

Blossomland Learning Center

**711 ST. JOSEPH AVENUE
BERRIEN SPRINGS, MI 49103
Telephone: (269) 473-2600
Fax: (269) 471-9788**

Student/Parent Handbook 2007 – 2008

**Principal . . . Pamela Harper
Assistant Principal . . . Tina Lawson**

Berrien County Intermediate School District
*Our Mission: "To provide programs & services to
our constituent school districts which enhance
learning opportunities for all students."*

**Superintendent . . . Jeffrey Siegel
Director of Special Education . . . Stephanie Mack**

(Revised July 2007)

INTRODUCTION

Blossomland Learning Center opened in 1978 and provides a positive learning environment for a current enrollment of approximately 220 students. All students are residents of local school districts within the Berrien County Intermediate School District, and meet the eligibility requirements established by the State of Michigan. Blossomland Learning Center provides special educational programs and related services for Moderate Cognitive Impaired, Severely Cognitive Impaired and Severely Multiply Impaired students. Placement is made through the IEP process, when it is determined by the IEP team that the student's educational needs and related service requirements cannot be adequately provided for within the residential school district.

The school facility includes classroom areas for Pre-primary, Primary, Intermediate and Teen-Adults. Classrooms are located within three separate areas (A, B & D Pods) of the school, with each area containing space for large-group activities, kitchen amenities, restrooms, conference rooms, offices and other programmatic areas to address the specific needs of that particular age group of students. Other building features include a multi-sensory room, therapy areas, offices, a central kitchen, storage areas, a 30' by 60' swimming pool and a gymnasium with adjoining shower and dressing rooms. Blossomland Learning Center is located at 711 St. Joseph Avenue, Berrien Springs, MI, 49103.

Three off-site programs are located in St. Joseph, downtown Niles, and Sylvester Elementary. The Niles and St. Joseph programs are for student's 18-26 years of age whom participate in daily Community-Based Instruction (CBI). Sylvester Elementary has a self-contained classroom in an inclusive program. Students must be recommended for these programs through the IEP process.

An outdoor learning center designed for impaired students is located at the rear of the building. The outdoor learning center includes specialized and adaptive playground equipment, athletic fields, bike path, picnic and rest areas.

Financial support is provided through the Berrien County Intermediate School District Special Education millage and state and federal dollars. In addition, some federal funds and private gifts supplement regular funding for special projects.

All teachers have approval in Special Education with appropriate endorsements and meet the Highly Qualified requirements as stated in "No Child Left Behind." Staff have been chosen based on their training, interest, skills and ability in working with the mentally disabled and are committed to the following Mission Statement:

"Through a partnership of school staff, students, parents, and community, the mission of Blossomland Learning Center is to provide positive learning environments and experiences, enabling students to develop and enhance to the best of their ability, their intellectual and personal skills, self-confidence, independence, and social acceptance."

TABLE OF CONTENTS

ENROLLMENT PROCEDURES	PAGE 1
ATTENDANCE POLICY	PAGE 1
CHANGE OF ADDRESS	PAGE 1
FIRE/TORNADO PROCEDURES	PAGE 2
IMMUNIZATIONS	PAGE 2
COMMUNICABLE DISEASES	PAGE 2
MEDICATION	PAGE 4
ACCIDENTS OR EMERGENCY ILLNESS	PAGE 4
SWIM/PHYSICAL EDUCATION	PAGE 4
LUNCH PROGRAM	PAGE 4
NONDISCRIMINATION	PAGE 5
PARENT CONFERENCES	PAGE 5
SCHOOL ACTIVITIES	PAGE 5
SCHOOL CLOSING	PAGE 6
CURRICULUM	PAGE 6
EXIT OUTCOMES/LEARNER GOALS	PAGE 7
DRESS CODE	PAGE 7
SCHOOL HOURS	PAGE 7
STAFF CONTACT INFORMATION	PAGE 8
DISCIPLINE	PAGE 9
DRUG, INHALANTS, AND ALCOHOL ABUSE	PAGE 9
CD PLAYERS, RADIOS, ETC.	PAGE 9
WEAPONS OFFENSES	PAGE 10
SEARCH AND SEIZURE	PAGE 10
LOCKER/STORAGE CUBICLES	PAGE 10
SUSPENSION FROM SCHOOL	PAGE 10
HARASSMENT	PAGE 10
STUDENT DROP-OFF/PICK-UP	PAGE 10
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)	PAGE 11
SECTION 504 AND ADA	PAGE 12
SUPPORT SERVICES	PAGE 12
TRANSPORTATION	PAGE 13
FIELD AND OTHER DISTRICT RELATED TRIPS	PAGE 13
VISITORS	PAGE 13
OFFSITE PROGRAMS	PAGE 13

ENROLLMENT PROCEDURES

All students entering Blossomland Learning Center must meet the requirements of Michigan Special Education Rules. An Individualized Education Planning Committee (IEPC) meeting is held to determine eligibility, students' needs, appropriate program, and placement alternatives. Committee members include the parents, Blossomland Learning Center administrator, local district representative, MET representative, teacher(s), and ancillary staff/therapist/parent representatives as needed. If Blossomland is determined to be the appropriate placement alternative, the parents/guardians then complete a series of building enrollment forms including basic student data, transportation form, application for school lunch, etc. In addition, the school will need the student's health appraisal, copy of a birth certificate, immunization records, various permissions, verification of residency, and a release of records request. Office staff are available to assist parents/guardians through this enrollment process.

ATTENDANCE POLICY

State law requires attendance in school. Section 731 of the Michigan General School Law reads, *"Every parent, guardian, or other person in the State of Michigan, having control and charge of any child between the age of six and sixteen years of age shall be required to send such a child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such a child is enrolled."*

Regular school attendance/punctuality is crucial to student achievement and success. Erratic attendance, non-attendance or tardiness hampers student progress and holds a student back from making the most of their ability. Accordingly, Blossomland Learning Center's general attendance policy is as follows:

1. Adhere to Michigan law, which mandates that a parent/caregiver send their student to school for an appropriate education.
2. All student absences **must** be excused. The Board considers the following factors to be a reasonable excuse: A) Illness; B) Recovery from accident; C) Required court attendance; D) Professional appointments; and E) Death in the immediate family.
3. Parent/caregiver must notify the school when their child is absent. The Board reserves the right to require written excuses, to verify excuses and to investigate the cause of prolonged absences/excessive tardiness.
4. Unexcused absences/excessive tardiness will be followed up administratively and may be reported to the Truant Officer.

When your child will be absent, notify the school in writing or by phone at **(269) 473-2600**. Provide the student's **name, reason for absence and expected date of return**. Our School Nurse is available to help with health problems. Our school Social Worker is available to help with personal or family difficulties. For students sixteen and over, parents are still responsible and must notify the school if a child is absent. For a student eighteen or over, the school will expect a parent, doctor, or responsible adult to corroborate a student's absence.

CHANGE OF ADDRESS

Anytime you make a change of your address, telephone number, or place of work, be sure to call the office at Blossomland Learning Center at (269) 473-2600 immediately in order to make the necessary changes in our records. This basic information is extremely important for transportation and emergency purposes.

FIRE / TORNADO PROCEDURES

Michigan law dictates that public schools conduct emergency drills during the school year and the summer school/extended school year. Accordingly fire, tornado, and lockdown drills are held periodically throughout the year so that our staff and students are prepared in case of an emergency. Every precaution is taken to insure the safety of the students.

Should a tornado be sighted, the school is notified by the Office of Emergency Preparedness from the Berrien County Sheriff’s Department and proper action is taken for the safety of the students and personnel. Students will not be released from school until we are notified that it is safe. It is important that we keep our lines clear to receive incoming messages. **PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION DURING A TORNADO THREAT.**

IMMUNIZATIONS

Michigan law requires all students to submit a signed statement by a physician that they have been properly immunized. When you receive the letter requesting this most current immunization record, please send it to school as soon as possible. This proof of immunization may be a signed document from your private physician or Health Department Clinic, which includes vaccine name and month/year of each dose. The chart below is an example of the required immunizations:

<u>Vaccination</u>	<u>*To Enter:</u>	<u>Required Series:</u>
Polio	1 dose	4 doses
DPT	1 dose	5 doses
Measles	1 dose	2 doses
Rubella	1 dose	2 doses
Mumps	1 dose	2 doses
Chicken Pox	1 dose Effective 1/1/02	1-2 doses (Depends on age)
Hepatitis B	Series Required	3 doses
HIB	Series Required	4 doses (age 3-5 yrs.)

*Your child must be as far along as possible toward completing immunization series.

COMMUNICABLE DISEASES

Blossomland is committed to providing a safe and healthy environment for the students and employees. Communicable diseases must be reported to the school nurse, who will file the required report with the Berrien County Health Department. Students who have been diagnosed with, or are suspected of having a communicable disease may be excluded from school. The chart on page 3 gives examples of some common communicable diseases and return/recovery times. In the event of communicable diseases that are more serious in nature, Board Policy will be followed regarding school attendance/closings.

Our nursing staff provides routine health checks. Students who are found to have a fever of 100.4° or greater, vomiting, severe diarrhea, or those too sick to have a meaningful school interaction will be excluded. Students found to have colds, sores, or any contagious disease will be removed from the classroom and parents/caregivers will be advised to come and remove them from school. **Please do not send your child to school if he/she has a fever, cold, bad cough, frequent draining from nose, eyes, or ears, flu, fever, stomach/intestinal upset, or any contagious disease.** Upon the discretion of the school nurse, a doctor’s permit may be required before a child may return to school.

Disease	May Return	Approximate Recovery Time
Cold Symptoms	Reduction of cough and runny nose, no fever	Depending on condition 1-6 days
Chicken Pox	No new eruptions All pox dry & crusted	Depending on condition or fever, may have old scabs
Hepatitis	Doctor note	Several weeks
Impetigo	24 hours of antibiotic treatment	Varies
Measles (Rubella)	Doctor note	4-8 days
Measles (Rubeola)	Doctor note 7 day hard – red	Minimum of 4 days after appearance of rash
Mononucleosis	No exclusion unless doctor recommends	Depeding on condition
Mumps	Doctor note	When swelling and fever are gone
a) Pediculosis b) Scabies (Head & Body Lice)*	a) No lice or nits remaining. Nurse's clearance b) After adequate treatment completed	As soon as adequate treatment is completed
Pink Eye	Nurse's clearance Clear eyes evident	24 hours after treatment has begun
Ringworm	Not excluded on scalp, requiring Doctor note	24 hours after anti-fungal treatment has begun, except on scalp.
Strep infection 1. Scarlet fever 2. Scarletina 3. Strep throat	Doctor note 24 hrs. after treatment has begun 24 hrs. after treatment has begun 24 hrs. after treatment has begun	Depends on severity

*Head lice are a common problem all schools face especially in the spring and fall. For the protection of all the children, students must be completely free of all lice and nits (eggs) before returning to school. Simply treating the hair with special shampoo and/or assuming the eggs are dead is not acceptable. **Parents must bring the child in to be checked by the nurse before re-admittance.**

MEDICATION

Let the school know if your child is taking **any medication**. Please keep us informed of any health problems (new or changing). Should your student need to receive medication (prescription or over the counter) during school hours, the following procedure will be followed:

1. Your child's physician must provide written orders when medicine should be administered, and telephone number where the physician can be contacted.
2. The parent/guardian must provide written permission for the school to administer the medicine and a telephone number for contact in case of an emergency.
3. The parent must bring the medicine to school in a container appropriately labeled by the pharmacy or physician, or in factory packaging. It is acceptable for parent or guardian to give medication to transportation staff who are directed to deliver to school nurse. All medication should be clearly identified on the outside of the container and will be stored in the nurse's office.
4. The school nurse will communicate regularly with parents and physicians about any problems or effects of administering medication to students during school hours.

The nurse will also work closely with the physician so your child's health care plan can be modified as changes in his/her physical condition warrant it.

ACCIDENTS OR EMERGENCY ILLNESS

Every attempt will be made to notify parents or guardians during or after an emergency. If the parents can be reached in time, the parent should make arrangements for treatment. If the emergency requires immediate action, the school nurse or other school personnel will make arrangements for the student to receive medical attention at the nearest medical facility.

Note: You fill out Emergency sheets each year. It is important that you read these carefully and sign them with any special instructions. Please also include any change in medications on the form. The emergency information you give to us accompanies any injured or ill student to the hospital.

SWIM / PHYSICAL EDUCATION

We provide an extensive swim and physical education program with certified staff for all students attending BLC. These programs are adapted for every student and offered to all students. Students will shower before/after each swim class as a requirement of the Health Department, and older students will shower after each gym class. In addition, we ask that families/caregivers provide showers on a regular basis at other times. For swim days your student will need a swim suit and swim cap. On gym days students need to bring gym shoes. Teen/Adult students will need deodorant. Being physically active enhances the quality of your students' life. However, it is also important that you keep the school advised of any health concerns or changes in status so that we can provide program adaptations and continue to provide fun, safe activities. Students are expected to participate in swim/gym on a regular basis unless they have a medical release from a doctor excusing them from participation.

LUNCH PROGRAM

Breakfast and lunch are available for all children unless a child is excused from participating due to dietary or other reasons. Generally 2% milk is served. The meal is planned to meet the requirements of nutrition and quality established by the Federal Government. If you choose to

pack a lunch for your child, milk can be purchased. Children who are on free lunch and choose to bring a sack lunch from home **will not** receive free milk. The milk is to be paid for that day. Prices are listed separately each year due to price fluctuation.

4

Any account left unpaid beyond ten (10) days and without approved payment plan arrangements, are considered delinquent and the student will be required to bring his/her own meals until account is paid in full.

Lunch money is payable on Mondays. Please send lunch money in a sealed envelope marked with your child's name and the amount of money enclosed. Younger children may have their money pinned on with a safety pin or given to the bus driver. If a child is absent, parents may deduct the cost of food from the next payment due. If you have any questions about payment/cost or the menu, you may contact Mary Huffman at (269) 473-2600 ext. 214.

****If your child is allergic to certain foods or other substances, please send information from your doctor.**

NONDISCRIMINATION

The Berrien County Intermediate School District Board of Education is committed to a policy of nondiscrimination with regards to race, color, religion, national origin, creed or ancestry, age, sex, marital status, or handicap in its operations, programs, and employment practices. The compliance officer is the Director of Special Education at the Berrien County Intermediate School District Office, 711 St. Joseph Avenue, Berrien Springs, MI 49103, (269) 471-7725.

PARENT CONFERENCES

Parent Conferences are scheduled in the Fall and Spring of each school year. Please consult your school calendar for the exact dates. In addition to the regularly scheduled parent conferences, annual IEP's are also convened for each student to review goals, progress, program services, and any necessary revisions. Further, Multidisciplinary Evaluation Team meetings are convened for any student who is scheduled prior to the mandated three year psychological reevaluation. Every effort is made to combine these conferences/meetings, as they are extremely important to the progress your child makes in school.

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

SCHOOL ACTIVITIES

Teen/Adult Social Activities: These are held throughout the school year and include such events as the King/Queen Contest, Dances, the Annual Prom, etc.

Classroom Social Activities: A variety of activities occur in individual classrooms or pods. These may include plays, special recognition's, birthday parties, etc. Please check with your teacher if you would like to send a room "treat" for your child's birthday.

Organizations: Students are able to participate in a variety of activities including, student council, musical presentations, dance group, etc.

Volunteers/Students: The total school program benefits from the services of many adult and

student volunteers. Many high schools and colleges in the area send selected students to assist in the programs. Student Co-op's and Foster Grandparent Programs are included within the building.

SCHOOL CLOSING

In case of bad weather, it may be necessary to cancel school, delay bus runs, or delete certain bus runs.

Before School: If the weather is bad, listen to the special announcements, which will be broadcast on the following Radio/TV Stations:

Benton Harbor/St. Joseph	Oldies	94.3
Benton Harbor/St. Joseph	Sunny	101.5
Benton Harbor/St. Joseph	WHFB	99.9 FM
Benton Harbor/St. Joseph	WSJM	1400 AM
Benton Harbor/St. Joseph	WIRX	107.1 FM
Benton Harbor/St. Joseph	WYTZ	97.5 FM
Radio Station of SW MI	WSPZ	103.7 FM
Radio Station of SW MI	WCSY	98.3 FM
Radio Station of SW MI	WSPZ	940 AM
Radio Station of SW MI	the COAST	94.9 FM
South Bend	WSBT	960 AM
South Bend	WSJV-TV	FOX 28
South Bend	WNDU-TV	NBC 16
South Bend	WSBT-TV	News 22

If Berrien Springs Public Schools are closed, Blossomland Learning Center is closed. If the school district where you live is **closed or delayed** for weather related reasons, the bus **will not pick up** your student. If Blossomland Learning Center is open and the school district where you live is **closed**, you may choose to transport your child to **and** from school. If Blossomland Learning Center is open, and the school district where you live is **delayed**, you may choose to transport your child to school and the bus will return your child home. When you transport your child to and from school, you must bring them into the building and **sign them in and out** in the office.

During School: If a severe storm starts or is forecast while school is in session, the buses may leave early to return children home. **If there is a bad weather forecast and you are not at home, please call and let us know where your child may be taken.**

**Every effort will be made to reach parents or other emergency numbers if school is dismissed early.

CURRICULUM

The overall goals of the curriculum are to help each child become an adequately adjusted person, to assist in reaching his/her maximum potential, and as much as possible prepare each student for transition to his/her local community after leaving Blossomland Learning Center. We utilize the curriculum Addressing Unique Educational Needs for Students with Disabilities, or AUEN. This incorporates a functional curriculum. In addition, we incorporate the Michigan Curriculum

Framework-Extended Grade Level Content Expectations, or GLCE's, which we align our academic curriculum. Major goals and objectives are determined for each child and are reviewed annually. Parents are encouraged to assist the staff in developing the most appropriate individual goals for their child. Parents/Guardians shall be permitted to inspect all instructional materials used by the district.

6

EXIT OUTCOMES/LEARNER GOALS

Physical: Demonstrate skills necessary to develop and maintain optimal health and physical well being.

Cognitive: Demonstrate functional skills in the areas of problem solving, perception, and academics.

Social/emotional: Demonstrate socially acceptable behavior to allow participation in a variety of settings, which will promote positive self-esteem.

Daily Living Skills: Demonstrate skills, which promote optimal independence in domestic and personal care.

Vocational: Have experience in a variety of work environments and demonstrate skills and behaviors conducive to acquiring and maintaining meaningful work.

Community: Will participate in a variety of community services and utilize its resources.

Communication: Express and share personal needs, ideas and interests, which will promote self-advocacy and interpersonal relationships.

Leisure/recreation: Able to recognize leisure time and engage in age-appropriate activities in group, individual and community settings.

All learner outcomes are monitored on a continuing basis and are adjusted to meet individual student's needs. Parents are informed of their child's progress through regularly scheduled parent conferences, teacher contacts, annual reviews, and specific conferences established by parent or teacher request.

DRESS CODE

All students are expected to be dressed neatly, cleanly, and appropriately for school. This means light clothing for spring and fall, and warm clothing for winter. Extremes in dress that might cause health or safety problems and/or disruptions in school will not be allowed.

Shorts are permissible, but they must be in good taste. Bermuda style shorts, or "jam" shorts, near the knee are acceptable. Short shorts, running shorts, gym shorts or tennis shorts are not acceptable. Any top that exposes a midriff on persons of either gender is also unacceptable. See-through or mesh shirts for boys, or any other kind of printed shirt may be worn only if they do not advertise or display connotations of drugs, alcohol, tobacco, sex, vulgarity, or violence.

It is important to mark boots, caps, mittens, etc. with your child's name. Properly labeled items will be returned to students immediately. A lost and found box is maintained so that unlabeled items can be retrieved. Please remember that the students do go outside to play and should be dressed appropriately for the prevailing weather conditions.

SCHOOL HOURS

Students: The students' school day is from 8:40 a.m. to 2:57 p.m. Pre-Primary students on half-days schedule attend from 8:40 a.m. to 11:30 a.m. (AM Class) or 12:00 p.m. to 2:57 p.m. (PM Class)

Lunch is served on the following *schedule:

A Pod – 12:00 p.m.

B Pod – 11:45 a.m.

D Pod – 11:30 a.m.

*Times may vary due to lunch served and pace of student/teachers.

7

STAFF CONTACT INFORMATION

The school phone number is (269) 473-2600. If you wish to talk with your child's teacher, the best times to call are 8:30 a.m. to 8:40 a.m. and 3:00 p.m. to 3:30 p.m. Teachers are with students between 8:40 a.m. and 3:00 p.m. During this time they will be available only for emergency calls. Non-emergency phone messages will be placed in the teacher's mailbox and they will return your call as soon as possible. Administrators, social worker, nurse, and secretaries are available throughout the day. You may also communicate with staff via e-mail at the following addresses:

Archer, Robyn	rarcher@remc11.k12.mi.us	
Banyon, Karol	kbanyon@remc11.k12.mi.us	
Barker, Linda	lbarker@remc11.k12.mi.us	
Barton, Kathleen	kbarton@remc11.k12.mi.us	
Betts, Dan	dbetts@remc11.k12.mi.us	
Boyle, Julie	jboyle@remc11.k12.mi.us	
Bushouse-Williams, DeLynn	dbushous@remc11.k12.mi.us	
Chaudoir, Jan	jchau@remc11.k12.mi.us	School Nurse
Conover, Diane	dconover@remc11.k12.mi.us	School Social Worker
Cudanin, Mark	mcudanin@remc11.k12.mi.us	Physical Therapist
Eckerley, Laurieanne	lwelling@remc11.k12.mi.us	
Evans, Sarah	saraevan@remc11.k12.mi.us	
Farmer, Shanda	sfarmer1@remc11.k12.mi.us	
Fitzstephens, Karen	kfitzste@remc11.k12.mi.us	Occupational Therapist
Harper, Pamela	pharper@remc11.k12.mi.us	Principal
Hansen, Lori	lhansen1@remc11.k12.mi.us	
Hollis, Larry	lhollis@remc11.k12.mi.us	
Hollis, Susan	shollis@remc11.k12.mi.us	
Huffman, Mary	mhuffman@remc11.k12.mi.us	Food Service
Kelly, Brian	bkelly@remc11.k12.mi.us	Physical Ed./Swim
Koch, Victoria	vkoch@remc11.k12.mi.us	
Kramer, Loretta	lkramer@remc11.k12.mi.us	Music Therapist
Kuhn, Craig	ckuhn@remc11.k12.mi.us	
Lawson, Tina	tlawson@remc11.k12.mi.us	Assistant Principal
Mack, Stephanie	smack@remc11.k12.mi.us	Dir. of Special Education
Manolovits, Russell	rmanolov@remc11.k12.mi.us	
Matthews, Timothy	tmatthew@remc11.k12.mi.us	
McAuliffe, Jessica	jmcaulif@remc11.k12.mi.us	
Moore, Lanna	lanmoore@remc11.k12.mi.us	
Noll, Jennifer	jnoll@remc11.k12.mi.us	
Peterson, Mary	mpeters1@remc11.k12.mi.us	
Reynolds, Laura	ldinges@remc11.k12.mi.us	Speech & Language
Rogers, Darcie	drogers@remc11.k12.mi.us	School Secretary
Rublely, Aaron	arublely@remc11.k12.mi.us	
Scott, Jerry	jerscott@remc11.k12.mi.us	
Stanley-Rodriguez, JoEllen	jorodrig@remc11.k12.mi.us	

Stuglik, Pat
Summerfelt, Fred
Townasley, Edith
Zick, Autumn
Zuraw, Kathy

peby@remc11.k12.mi.us
fsummer@remc11.k12.mi.us
etownsl@remc11.k12.mi.us
azick@remc11.k12.mi.us
kzuraw@remc11.k12.mi.us

Admin. Secretary
Speech & Language
Physical Ed./Swim

DISCIPLINE

Managing student behavior has always been part of operating a classroom, and dealing with disruptive students is part of that process. Blossomland Learning Center classrooms have a behavior management component which deals with day-to-day student behaviors. On occasion, a mentally disabled student may, through his/her inability to reason or understand the consequences of his/her actions, engage in behaviors that may present a danger to him/her or others. The Berrien County Intermediate School District has developed procedures for managing these student behaviors to assist staff in crisis situations. These procedures are based upon the Cornell Crisis Therapeutic Intervention Program and require extensive training and ongoing practice by all staff.

The major thrust of the Therapeutic Crisis Intervention Program is to diffuse volatile situations through a series of steps short of physical intervention. Physical restraint is always the last response in handling crisis situations. When physical restraint is required and necessary to prevent physical injury to other students, staff, or self, a team approach is used to minimize the potential of injury or harm. Parents are notified of all such incidents, which are documented and recorded. This record of unusual behavior incidents may become the basis for developing a specific, "Behavioral Intervention Plan" for the student. The Behavioral Intervention Plan will concentrate on developing strategies and alternatives to promote positive change in the student's attitudes and behavior with the overall goal of eliminating future crisis situations and will be established with parent input, participation and approval prior to the plans implementation. A copy of all Incident Reports, the Functional Behavior Analysis and Behavioral Intervention Plan will be provided to the parents/guardians/caregivers. The Procedures manual for managing student behavior is available at the Berrien County Intermediate School District and Blossomland Learning Center offices. Corporal punishment is prohibited in all behavioral management programs and educational settings operated by the Berrien County Intermediate School District.

DRUG, INHALANTS, AND ALCOHOL ABUSE

A student shall not sell, possess, use, purchase, deliver or be under the influence of any drug, inhalant, alcohol, or other controlled substance as defined in the Controlled Substances Act of 1971, being MCL 335.301 et seq. and as defined in other Michigan or Federal Statutes, while on school grounds, or off school grounds at a school activity, function or event. Depending upon the age of the student and seriousness of the offense, any or all of the following options will be administered: Parent contact, parent conference, police contact, referral to health department, recommendation to attend health department counseling sessions, involve family with Berrien Substance Abuse Agency, referrals to other agencies as appropriate and possible reconsideration of program placement and discipline up to and including expulsion.

CD PLAYERS, RADIOS, ETC.

Students may not bring CD players, MP3 players, Ipods, radios, toys, extra money, or any

personal communication device with wireless, etc., or any device that takes photos of any kind to school. The school cannot be responsible for loss or damage to these items. The teacher will let you know about any special programs or “show and tell” types of activities where these items may be permissible.

WEAPONS OFFENSES

The District will comply with Public Act 211 which prohibits students from possessing “a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles”, or any other instrument deemed dangerous by school authorities, while in attendance at school or a school activity, or enroute to or from school on a school bus. This policy shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. This will result in immediate reporting to the parent or guardian and the local law enforcement agency after discovery of the weapon and could result in disciplinary action up to and including suspension/expulsion.

SEARCH AND SEIZURE

Recognizing the privacy rights of students, Blossomland Learning Center will adhere to the established Board of Education Policy, in regards to student personal belongings. No students may be searched without individualized reasonable suspicion or in an unreasonable manner. The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search: information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition of them. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from the student.

LOCKER/STORAGE CUBICLES

There are no privacy expectations in school lockers/cubicles or its contents. The principal or designee may search lockers/cubicles or contents. Law enforcement agencies may assist.

SUSPENSION FROM SCHOOL

Students at Blossomland Learning Center may be suspended from school in accordance with Board of Education Policy, should they be found guilty of a gross misdemeanor or persistent disobedience. The length of the suspension should be in relationship to the severity of the offense.

HARASSMENT

Harassment of a student(s) by other students or any member of the staff is contrary to the Board of Education’s commitment to provide a physically and physiologically safe environment in which to learn, and may be a violation of Federal and State Law. This includes any type of sexual harassment, which may consist of unwelcome sexual advances or any form of improper physical contact or sexual remark. Any use of racial, ethnic, or other verbal harassment will not be allowed and must be reported to the building administrator who will investigate promptly. Anyone found to have violated this policy and/or the District’s general rules of conduct shall be

subject to disciplinary action up to and including termination, suspension or expulsion from the District.

STUDENT DROP-OFF / PICK-UP

Special circumstances may arise when you will be bringing your child to school or picking him/her up.

10

DROP-OFFS: Notify the Transportation Department early so the driver does not make an unnecessary stop. Sign your student in at the office to make sure he/she is included in the lunch count and the office is prepared should an emergency arise. Students should not be brought to school before 8:40 a.m. since no supervision is available prior to that time. Please do not take your child directly to the classroom.

PICK-UPS: Notify the Transportation Department so that the driver is not waiting for a “missing” student. Do not take your child directly from the classroom without signing him/her out in the office. We must be aware that the student is out of the building. Students must be picked up before 2:55 p.m. since no supervision is available after that time. A student will be permitted to leave only with the parent, legal guardian, or person designated by the parent in written form. These procedures are designed specifically for the safety of your child.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, the school may disclose some student information without written consent when the information is designated “Directory Information” unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child’s roles in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district website

Directory information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturers
- state or federal authorities auditing, evaluating programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories – names, addresses, and telephone listings – unless parents have notified the district that they do not want their child’s information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by September 30, 2007.

SECTION 504 AND ADA

Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) are both civil right statutes for persons with disabilities. All students eligible for services under IDEA are eligible for protections under Section 504 and ADA. Compliance with requirements of Section 504 and the ADA will be coordinated by the Director of Special Education. S/he may be reached at the Berrien County Intermediate School District Administrative Center, 711 St. Joseph Avenue, Berrien Springs, Michigan 49103 or by calling 269-471-7725.

SUPPORT SERVICES

THERAPY: The Speech and Language, Occupational, Physical and Music Therapists are fully certified and approved in their professional field. In addition to providing direct service to eligible students the therapists also evaluate students referred for direct services and provide consultation to classroom instructional staff.

The music therapist provides music therapy classes for eligible students and organizes, coordinates and directs school-wide music programs, visiting music presentations, and music for special events and holiday activities.

HEALTH: The nurse supervises the giving of any medications at school (these cannot be given without a physician’s order) and works with the child, the family, and their physician. Parents are encouraged to call the school nurse regarding any health concerns. The school nurse is also responsible for school health programs including Hearing and Vision Screening, and special clinics held in the community. The school nurse can also assist parents and the physician in carrying out a positive health plan for the student.

SOCIAL WORK: The school social worker is fully approved with a MSW and is available to assist students and their families with concerns, problems, future planning, and relationships with other community agencies. The school social worker serves as a member of the Multi-disciplinary Evaluation Team (MET), a diagnostic team that re-evaluates student eligibility for

special education, program placements and related services and provides counseling for students both individually and in small group situations.

TRANSPORTATION

BCISD will provide transportation. As parents/caregivers, you can understand why good behavior on the bus is necessary for safety reasons. Riding the bus is a privilege and a child can be refused permission to ride the bus if his/her behavior endangers the safety of him, other students, or the safe operation of the bus.

It is the parents' responsibility to let the transportation office and the school know when your child will not be attending school and calling when he/she is ready to return to school. It is also the parents' responsibility to see that your child gets on and off the bus safely. Please refer to the transportation handbook for detailed bus rules and other transportation information.

****If you have any transportation questions, please talk to your child's bus driver or call the Transportation Supervisor, Yolanda Suarez, at (269) 471-9308.**

FIELD AND OTHER DISTRICT RELATED TRIPS

The Board recognizes that field trips, when used for teaching and learning as an integral part of the curriculum, are educationally sound and important ingredients of the instructional program of the school. The Board does not endorse, support or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved in accordance with the District's Administrative Guidelines.

VISITORS

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

OFFSITE PROGRAMS

Blossomland Learning Center operates some offsite programs throughout the county. In general, the information in this handbook applies to the offsite program. There may be some minor differences in starting/ ending times, lunch times, etc., to accommodate integration in regular school buildings and community site location schedules.

