 Grove Street
Allegan, MI  49010
1-(269) 512 -7905

Hillside Young Adult Campus
219 Farmer Street
Otsego, MI  49078
1-(269) 512-7980
Dear Parents and Students,

Welcome to the Hillside Learning and Behavior Center and Young Adult Campus family!!

We at Hillside put our students first and work very hard in providing an enriching education in the safest environment possible. We couldn’t do what we do without you, the parents/guardians/caregivers. It takes everyone working together to ensure our students are happy, healthy and learning to the best of their ability. We welcome parents to visit school, volunteer in classrooms, and to call school with questions, concerns, and suggestions. You are part of the total educational team!

This handbook is meant to be a handy reference guide regarding Hillside policies and procedures. If after reading this handbook, you still have questions, please feel free to reach out to your student’s teacher or building administration.

Thank you for being a part of your child’s educational experience at Hillside. Let’s work together to make this the best school year!

Sincerely

Hillside Learning and Behavior Center/Young Adult Campus Staff
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HILLSIDE LEARNING AND BEHAVIOR CENTER PROGRAM
The Hillside Learning and Behavior Center provides educational programming for students residing in the Allegan Area Education Service Agency Districts who are eligible for special education. The Allegan Area Education Service Agency includes Allegan, Fennville, Hopkins, Martin, Otsego, Plainwell and, Wayland.

The focus of programming at the Hillside Learning and Behavior Center is education. Working as a team we strive to meet the needs of each student. The classroom staff are the central people providing educational services for each student. When needed, the teacher relies on the expertise of physical therapists, occupational therapists, speech and language therapists, music therapists, physical education teachers, nurses, social workers, psychologists, and consultants, who are all part of the educational team.

The Hillside Learning and Behavior Center operates on two different school calendars. The students in the Emotionally Impaired program operate on a calendar similar to your local district. In addition, students in Level 3 programs with severe cognitive impairments, severe multiple impairments and/or severe autism are in a Year Round calendar.

Mission Statement
“Our mission at Hillside Learning and Behavior Center is to nurture the unique gifts and abilities of each of our students by providing creative, innovative and 21st Century opportunities to maximize independence and educational success.”

Vision Statement
“We work together to create a learning environment where students discover and develop their gifts to share with and be valued by the community”
ENROLLING IN SCHOOL
The local resident district refers all students to the Hillside Learning and Behavior Center. If Hillside Learning and Behavior Center is determined to be an appropriate placement, the enrollment packet will be given to families.

WITHDRAWAL FROM SCHOOL
Any family who wishes to withdraw their child from the school should contact the Principal/Coordinator or the local special education director from their district.

HOMEBOUND SERVICES
Homebound services will be offered when an illness or injury restricts a student to come to school. The student will be required to have a doctor script to receive this service. Please contact the school Principal or Program Service Coordinator for further information.

EQUAL EDUCATIONAL OPPORTUNITY
It is the policy of this district to provide an equal education opportunity for all students. Any person who believe he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender or national origin while at school or a school activity should contact: Lori Chapman, Assistant Director, Program Improvement, 269 512-7700. (Board Policy #2260 and Admin. Guideline #2260)

PRIVACY POLICY REGARDING STUDENT INFORMATION
Confidentiality of information must be primary. The Family Educational Right to Privacy Act (F.E.R.P.A.) requires strict observance of the right to privacy and under severe penalty prohibits sharing ANY information about persons or their activities unless a clearly demonstrated need and right to know exist. (Board Policy #8330)

ACCESS TO SCHOOL FILES AND RECORDS
Cumulative records are available for review by parent/guardian after a request has been made to building Administration at least 24 hours in advance. Student records are confidential. (Board Policy #8330)

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES
Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the Building Administration prior to coming to the school/ Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. (Board Policy #9150 and Admin Guideline #9130A)

STUDENT ASSESSMENT
Our students participate in the M-STEP & MI-Access assessment programs. MI -Access was developed by the Michigan Office of Special Education and Early Intervention Services to assess educational progress of children with disabilities. This assessment is performance based and utilizes teacher observation and scoring criteria. Similar to it’s general education counterpart, the M-STEP, MI-Access is given at certain ages: 9-14, 17 years.

Students also participate in the SAT Suite of Assessments which is made up of the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9. The test, created by the College Board, measure the same skills and knowledge at a level that is appropriate for the different grade levels taking the tests. Typically, 11th and 12th graders take the SAT, 10th or 11th graders take the PSAT/NMSQT, 10th graders take the PSAT 10, while 8th and 9th graders take the PSAT 8/9. All assessments in the suite test reading, writing and language, and math skills.
TRANSITION PLANNING
This process allows both the parent and student an opportunity to address questions about the future. Such questions as future employment, living and housing arrangements, transportation, living in the community and utilizing public resources are considered a part of transition planning. Transition planning offers your son/daughter a chance to explore options that will assist him/her in becoming more independent as they begin to leave the educational setting. Development of this plan is based on your son/daughter’s individual needs, as well as taking into account his/her preferences, interest and abilities, and is part of the IEPT meeting discussion.

GRADES
The Hillside Learning and Behavior Center programming for students with severe impairments is considered an ungraded school servicing students between the ages of 3-26. Student placement is based on IEP recommendations. Progress reports are sent home 4 times a year.

The grading system for students with Emotional Impairments includes daily grades, assigned projects, classroom participation, attendance and effort, together with tests are the determining factors in evaluating the work of students. Report cards are sent home every 9 weeks

PARENT INVOLVEMENT
The Board has always recognized and esteemed the rights of parents and legal guardians to determine and direct the care, teaching, and education of their children. The Board welcomes and encourages parental/legal guardian involvement in the schools and is committed to a partnership to develop each student’s intellectual capability and vocational skills in a safe and positive environment. *(Board Policy 2112)*

The following activities are included for parent involvement/communication:

- Regular home-school communication
- Provision of a parent/student handbook
- Multiple opportunities for student progress reporting
- Parent volunteer opportunities
- Involvement in decision making about your student’s educational needs
- Participation in school functions or events
- IEP team meetings

If a parent with a son/daughter currently attending the Hillside Learning and Behavior Center, is working as an employee or substitute, the parent cannot have their child stay with them during work hours (8:00 AM to 3:15 PM).

PARENT-TEACHER COMMUNICATION
Communication among families, students, and Hillside staff is what helps all of us do our best. We have several communication tools built into our structure for this purpose.

Communication with the staff occurs on a regular basis, in addition to our scheduled IEP times. Some classrooms use notes or notebooks to communicate on a more frequent basis or daily behavior log/point sheet communication. You are welcome to call the school to speak with the staff who work with your child. For your convenience, staff members have voice mailboxes to receive messages at any time (see listing at the end of this handbook). The staff are in the building and able to receive direct calls from 8:00 - 8:25 AM and 3:05 - 3:30 PM every day. *(Board Policy #2112)*
The preferred method of communicating information regarding your son/daughter is to speak directly with the staff who work with him/her. There are times when you may need or want to speak with the Principal or Coordinator of Student Services to relay a concern or compliment. Due to our spending time in classrooms and in meetings, there will be times when you are asked to leave a message for the Principal/Coordinator. For this reason, you should call to make an appointment rather than drive to the Center without knowing our availability.

REQUESTS TO VISIT SCHOOL/CLASSROOMS
1. To ensure the safety and security of students and staff, all visitors to Allegan Area ESA buildings must check-in at the office.
2. Parents/guardians are welcome to observe their child in his/her classroom providing:
   • The observation does not disrupt the instructional process or classroom activities.
   • Staff members are not interrupted while working with students or delivering instructions.
   • Questions are directed to the teacher in charge (not assistants, aides, paraprofessionals, student teachers, etc.) at an appropriate time outside of the instructional program.
   • The observation does not take place during student testing.
3. Any parent/guardian or visitor to an Allegan Area ESA building who fails to observe these guidelines or is disruptive may be asked to leave the building.

PARENTAL CLASSROOM VISITS
In order to avoid disruption of the classroom, parental visits should be brief. Prior approval by classroom teacher or administrator is required. If parent needs to spend time talking with the teacher, a before or after school meeting should be scheduled. There are many opportunities throughout the school year for parents to be able to participate in school/classroom activities such as classroom parties, all school activities, fieldtrips, etc. Each situation will be considered on an individual basis. Our goal for the Hillside Learning and Behavior Center is to be consistent in following these procedures to ensure the safety, confidentiality and instructional time for all students.

CLASSROOM OBSERVATIONS
• Observations are opportunities to view lessons/activities that are happening in the classroom.
• Observations should be kept to a minimum and limited to one hour or the length of the activity.
• Prior approval by the teacher or administrator is required. If parent needs to spend time talking with the teacher, a before or after school meeting should be scheduled.
• Sometimes there may be extenuating circumstances. Each situation will be considered on an individual basis.

SECURITY AND SAFETY
At the Hillside Main campus, the outside doors to the entry way will remain open 7:30am to 4:00pm. After entering the entry way, please press the buzzer and we will be happy to assist you. At the Hillside Young Adult Campus, the door will remain locked. You will have the ability to press the buzzer and someone will assist you there as well. Additionally, to ensure the safety of our students and staff, video surveillance system is in effect. Hillside Main campus cameras are actively recording in the hallways, gyms, time out areas and outside areas. (Board Policy #7440.01)
PROTOCOL FOR STUDENT DROP-OFF AND PICK-UP

Parent/Caregiver bringing a student into Hillside Main Campus and Young Adult Campus must:

• Report directly to the front office upon entering Hillside Main Campus/YAC building.
• Sign your student into the building on the form provided at the receptionist’s desk.
• **If it is between 8:30 AM and 8:45 AM (YAC 7:30am – 7:45am)** - Sign in at the office, fill out a visitor name badge, and let the receptionist know that you would like to go to the room with your student. We appreciate your cooperation in respecting this time frame. Since this time frame is extremely busy, please keep conversation with staff brief. You may schedule a separate time to meet with the staff if you have questions or concerns.
  o There are times it may be appropriate for individual students to walk to their classroom independently (Please work this out with your student’s classroom teacher ahead of time/)
  o If you do not want to go to the classroom, you may wait for classroom staff to come to the office to get your student.
  o **If it is after 8:45 AM (7:45am for YAC)** - Wait for office staff to contact the student’s classroom/ The staff will come to the office to get the student, as this is instructional time.

Parent/Caregiver picking a student up from Hillside Main Campus/ Young Adult Campus must:

• Report directly to the front office upon entering the Hillside Main Campus/YAC buildings.
• Sign the student out of the building on the form provided at the receptionist’s desk/
• **If it is between 2:45 PM and 3:00 PM/(YAC 2:00 PM and 2:15 PM)** – Sign in at the office, fill out a visitor name badge, and let the receptionist know that you would like to go to the room. We appreciate your cooperation in respecting this time frame. Since this time frame is extremely busy, please keep conversation with staff brief. You may schedule a separate time to meet with the staff if you have questions or concerns.
  o **If it is before 2:45 PM** - Wait for office staff to contact the student’s classroom and staff will come to the office with the student, as this is instructional time.

All visitors entering the Hillside Main Campus building must wear a visitor name badge, including outside agency visitors (i.e., CMH caseworkers) even if they have their own identification badge.

Staff members have been directed to escort any visitors in the building that are not wearing a visitor name badge to the office.

Our staff will be consistent in following these guidelines to ensure the safety, confidentiality and instructional time for all students.

**NEVER LEAVE YOUR STUDENTS UNATTENDED OR SEND THEM INTO THE BUILDING ALONE**
ATTENDANCE
Please call the Hillside Learning and Behavior Center at 269 512-7900 or the Young Adult Campus at 269 512-7980 to inform us when your son/daughter will be absent for illness or any other reason. Also, it is very important that you notify the school in writing whenever you have any change of address or phone number so we can keep our emergency information current. You may leave your message on voice mail during the times when staff are not present. Also, if your son/daughter will be absent from school, notify the Transportation Office at (269) 792-2262.

Regular attendance plays a vital role in your student’s success both academically and behaviorally. As a school we are required to follow the regulations outlined in the Compulsory School Attendance Laws. Before or on the day that an 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. If a student will be out of school for five consecutive days, a doctor’s note may be requested.

- School Hours for Hillside Main Campus are 8:30 am to 3:00 pm
- School Hours for the Hillside Young Adult Campus are 7:45 am to 2:15 pm

Continued excessive absences could result in a follow up call and/or a meeting with the Building Administration and/or a truancy referral/ If there is a personal or health issue impacting your student’s ability to attend school on a regular basis, please let us know so we are able to support you and your student. (Board Policy #5200) Feel free to call with questions or concerns.

TRUANCY
Notification of unexcused absences will be sent to parents according to the table below.

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<th>Unexcused Days Absent</th>
<th>Attendance Notification</th>
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<tr>
<td>1 unexcused absence</td>
<td>Inquiry by classroom teacher.</td>
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<td>3 cumulative unexcused absences</td>
<td>Call from Attendance Secretary. Attempts to reach alternate contacts may be made.</td>
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<tr>
<td>6 cumulative unexcused absences</td>
<td>Letter of concern, possible call by Administration. Attempts to reach alternate contact may be made.</td>
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<tr>
<td>8 cumulative unexcused absences</td>
<td>Follow up call by Administration/possible truancy referral (for students ages 6 – 18).</td>
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Each case will be evaluated individually, based on the student’s situation/ Prior year attendance will also be taken into consideration and may impact notification procedures for current school year.

RELEASE OF STUDENT DURING SCHOOL HOURS
No student will be released to anyone other than his or her parent(s)/guardian unless that person’s name is listed on the emergency contact form you will out at the beginning of the school year. You may add or delete names at any time. These changes must be made in writing and sent to the main office.

If an emergency should arise and you must send a non-listed person to pick up your student, you MUST notify the classroom teacher (YAC) or the main office (Hillside) by calling or sending a note. On the note include the name of the individual, purpose for their getting the student, date and time to expect them.

All persons who come to take a student from school during school hours MUST sign that student out in the school office (except at YAC). Identification will be requested of any individual unknown to the staff.
PERSONAL COMMUNICATION DEVICES
In order to avoid disruption of the education environment and protect students’ right of privacy, student use of personal communication devices (PCDs) is prohibited on school grounds during school hours. (includes computers, tablets (iPads and similar devices), electronic readers (“e-readers”; e.g., Kindles and similar devices), cell phones and/or other web-enables devices of any type except as authorized by a teacher, administrator or IEP team. Students may use PCD’s while riding to and from school on a school bus or other Board-provided vehicle OR on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher/principal/coordinator. (Board Policy #5136)

DRESS CODE
Good grooming is important to the wellbeing of every student. Students should be dressed appropriately for the existing weather conditions.

1. The following type of clothing are NOT allowed under any circumstance: clothing with pictures of alcohol or other drugs, violence of pictures showing disrespect to others, profanity, sexual comments, racial or gender comments, clothing that shows too much skin or is revealing, such as: “belly” shirts and tank tops with less than a two inch strap, clothing that shows the student’s underwear, short shorts or skirts (above fingertips), and very tight clothing.
2. Students sometimes have special clothing needs. If students have identified sensory issues (ie trouble with rough textures, socks, or even sensitivity to light) special arrangements can be made to ensure the student is comfortable at school.
3. Shoes must be worn at all times unless individualized accommodations have been made for the student.
4. No pajamas, sunglasses or coats in the classroom (unless it is unusually cold). Hooded sweatshirts may be worn with the hood down.
5. Students not following the dress code may be asked to turn shirts inside out or wear different clothing provided by the school. Parents will be called and might be asked to bring a change of clothing to school for the student.

Clothing with inappropriate language, pictures, or advertisements for tobacco or alcoholic products will not be allowed at school.
BEHAVIORAL EXPECTATIONS
Hillside staff members encourage appropriate behavior by giving students consistent, positive feedback and reinforcement (verbal praise, token economy, rewards, special activities, etc.) A variety of behavior support strategies may be implemented to help address your student’s needs. Use of more intensive strategies may also be utilized in an effort to change a student’s behavior and maintain safety for the student and others.

DISCIPLINE PROCEDURES
Hillside Learning and Behavior Center encourages appropriate behavior by giving students positive feedback, reinforcement and consequences. A variety of behavior support strategies may be implemented to address your student’s needs. Use of more intensive strategies may also be utilized in an effort to get positive change in a student’s behavior and to maintain a safe and effective learning environment for students and others.

This policy is aligned and consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. In the event that a behavior presents a significant risk to the safety of self and others, due to severe aggression with intent to cause harm to self and others, trained staff are allowed to perform Non-Violent Crisis Intervention techniques, if necessary. These techniques may include the use of seclusion, student control, team control, interim position, and/or transporting to a safe destination. These techniques may only be used by CPI trained staff, only in emergency situations that pose imminent danger, and only until the student is able to regain control of their behavior on their own. If one of the afore mentioned techniques described is utilized at school, a Behavior Incident Form will be completed within 24 hours of the incident and the parent/guardian of the student will be notified and be involved in a debrief of the incident. (See Board Policies # 5605A, 5630.01)

REMOVALS-IN AND OUT OF SCHOOL SUSPENSIONS
“Suspension” is any removal of a student from instruction to a separate location. It is deployed thoughtfully and sparingly at administrative discretion due to behaviors that impede learning or that fall outside the scope of expected school behavior.

On or before the 10th day of suspension, a Manifestation Determination Review will be held. A functional behavior assessment and update behavior plan will be required for any student accumulating 10 days of out of school suspension. (Board Policies #5610 & 5605A)

BULLYING
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/harassing behavior regardless of the subject matter or motivation for such impermissible behavior/ “bullying” is defined as any unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation or unreasonably interfere with the individual’s school or work performance or participation: and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation or destruction of property. (Board Policy #5517.01)
RESTORATIVE PRACTICES

Restorative Practices means that practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct. The school will consider restorative practices to remediate offenses such as: interpersonal conflicts, bullying, verbal and physical conflicts, and harassment and cyberbullying - before imposing discipline under this policy.

If the Superintendent/designee decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion the restorative practices may include victim-offender conferences that:

A. Are initiated by the victim;
B. Are approved by the victim’s parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the “restorative practices team”);
D. Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Before suspending or expelling a pupil, the Board (superintendent), or other designee, shall consider each of the following factors prior to making a determination of whether to suspend or expel:

- The pupil's age.
- The pupil's disciplinary history.
- Whether the pupil is a student with a disability.
- The seriousness of the violation or behavior
- Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
- Whether restorative practices will be used to address the violation or behavior
- Whether a lesser intervention would properly address the violation or behavior

This practice does not apply to a student who is in possession of a firearm in the building. However, this practice does apply to the possession of a dangerous weapon such as a dagger, dirk, stiletto, and knife with blade over 3 inches. (Board Policies #5610 & 5605A)

SCHOOL WIDE POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

PBIS is an approach schools can use to improve school safety and promote positive behavior. It also helps schools decide how to respond to a student who struggles with the behavioral expectations. At its heart, PBIS calls on schools to teach students about behavior, just as they would teach about any other subject -like reading or math. PBIS recognizes that students can only meet behavior expectations if they know what the expectations are. A hallmark of a school using PBIS is that everyone knows what’s appropriate behavior. Throughout the school day-in-class, at lunch and on the bus-students understand what’s expected of them.

If school wide PBIS isn’t showing to be successful for a student, the IEP team may choose to conduct a functional behavioral assessment and create a positive behavioral support plan. In some situation, an Emergency Intervention Plan may be created (which may include the use of Seclusion and/or Restraint) in accordance with the State Board Policy/Guidelines. Data collection and frequent review of this data is an expectation of all educational staff so that skills, techniques and strategies used to address behavior can be bridged across a student’s entire day to maximize learning opportunities. (Board Policy #5630.01)
**FOOD SERVICE PROGRAM**
The Hillside Main Campus contracts the food service program through the Allegan Public School System. Lunch accounts will be maintained through the Allegan Public System. Menus will be sent home monthly. Payment for hot lunches can be made daily, weekly or monthly. Checks should be made payable to Hillside Learning and Behavior Center. Monthly account statements will be sent home from Hillside. Applications can be obtained at The Hillside Main Campus. **Free or reduced breakfast/lunches are available to those who qualify.**

- Paid Breakfast: $1.75
- Reduced Breakfast*: $0.30
- Reduced Lunch*: $0.40
- Paid Lunch: $2.50
- Additional Milk: Chocolate: $0.30 and White $0.25

The Hillside Young Adult Campus – must bring their own lunch.

*If you are unable to pay for lunch or fall behind a week or more, a sack lunch will need to be provided until such time the account is brought up to date.

**COMMUNITY BASED EDUCATIONAL EXPERIENCES**
Occasionally off campus field trips or community experiences are planned to support the student’s goals. Community experiences are defined as trips during the school day that are part of the Hillside curriculum to enhance the student’s learning experience. These trips include, but are not limited to, visiting a grocery store, job sites, and volunteer experiences.

A“blanket” permission has been sent to the parent/guardian of each student and will remain in effect until revoked in writing by the parent/guardian. The classroom teacher will notify parent/guardian on all scheduled field trips. If you do not want your student to attend a specific field trip, inform the classroom teacher in writing prior to the trip. Revocation of permission is not effective until Hillside acknowledges receipt of the written revocation. In that these permission slips are used for all school activities; you will be notified about the specifics of individual outings (date, time, place, transportation being used, etc.) Any concerns about particular outings can be addressed directly to your student’s teacher.

**GRADUATION/COMMENCEMENT**
A student who reaches the age of 26 after September 1 is entitled to continue a special education program or service until the end of that school year (R 340.1702) They will then be invited to participate in the June commencement ceremony upon meeting one or more of the following criteria:

- Successful completion of IEP goals
- Demonstrated proficiency in the program standards
- Evidence of meeting Attendance Policy requirements
- Turning 26 years of age during the course of the program year (after Sept 1)
TRANSPORTATION INFORMATION
Specialized transportation is a part of the decision making at each Individualized Educating Program Team (IEPT) meeting. If specialized transportation is determined necessary, a description of the service provided will be documented. The transportation department typically needs five (5) days prior notice to picking students up or dropping off.

INFORMATION CHANGES
Annually administration will request a review of your current student information in order to assure the most up to date information is available to the AAESA transportation department to start the new school year. If at any time during the school year if your address, contact numbers, drop-off/pick-up instruction, etc., change, PLEASE notify the school office immediately. The school office will coordinate changes with the AAESA transportation department, processing changes typically needs five (5) school days.

STUDENT ABSENCE
If your student will not need transportation one or both ways for any reason, please call the AAESA Transportation Department to notify them as soon as possible (269-512-7790). Normal hours of operation during the traditional school year: Monday through Friday - 5:30 AM to 5:30 PM.

If your son/daughter is picked up during the school day for any reason; the school office will notify the transportation department after the student is signed out at the front office.

STUDENTS TRANSPORTED IN WHEELCHAIRS
The wheelchair should meet performance requirement standards and be considered to offer suitable and safe forward-facing seating for passenger traveling in school bus transit. The standard applies to the securement of wheelchair by four-point strap-type tie down system that are occupied by child and adult-sized passengers restrained by belt-type occupant restraints. The school must be advised annually or whenever there is a change in the wheelchair, to ensure the occupational therapist can inspect the wheelchair to confirm that it meets transport requirements.
SCHOOL CLOSURE AND/OR INCLEMENT WEATHER
During the course of the school year the local school districts may be forced to delay or close school, or even send students home early because of threatening weather conditions. Decisions about early morning delays and school closures are made by each individual school district. The Hillside Main Campus and Hillside Young Adult Campus use School messenger for all school cancellations and delays. This is an internet system that allows for each family to be contacted.

You can also see the cancellations or delay information on the TV through: WOODTV 8, WXMI-FOX17, WZZM13, or WWMT3

To note; some families could have three different school districts that affect the AAESA bus transportation of their child to the Hillside Main Campus and Hillside Young Adult Campus.

1. Residential District: the school district the family lives in.
2. Educational District: the school district where the student attends school.
3. Bus Garage District: the school district where the bus resides which the student rides.

In the event any of these school districts are closed, bus transportation will not be provided for your child to or from the school they attend. If you have any questions regarding this process, please inquire with your driver or contact AAESA Transportation at 269-512-7790.

Below is a phone directory for all county local school districts to also obtain closing information:

<table>
<thead>
<tr>
<th>County Transportation Bus Garage Directory</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegan Area ESA</td>
<td>269-512-7790</td>
</tr>
<tr>
<td>Allegan Public Schools</td>
<td>269-673-2203</td>
</tr>
<tr>
<td>Fennville Public Schools</td>
<td>269-561-8131</td>
</tr>
<tr>
<td>Hopkins Public Schools</td>
<td>269-793-7121</td>
</tr>
<tr>
<td>Martin Public Schools</td>
<td>269-792-2262</td>
</tr>
<tr>
<td>Otsego Public Schools</td>
<td>269-692-6245</td>
</tr>
<tr>
<td>Plainwell Community Schools</td>
<td>269-685-8080</td>
</tr>
<tr>
<td>Wayland Union Schools</td>
<td>269-792-2262</td>
</tr>
</tbody>
</table>
STUDENT BUS CONDUCT [BEHAVIOR MANAGEMENT PLAN]
The AAESA Transportation Department believes that we can support the key strategies and safe learning environment for the schools we serve by teaching and developing safe and appropriate bus riding behaviors of our students. To protect the safety (physical and emotional) of each individual student on the bus, and to develop bus-riding behaviors that will be relevant and meaningful when the student is within the classroom and the community, student behaviors are expected to be safe, orderly and respectful.

The Bus Behavior Management Plan is a three-part program that uses steps to help the bus driver/attendant and student achieve the appropriate school bus environment. It consists of: 1) Prevention Steps 2) Intervention Steps and 3) Consequences. The first steps of the program are administered by the bus driver/attendant. The final step of the program (consequences) is administered by the AAESA Transportation Supervisor and/or administration.

Prevention: Prevention steps are used by the bus driver/attendant to educate the students about safe and appropriate riding behaviors. The bus driver/attendant is to clarify expectations of the students and assist students to understand how to successfully demonstrate safe riding habits every day.

Intervention: Intervention steps are used by the bus driver/attendant to help the student stop unsafe or inappropriate behaviors or habits while assisting students to identify the appropriate habit or behavior. Intervention steps may also provide notification to the parent/guardian as a means to involve the parent/guardian with assisting the bus driver/attendant to change unsafe or inappropriate riding habits.

Consequences: If prevention and intervention steps are unsuccessful at improving the student’s behavior or safe riding habits, a bus conduct form is submitted by the bus driver/attendant to the AAESA transportation department. The AAESA Transportation Supervisor is then responsible for working with necessary school professional staff and/or administration on the incident; assigning appropriate, effective consequences for the student's inappropriate behavior this in an effort to arrive at necessary improvement.

STAFF TRANSPORTING STUDENTS
Only will be arranged on an individual basis upon parent/administration approval. School Vans may also be utilized, all staff driving the vans are required to have a Chauffer License.

SCHOOL MESSANGER EMERGENCY ALERT
The Allegan Area Educational utilizes the School Messenger Alert System. This system will send an automated message to parents via a telephone message to home and/or cell phones and e-mail. This system will be utilized in the event that the entire Hillside Learning and Behavior Center/YAC is closed or delayed due to inclement weather, or any other pertinent information that administration feels necessary to broadcast. School closings and delays will also continue to be broadcast on local television and radio stations. Please contact us to add/update your email address. This will assure you receive emergency information.

EARLY DISMISSAL
We have Early Dismissal approximately one day each month. This allows our staff time to work as a team to plan and prepare for a variety of learning activities and social opportunities for our students. Main Campus students are dismissed at 1:00 PM and should arrive home about 1½ hours earlier than their usual time. YAC students are dismissed at 12:15pm.
**VOLUNTEERS**

We utilize college students, parents, grandparents and others as volunteers to work with individual students and groups of students and to keep our equipment functional. If you are interested in volunteering, please call Kelly at extension 7906. Volunteers must be at least 18 years old and able to perform the volunteer task. Volunteers will be asked to fill out a Volunteer Application and a record check will also be completed before acceptance. Volunteers are not to be left alone with students. When you come into volunteer, please sign in at the front desk.

**PROCEDURE FOR DONATING EQUIPMENT TO HILLSIDE**

The school accepts and appreciates donations of wheelchairs and other equipment that can be used by our students. For safety and liability reasons, our district has a safety review process for all donated items. Once the review has been completed, if the equipment is “usable”, we will send the donor a form that can be used for donations on income tax returns. If a donated piece of equipment is not needed by Hillside or if it does not pass the safety review process, the donor has the option of taking it back. Donated items deemed safe and usable go into the building and become district property. Please call the office before bringing out items for donation. We also ask you to call before dropping off items such as diapers and formula.

**PRESCRIPTIONS FOR PHYSICAL THERAPY**

If your son or daughter receives physical therapy services at school per their IEP, a script signed by your physician must be on file at Hillside each school year. For physical therapy services, a signed script is a requirement by the State of Michigan. Failure to acquire a signed script will result in completing an amendment to your son/daughter’s IEP to remove the service.
MEDICATION ADMINISTRATION GUIDELINES

“Medication” shall include all medicines including those prescribed by a physician and any nonprescribed (over the counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization. *(Board Policy #5330)*

Medication/Treatment Administration

- The student’s parent/guardian is responsible for acquiring a written prescription from the student’s physician accompanied by the written authorization of the parent to administer medication or treatment.
- The written physician orders which include the name of the student, medication name, dosage, and route of administration, and time the medication is to be administered.
- Parental request and physician order shall be renewed on a yearly basis. *New orders must be on file in the nurse’s office by the first week of school/ Orders from previous years will not be honored, and routine medications cannot be administered without current orders.*
- No changes to dose of medication or time of administration shall be made without written physician instruction. Nursing staff may administer medication within 30 minutes of prescribed time, unless special arrangements are made.
- Any person giving medications will document administration on the Med Log– which contains the student’s name, name and dosage of medication, and date and time administered.
- Over the counter medications (Tylenol, cold medication, etc) may be administered by school staff if written permission by the parent/guardian is on file. It is the responsibility of the parent/guardian/caregiver to advise the school of any over the counter medications given before school.
- While at school, medications will be administered by a nurse unless other specific arrangements are necessary. When a student leaves the building on a field trip, the following guidelines apply:
  - Medication may be administered by classroom staff in the presence of another adult. Student name, medication name and dosage, and time will be double-checked by both adults and documented on the field trip medication administration sheet.
  - Classroom staff are responsible for signing meds out from the nursing staff and will be required to initial and sign the medication log upon receiving meds.
  - The nursing staff does not accompany classes on all fieldtrips. Diastat is not sent out on fieldtrips that nurses are not attending. A fieldtrip Diastat Permission form was sent home in the information packets of those students who have Diastat. Completion of this form gives permission for your child to attend fieldtrips without his/her Diastat. The form also includes specific orders as to what measures will be taken in the event a seizure should occur. The completed permission form will be good for the entire school year, unless parents notify nursing staff of specific health changes.
- Students may not self-administer medications at Hillside. Exceptions need to be discussed with nursing staff.
- Should a medication error occur, the error will immediately be reported to administration. Written documentation will be completed, and the student’s parent/guardian will be notified promptly. The student’s physician will also be notified when indicated.
- In order to maximize student instruction time, the school nurse will only dispense medications that need to be administered during the school daily. *Please help us out by scheduling as many of your son or daughter’s medications/treatments to be given at home whenever possible.*
Storage

• Medications shall be stored in a locked space, in a locked container.
• Medications shall be in a properly labeled container prepared by a pharmacy or physician, and labeled to include student name, medication name, dosage, and frequency.
• All medications sent in from home in a sealed envelope will be signed in and counted by the school nurse.
• Certain emergency medications may be kept with the student for emergent use, but they will remain locked and labeled as previously stated. This needs to be discussed with the school nurse.

BOTTLE LABELING REQUEST

1. All medication must be sent to school in pharmacy filled containers. The label shall contain the student’s name, name of medication, dosage and time medication is to be given. The label and physician order shall correspond with the exact same information. We must have an order from the physician before giving any medication.

2. The school nurse will be sending reminders home in advance of the date we need a refill of medication.

3. When you fill a prescription at the pharmacy, please remind the pharmacist that you need a “School bottle” as well with the proper label on the bottle.

4. In the event of physician ordered changes in a student’s medication, the school nurse needs to receive such orders directly from physician by FAX or by written prescription before the new orders can be instituted.

TRANSPORTATION OF MEDICATION

Whenever possible Medication should be brought into school by the parent/guardian/caregiver. If the parent/guardian/caregiver is not able to physically bring the medication to school, it can be transferred via bus as long as it is secured in a school provided sealed envelope. The envelope should contain the medication along with a note stating the quantity of medication in the bottle (ie 5 tabs or 15ml) and signed by the parent/guardian/caregiver. This envelope should be handed to the Bus Driver who will then pass it on to the school staff. As refills are needed, the school nurse will send an envelope home with a request for additional medication – medication would then be returned in the envelope provided as previously stated.
IMMUNIZATIONS
All students must provide the school with a record showing that your child has received all of the following immunizations:

<table>
<thead>
<tr>
<th>Age</th>
<th>Vaccine</th>
<th>Dose Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 years through 6 years</td>
<td>Diptheria, Tetanus, Pertussis</td>
<td>4 doses DTP or DTaP, were administered prior to the fourth (4th) birthday, a fifth (5th) dose is required. If the fourth (4th) dose was administered at least six (6) months after the third (3rd) does, and on or after the fourth (4th) birthday, a fifth (5th) dose is not required.</td>
</tr>
<tr>
<td>7 years through 18 years Including all 6th grade students</td>
<td>Polio</td>
<td>4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required</td>
</tr>
<tr>
<td>2 doses on or after 12 months of age</td>
<td>Measles, Mumps, Rubella</td>
<td>3 doses</td>
</tr>
<tr>
<td>None</td>
<td>Hepatitis B*</td>
<td>3 doses</td>
</tr>
<tr>
<td>1 dose for children 11-18 years of age</td>
<td>Meningococcal</td>
<td>1 dose for children 11-18 years of age</td>
</tr>
<tr>
<td>2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease</td>
<td>Varicella* (Chickenpox)</td>
<td>2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease</td>
</tr>
</tbody>
</table>

*Current laboratory evidence of immunity is acceptable instead of immunizations with antigen.

For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

**All doses of vaccines must be given with appropriate spacing between doses at appropriate ages to be considered valid.

*(See Admin Guideline #5320)*

COMMUNICABLE DISEASE

1. Students having a communicable disease condition should not be sent to school unless they are no longer contagious. Determination of whether a condition is contagious enough to prevent school attendance should be made by the student's physician or Health Department. If school personnel disagree with this decision, final recommendations on school attendance will be made by the school nurse and school Principal in consultation with the Allegan County Health Department Communicable Disease coordinator and Medical Director.

2. When a communicable disease exists in a classroom in sufficient numbers, parents/guardians will be notified. A form letter and a description of the disease will be sent to parents/guardians. The health department also will be notified of appropriate communicable diseases.

3. In order to maintain the health and wellbeing of students and staff, please keep your son or daughter home when they are showing signs of illness. Your family physician is most qualified to diagnose and treat your son or daughter. It is not within our nurse’s responsibility to make medical diagnosis. *(Board Policy #8450)*
STUDENT INJURY PROCEDURE
In the event of an accident or injury, the parent/guardian will be immediately notified for any required medical attention. If a parent/guardian cannot be reached, and the injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or a hospital for treatment by ambulance. This action will not obligate the district to assume financial responsibility of treatment.

In the event of a head injury or any significant injury, nurse/staff will notify parents by phone of incident. If parent cannot be reached, a message will be left, and staff will pursue contacting an emergency contact. A note will also be included in the student folder.

STUDENT ILLNESS PROCEDURE
Students who have the following symptoms will be sent home from school:
• Unexplained fever greater than 101F oral/tympanic, or 100F axillary. Low grade fevers not related to an infectious process may be allowed as determined by nursing staff and administration.
• Open skin sores with excessive or uncontrolled drainage.
• Unexplained rash
• Diarrhea – more than 3 stools in 24-hour period, or 2 stools occurring at school.
• Vomiting – 1 episode occurring at school or 2 episodes in 24 hours.
• Persistent cough that disturbs student’s normal activity.
• And other contagious conditions such as but not limited to: chicken pox, pink eye, head lice, impetigo, strep throat.

Students with these symptoms cannot be kept in school or transported home on bus:
• If it is determined that the student needs to be sent home, he/she will be cared for in a place where he/she is comfortable and able to be observed by someone who knows the child well. If indicated, the student shall be cared for in a separate environment to prevent disease transmission.
• Nurse/staff will contact student’s parent/guardian and inform them that their student needs to be picked up from school as soon as possible. It is expected that the parent make all necessary arrangements to pick up child in a timely manner.

A student who has been sent home may not return to school until he/she:
• Is symptom free for 24 hours.
• Remains fever-free for 24 consecutive hours without the use of fever-reducing medication such as Tylenol or Ibuprofen.
• Must be diarrhea free for previous 24 hours.
• Must not have vomited for previous 24 hours.
Students may be required to present a statement from his/her health care provider stating that he/she is no longer contagious and may return to school, if requested by school nurse. In this way we hope to protect our high risk students from infection and contagious diseases, and to ensure that our students remain healthy.
**TUBE FEEDING (G-tube and J-tube)**

1. A written physician’s order including type of feeding, amount of feeding and frequency of feeding is required for students needing tube feedings at school.
2. Written permission must be received from parents requesting that the treatment be given.
3. The family is to provide feeding tubes, feeding bags (if needed), and nutrients.
4. The School Nurse will provide in-service training and evaluation on tube feeding procedures. After training and with evaluation, staff will feed students by tube when necessary.
5. Tubes will be re-inserted only by the School Nurse. The School Nurse will be called in the event of a problem during the feeding, i.e., stoppage of formula flow, discomfort of child, regurgitation of contents, etc.

**SUCTIONING**

1. The School Nurse will suction any student in an emergency.
2. The School Nurse will suction whenever necessary any student with written orders from the physician and written permission of parent or guardian.
3. In the event that a student needs frequent suctioning, a staff member will be taught to do oral suctioning until a nurse can arrive to assess further the needs of the student.
4. The School Nurse will perform annual evaluation of staff members’ suctioning skills.

**DNR/End-of-Life Procedure**

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent’s administrative guidelines and are **NOT** to abide by an “Do Not Resuscitate” (DNR) agreement that may exist for a student, unless ordered to do so by a court of law. ([Board Policy #5341 and Admin Guidelines 5340A & B](#))

**Hospitalization**

Upon release from a hospital stay, a release to return to school along with any instructions (doctor’s order) if there is a need to alter the student day in anyway must be provided to the school upon or prior to the students return.
SWIMMING POOL GUIDELINES

Hillside West is privileged to have a Therapy Pool in the building. This pool is 5 feet deep on the deepest end and the water usually stays at a consistent 91 degrees. We have a certified Lifeguard who is in the pool at all times when students are present. Most students are expected to participate in the weekly pool time unless a doctor’s note has excused him or her from participation.

Guidelines:
1. All swimmers must shower before entering the pool using soap and washing hair. This is essential for bacterial control.
2. No street shoes on deck.
3. Do not bring valuables to class.
4. Remove all band-aides before entering pool.
5. No running allowed.
6. No diving.
7. No vandalism—anyone observed vandalizing locker rooms, taking, moving, hiding or destroying property belonging to school or others will have pool privileges suspended.
8. No spitting or blowing nose in pool.
10. No rough play.
11. No dunking.
12. Do not enter until lifeguard is present.
13. All equipment should be returned to its proper storage area.
14. Admission will be denied for any of the following reasons:
   a. Skin Abrasions
   b. Runny nose
   c. Serious cough
   d. Inflamed eyes
   e. Infections
   f. Open Wounds
   g. Smear of Loose Stool in Brief
   h. Frequent BM’s Causing Shutdown of the Pool

   Please see the nurse if you have any questions

REPORTING ABUSE/NEGLECT

1. The Child Protection Law of Michigan requires the reporting of suspected abuse and neglect to a person under 18 years of age to the Department of Health and Human Services. (DHHS)
2. "Child Abuse" means harm or threatened harm to a child's health or welfare by a person responsible for the child, which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
3. "Child Neglect" means harm to a child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
4. Any staff member working with students at the Hillside Learning and Behavior Center who suspects abuse or neglect to one of the students will immediately communicate that concern to Protective Services Division, Department of Health and Human Services by telephone. The reporting staff person must complete a written report on form DSS-3200 (as provided by the Department of Health and Human Services) within 72 hours.
5. The same procedure will be followed for suspected abuse or neglect to a dependent student in the Hillside Learning and Behavior Center who is over the age of 18, with notification to the Adult Services Division.
EMERGENCY PROCEDURES

FIRE
The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students and staff are prepared in the event of a building fire by participating in fire drills. During these drills a loud steady alarm sounds along with flashing lights throughout the building and students and staff exit via the classroom doors. Attendance is taken to ensure the safety of all students. Fire drills are conducted yearly.

TORNADO
In the event of a tornado watch (where condition is such that a tornado could exist), the students and staff are instructed to remain inside the building and do not participate in swimming. The office staff stays tuned to the weather radio and a person is designated to watch conditions, reporting any suspicious weather activity. When a tornado watch occurs at the dismissal time, a determination will be made regarding postponing the busses. If busses are delayed during a tornado watch, an announcement will occur on our School Messenger Alert System as well as local radio and television stations in the same way it does during school delays or cancellations. Parents are allowed to pick up their children during a tornado watch.

In the event of a tornado warning, (where a tornado has been sighted), an announcement via the PA system instructing students and staff to proceed quickly to the designated “safe” areas of the building and remain there until the “all clear” announcement, as determined by the weather radio or civil defense. Students and staff are prepared for tornado warnings by practicing regularly. Attendance is also taken during this procedure. Students will not be released to their busses or to their parents during a tornado warning. Parent meetings or other special events in the evening will be cancelled in the event of a tornado watch or warning. Tornado Drills will be conducted yearly.

LOCKDOWN
In the event of a lockdown, staff will be notified via the PA system to shelter students in their classrooms, away from windows and doors. All doors will remain locked. Authorities will be notified. Lockdown drills will be conducted yearly.

BUILDING EVACUATION
The Allegan Area Educational Service Agency has developed a plan to be implemented during an accidental chemical spill or other occasion causing the building to be unsafe for students. An announcement will be made over the intercom that it is necessary to relocate students. Parents will be notified of the relocation location prior to each school year for both the Main Campus as well as the Young Adult Campus.
LOCAL RESOURCE LIST FOR STUDENTS/PARENTS

Disability Network Lakeshore
426 Century Ln.
Suite 3
Holland, MI  49423-3079
(616) 396-5326
dnlakeshore.org

ARC Resource Center Service
219 Hubbard Street
Allegan, MI  49010
(269) 673-8841
info@arcallegan.org

Association for Children's Mental Health
www.acmh-mi.org

Children's Law Center
2371 130th
Hopkins, MI  49328
(269) 793-7764

Autism Society of West Shore
P.O. Box 39
Spring Lake, MI  49456
(616) 395-3222
www.asws.org

Lori’s Voice
P.O. Box 66
Coopersville, MI 49407
www.lorisvoice.org

Smith Regional Respite
9656 68th  Ave.
Allendale, MI 49401
(616) 895-7104
www.smithrespite@heritagehomeinc.org
ORGANIZATIONS AVAILABLE TO HELP PARENTS

ARC/Advocacy & Resource Center – 1325 S. Washington Square, Lansing, MI 48910 Phone: (517) 487-5426/(800)292-1851  Web: www.arcmi.org


Michigan Association of the Blind and Visually Impaired – 456 Cherry St., Grand Rapids, MI 49503, Phone: (616) 458-1187  Web: www.afb.org

Learning Disabilities Association of Michigan – 1026 N. Washington Ave., Lansing, MI 48906 Phone: (517)319-0370  Web: www.ldaofmichigan.org

Michigan Association for Children with Emotional Disorders – 30233 Southfield Road, Suite 219, Southfield, MI 48076 Phone: (248) 433 -2200

Muscular Dystrophy Association – Waters Building, 161 Ottawa St. NW, Grand Rapids, MI 49503 Phone: (616) 458 -6374  https://www.mda.org/

Michigan Department of Education – www.michigan.gov/mde

United Cerebral Palsy of Michigan – 3496 Lake Lansing Road, East Lansing, MI 48823 Phone: (517) 203 -1200/(800)828-2714  Web: www.ucpmichigan.org

Michigan Protection and Advocacy – 4095 Legacy Parkway, Suite 500, Lansing, MI 48911 Phone: (800) 288 -5923  http://www.mpas.org/


Epilepsy Foundation of Michigan – 161 Ottawa Ave. NW, Suite 211, Grand Rapids, MI 49503 Phone: (616) 454-7979  www.epilepsymichigan.org

Allegan County- 1-844-875-9211 to link to Health and Human Service Information. www.211.org

Allegan County Community Mental Health Phone: 1- 269 673-6617 or 1 877 608-3568 www.accmhs.org
<table>
<thead>
<tr>
<th>Position</th>
<th>Contact Name</th>
<th>Phone Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Amy Tomlinson</td>
<td>ext. 7905</td>
<td><a href="mailto:amy.tomlinson@alleganaesa.org">amy.tomlinson@alleganaesa.org</a></td>
</tr>
<tr>
<td>Coordinator of Student Services</td>
<td>Angel Day</td>
<td>ext. 7922</td>
<td><a href="mailto:angel.day@alleganaesa.org">angel.day@alleganaesa.org</a></td>
</tr>
<tr>
<td>Office Staff</td>
<td>Tosha Lollar</td>
<td>ext. 7907</td>
<td><a href="mailto:tasha.lollar@alleganaesa.org">tasha.lollar@alleganaesa.org</a></td>
</tr>
<tr>
<td></td>
<td>Kelly VerHage</td>
<td>ext. 7906</td>
<td><a href="mailto:kelly.verhage@alleganaesa.org">kelly.verhage@alleganaesa.org</a></td>
</tr>
<tr>
<td>Custodian</td>
<td>Mark VanOrder</td>
<td>ext. 7926</td>
<td><a href="mailto:mark.vanorder@alleganaesa.org">mark.vanorder@alleganaesa.org</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Natalie Smith</td>
<td>ext. 7921</td>
<td><a href="mailto:natalie.smith@alleganaesa.org">natalie.smith@alleganaesa.org</a></td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>Jennae Blattner</td>
<td>ext. 7938</td>
<td><a href="mailto:jennae.blattner@alleganaesa.org">jennae.blattner@alleganaesa.org</a></td>
</tr>
<tr>
<td>Technology Integration Specialist</td>
<td>Gayle Evans</td>
<td>ext. 7749</td>
<td><a href="mailto:gayle.evans@alleganaesa.org">gayle.evans@alleganaesa.org</a></td>
</tr>
<tr>
<td>Physical Therapists</td>
<td>Heather DeJonge</td>
<td>ext. 7904</td>
<td><a href="mailto:heather.dejonge@alleganaesa.org">heather.dejonge@alleganaesa.org</a></td>
</tr>
<tr>
<td>Adapted P.E.</td>
<td>Cherie Owens</td>
<td>ext. 7942</td>
<td><a href="mailto:cherie.owens@alleganaesa.org">cherie.owens@alleganaesa.org</a></td>
</tr>
<tr>
<td>Pool</td>
<td>Holly Krosschell</td>
<td>ext. 7928</td>
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