



Avondale ATPS

Adult Transition Program and Services

**220 S. Squirrel Rd
Auburn Hills, MI 48326**

Important Numbers:

Susan Jackson (248)537-6440

Megan Stockman (248) 537-6446

Kaitlyn Vogt (248) 537-6447

Mara Canada (248) 537-6489

Transportation (248)537-6050



AATPS STUDENT HANDBOOK

Mission Statement:

Avondale ATPS delivers an educational experience that enables 18 – 26 year old students with a disability to live an independent life and become vocationally independent within the guidelines of their personal goals.

Vision Statement:

Avondale ATPS will provide learning opportunities to address student interests and abilities in order to increase personal independence. AATPS will deliver instruction to meet the needs of a student population with diverse strengths and challenges. AATPS will engage community members and families in reaching the program's ultimate goal of assisting students to gain the tools they need to build an independent life in their home community.

School Hours: Full Day: 7:10am-1:40pm
Half Day: 7:10am-10:26am
Early Dismissal: 7:10am-11:48am

Staff Contacts:

Susan Jackson, Adult Transition Facilitator

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Megan Stockman, Teacher

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Mara Canada, Teacher

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Avondale ATPS POLICIES and GENERAL INFORMATION

ATTENDANCE:

Consistent school attendance is critical to a successful learning experience.

Excused Absences:

1. Personal illness of a student or doctor's visit
2. Emergency within the family
3. Family trip (because of our commitment to our job sites, notification is required at least two weeks ahead of time)

Unexcused Absences:

1. In-school suspension
2. Leaving the school without permission

Please report absences to **both** the bus garage (248-537-6050) and to SKILL teacher (See on pg 1).

Illness During the School Day:

If a student becomes ill during the school day, a staff member will contact the person listed on the student's emergency card.

Inclement Weather and School Closings:

The local television and radio stations, (WJBK-2; WXYZ-7; WDIV-4; and WWJ 950 AM and WJR 60 AM) announce school closures because of inclement weather or other emergency conditions as early as 6:00 AM. Avondale School District also participates in *Alert Now*, an automated phone system that contacts parents in the event of a school closing. Additionally, parents may also check our district web page.

DRESS CODE:

Students attending the SKILL program are required to dress as if they are going to a place of employment each day. Appropriate and clean clothing and careful attention to hygiene is expected. A sample hygiene checklist is included in this handbook. SKILL students will be provided with a SKILL polo shirt to wear during the day. Students should wear appropriate shirts to SKILL each day in case polo's are unavailable. Comfortable shoes are needed as well for daily activities.

If students are not properly dressed or groomed they will not be allowed to participate in off-site employment experiences for the day.

Hygiene expectations:

HYGIENE CHECK SHEET

sample

STUDENT: _____

DATE: _____

- Am I clean? _____
- Am I clean shaven? _____
- Did I use deodorant? _____
- Are my clothes clean? _____
- Am I dressed according to the dress code? _____
- Did I brush my teeth? _____
- Is my hair washed? _____
- Is my hair combed? _____
- Are my nails clean and trimmed? _____

STUDENT SIGNATURE: _____

STAFF SIGNATURE: _____

**Mailboxes and Lockers:**

Each student will be provided with a mailbox where he/she will be responsible for picking up mail, updates, schedules, etc. on a daily basis. Larger personal belongings such as purses, backpacks, athletic bags, etc. should be stored during the day in assigned lockers.

Physical Activity:

ATPS students participate in physical activities frequently, whether on the jobsite, during Community Based Instruction or at school. For their safety and comfort we require that students bring to school a pair of gym shoes, workout pants, and a t-shirt to change into for the periods of workout and exercise. These articles can be left at school so that students can launder them using ATPS laundry machines. Students should also have supplies for “freshening up” here at school. Please provide your student with deodorant, a toothbrush and toothpaste, a brush/ comb, and other products that your student currently uses in his/her hygiene routine.

Lunches:

Students have the option of ordering a school lunch, bringing a lunch from home, or making lunch at school. Students can store food items at school when making lunch. Students will label their food and be responsible for monitoring quantity. When their food quantity gets low, they will be responsible for replacing it. Occasionally, we will go out to lunch. Parents will be notified ahead of time and students will be responsible for bringing their own money, ordering, and paying for their lunch.

Prescription and Nonprescription Medication:

If your student requires a prescription or nonprescription medication administered at school, please fill out and provide either the *Permission Form for Prescribed Medication* or the *Nonprescription Directive* to ATPS staff along with the medicine in its **original** container. Allergies require a physician’s note and protocol.

Acceptable and Appropriate Computer Use:

Computers available at school are for student and teacher use. Students are expected to use the computers under acceptable and appropriate standards. Students may not abuse, hit, deface, mark or inappropriately use the computer or its peripherals. The destruction of property and the malicious intent to harm the computer or go into the hard-drive without authorization will result in disciplinary action. Students are allowed to use the Internet under supervision during authorized times. Students are forbidden to enter areas of the Internet that are unethical and lack appropriate educational merit. Please see the Acceptable Technology handout.

Communication Devices / Cell Phone Use:

ATPS students are considered adults and therefore may possess, display and use communication devices and cell phones as long as they are doing so in an adult manner and within the parameters of proper etiquette. They may not use their devices on a job site or while engaged in a lesson. Violation of this policy will result in loss of cell phone privileges.

Handheld Electronic Games:

The use of handheld electronic games is not permitted during instruction time. In addition, the use of these devices while walking in parking lots and roadside during the school day is not allowed. Wearing ear buds (even if the device is not in use) is also prohibited, unless there is a specific need that is addressed in the student’s IEP.

Gambling:

Participating in any game of chance or skill for anything of value is not permitted and is subject to disciplinary action.

**Theft or Larceny:**

Larceny is the wrongful taking of another person's property and is forbidden and is subject to disciplinary action. This includes removing supplies and materials from any classroom.

Vandalism:

The intentional or willful destruction of public, school, or private property constitutes vandalism. This includes any graffiti or excessive littering. All acts of vandalism are subject to disciplinary action.

Fighting:

Physical contact done in anger or defense with the intent to inflict pain or injury is fighting and is not permitted. Students who are aware of an impending fight and participate by their presence when it occurs are subject to discipline as well.

Public Displays of Affection:

Public Displays of Affection (PDA) between same sex or opposite sex students are not permitted in the building or while on a job site or community outing. This includes the bus ride to and from school in the morning, afternoon and on the way to and from job sites. Public displays of affection include but are not limited to hugging, kissing, petting, caressing, etc. Students who engage in PDA will be disciplined.

Substance Abuse:

The sale, transfer, use or possession of any controlled substance, substance abuse materials or paraphernalia is prohibited on school property and/or at school-related activities.

Tobacco Use:

Students are not permitted to be in possession of, or use any form of tobacco at any time in the school building, on the school bus, on the school grounds, or when going to or from school. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense, and is subject to disciplinary action.

Inhalants:

Students are not permitted to be in possession of any inhalant type substances on school grounds, buses etc. at any time. This includes aerosol cans or any other type of containers holding fumes that would be harmful if inhaled and contribute to inappropriate student behavior.

Fireworks and Associated Materials:

Possession, use, or sale of fireworks of any type is not permissible. Any item that will cause a flame, or items such as itching powder, smoke bombs, poppers, paintballs, lighters, etc. are also not permitted.

Bomb or Similar Threats:

Michigan Safe School Legislation requires mandatory suspension up to 180 school days if any student makes any threat, written or verbal, promising to harm or cause harm to another individual or the property of Avondale School District.

Gang References and Behavior:

Any references or actions related to gangs or gang behavior is strictly prohibited. Such references may include but are not limited to: hand signals, verbal references, inappropriate clothing (or how clothing is worn) and related paraphernalia.

**Bus Behavior:**

It is expected that students will behave in a real-world adult manner while riding district buses. Behaviors including (but not limited to) eating and drinking on the bus, using inappropriate language (swearing), distracting the driver, public displays of affection, or engaging in any activity that may present a safety hazard for self or others will be subject to a commensurate disciplinary action.

Notice of Disciplinary Action:

In keeping with the Avondale ATPS approach of modeling real-world work sites, students will be given a "Notice of Disciplinary Action" if they do not comply with the rules of the program as outlined in this handbook. Additional examples that may prompt a "Notice of Disciplinary Action" include: excessive tardiness, unexcused absenteeism, and inappropriate dress and insubordination. Students will be required to sign the notice if presented with one and comply with the action plan as described on the form.

Refusal of Services:

Students who do not attend Avondale Adult Transition Program and Services as described in their IEP and who are absent from instruction time without cause or explanation are considered to be Refusing of Services. Students who refuse services will be dropped from the program after numerous documented attempts to encourage and assist the student in attending the program.

Teasing, Harassment, Sexual Harassment and Bullying:

All students must be able to work, learn, and grow in an atmosphere that is free from any form of teasing, harassment, or bullying. Harassment is any form of inappropriate and unacceptable behavior toward another person.

Harassment will not be tolerated on school grounds, in the school building, or at school related activities away from the building and grounds. Students who engage in teasing, harassment, and bullying will be subject to severe disciplinary action. Harassment shall be defined as verbal, non-verbal, physical, or written behavior which:

1. Intimidates or demeans individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin or disability;
2. Involves an expressed or implied threat to personal safety;
3. And has the effect of interfering with an individual's participation in the curricular or extracurricular activities of the school district.

Students who encourage, participate, or support teasing or bullying in any way are subject to the same punishment as those directly involved in the harassment.

Sexual harassment is unacceptable behavior not tolerated in any Avondale School District building or program. Sexual harassment is defined as:

1. Verbal harassment, intimidation, or abuse that is sexual in nature;
2. Subtle pressure for sexual activity;
3. Persistent remarks about another person's body;
4. Physical contact, inappropriate touching, or assault;
5. Sexual comments, gestures, notes, or pictures that are sexual in nature and are made to demean a staff member or student.

Incidents of sexual harassment will be reported to the proper authority. Any students who engage in sexual harassment will be disciplined and may face criminal charges.

**Search and Seizure:**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances of reasonable suspicion, and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect full privacy regarding items placed in school property.

A student's failure to permit searches and seizures as provided in this policy will be considered for disciplinary action. A student's person and/or personal effects (i.e. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Weapons:

Possession of dangerous or other weapons as defined herein by a student on school property, at school related events, or while a student is en route to or from school is strictly prohibited. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18USC &921. The term "weapon" shall mean any object or instrument the principle use of which is to inflict injury or physical harm upon another person, or the use of which may result in pain and suffering. The term "weapon" shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.



OAKLAND COUNTY RESOURCES FOR PERSONS WITH DISABILITIES

Easter Seals	www.easterseals.com	800-75-SEALS
Michigan Rehab (MRS)	www.michigan.gov/mdcd	800-605-6722
Michigan Works!	www.michiganworks.org	248-858-5520
Oakland Community Health Network	www.oaklandchn.org	248-464-6363
Macomb Oakland Regional Center (MORC)	www.morcinc.org	866-593-7412
Community Living Services	www.comlivserv.com	248-758-2348
ARC of Oakland County, Inc.	www.thearcoakland.org	248-816-1900
Far Conservatory of Therapeutic and Performing Arts	www.comnet.org/far	248-646-3347
The Art Experience	www.theartexperience.org	248-706-3304
Paint a Miracle	www.paintamiracle.org	248-652-2702
Community Housing Network	www.communityhousingnetwork.org	248-928-0111
Oakland County Parks & Rec Therapeutic Program	www.co.oakland.mi.us	248-585-7596

The Avondale School District, in partnership with the community, delivers a school experience that prepares all students to become lifelong learners and contributing citizens.

The information contained within this handbook follows guidelines established and/or approved by the Avondale Board of Education and is intended to create and ensure an environment that is safe, respectful and conducive to learning.