



Novi Adult Transition Center Student Handbook

Novi Adult Transition Center Handbook

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Novi Adult Transition Center Team:

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Special Education Supervisor: Stacey Theophelis	Phone: 248-449-2030 Email: stacey.theophelis@novik12.org

District Vision Statement

Developing Each Student's Potential With A World-Class Education

District Mission Statement

In partnership with parents and community, the mission of the NCSD is to ensure that all students develop the knowledge, skills and character necessary to achieve their highest potential and to be productive members of an ever changing global society.

Daily Schedule

- The NATC will follow the Novi Community School District Calendar which can be found at the Novi Community School District website at www.novi.k12.mi.us/district/district-calendar
- Hours: 8:00 am to 2:10 pm, Monday through Friday
- Monthly calendar of events specific to the NATC will be provided to each student and family.

Attendance

- The Novi Board of Education believes that regular attendance in school is important to the educational growth of the student; however, legitimate circumstances may exist whereby a student is unable to attend school, such as:
 - Personal illness or illness in the family
 - Death in the family
 - Court appointments
 - Religious holidays, instructions or obligations
 - Prearranged family vacations*
 - Medical appointments that cannot be made during out of school hours
 - Other prearranged absences provided pre-approval is granted
 - School imposed suspensions
- Every school day is vitally important in the educational development of the student. Punctual and regular attendance is essential for a student to do well in school. If an absence or late arrival is necessary, student/parents/guardians should contact the transportation, the Novi Adult Transition Center Staff and their work based learning site if applicable.
 - Transportation: 248-449-1245
 - NATC: 248-449-1284

*If a student is going to be absent for an extended period of time (i.e. more than 3 consecutive days), please contact the teacher at least one week prior to the planned absence. Please fill out and submit the included Extended Absence Request form. If a student is going to be out for more than 10 consecutive days, they will be dropped from the roster and can re-enroll up on their return.

Health and Student Illness

- Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread quickly. Your child's health is important to us. We attempt to maintain good health conditions while your child is in school. Please keep your child home if he or she has any of the following symptoms:
 - FEVER
 - PAIN AND STIFFNESS OF NECK, AND HEADACHE
 - SORE THROAT
 - SWELLING AND TENDERNESS OF GLANDS, ESPECIALLY NECK GLANDS
 - COUGH, IF PERSISTENT OR PRODUCTIVE
 - NAUSEA AND VOMITING
 - DIARRHEA AND/OR PERSISTENT ABDOMINAL PAIN
 - JAUNDICE (YELLOWING OF EYES OR SKIN)
 - RASH
 - ANY SKIN ERUPTION (PARTICULARLY IF RED, SWOLLEN, AND DRAINING)
 - RED OR RUNNY EYES, SNEEZING, OR NASAL DRAINAGE
 - LICE
- If symptoms occur while in school, parents will be contacted and asked to arrange for the child to be taken home. Parents are expected to have their child picked up immediately. A child may not return to school until fever/vomit/symptom free for 24 hours.
- Following the above guidelines, provided by the Oakland County Health Division, will help prevent a child from developing possible complications and will keep the school environment a healthy one.
- The Oakland County Health nurse makes periodic visits to each elementary building to collaborate with school staff. We do not have a school nurse on duty daily.
- Daily outdoor recesses are a valuable factor in promoting healthy classroom conditions. Children are expected to participate in recess activities; therefore, they should wear adequate, warm clothing. Classes are usually on the playground no more than twenty minutes and are supervised by classroom teachers or noon aides. If the weather is too severe, the children will remain indoors.
- Generally, if children are well enough to be in school, they are well enough to go outside. Due to that fact that we do not have adequate supervision for students not participating in recess, a doctor's note is necessary if a child is expected to stay in due to medical reasons.

Emergency Contact Information

- When your son/daughter enters Novi Community Schools, you are requested to complete a registration form. Information to be included is: current home and work phone numbers, names and phone numbers of people to whom your child may be released in an emergency, and the name of your family doctor. It is very important that this information be kept up-to-date. Emergency forms will be sent home at the start of each school year for updating. Please remember to contact the school when your numbers change during the school year.

Behavior/Work Skills Code of Conduct

- No cell phone use during work time. Cell phone time will be provided during lunch and at other times at the NATC deemed appropriate by the classroom teacher. Accommodations will be made based upon a developed behavior plan or identified need in a student's IEP.
- Students are expected to follow the rules/guidelines of the classroom, community sites and work based learning sites. Repeated failure of a student's ability to do this may result in dismissal from the work site or loss of privilege for community based instruction trips.

Job Site/Assessment

- Students/Parents/Work Based Learning Supervisor and Teacher will all sign the Work Based Learning Form and Training Agreement prior to beginning a work based learning site.
- Staff will make a minimum of at least one visit every 30 calendar days to the work site and meet with the student and job supervisor.
- Job sites are assigned based upon work tasks and student ability.
- Students will abide by all rules as determined by the work site needs. If problems arise, a meeting will be scheduled with the NATC staff and work based learning site supervisor in order to identify needs and develop strategies to attempt to resolve the issue of concern. Parents will be notified.
- If a behavioral issue continues to persist despite intervention attempts, the student may be removed from that work site placement.
- Assessment/review of student's progress at the work site will be completed on a regular basis by the job coach, work based learning supervisor and/or teacher.
- Students will abide by work based learning dress code.

Communication

- If a parent/student has a concern about a classroom issue, work based learning issue or any other concerns, please contact the NATC Teacher first. The teacher will then determine if other parties need to be involved in order to resolve the issue.

Transportation

- Transportation to and from NATC, community based instruction and the work based learning sites will be provided by the Novi Community School District. If your student typically takes the bus but will be absent or does not need a ride on a specific day, please contact transportation to notify them at 248-449-1246.

Technology

To the Student (Grades 7 – Post Secondary)

- The Novi Community School District (NCS D) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Novi schools by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. NCS D firmly believes the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the district. The district has implemented an Internet Filtering System; however, we cannot control all of the information available on the Internet. Although student use of the Internet while at school will be supervised by staff, we encourage parents to have a discussion with their children about values and how those beliefs should guide student activities while using the Internet. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. The following guidelines are intended to help you use the network and its resources appropriately. If you do not follow our user policies listed here, your privilege of using the network and its resources will be withdrawn.

User Agreement

- The use of school and district networks and resources must be in support of education, research, and the educational goals and objectives of the Novi Community School District. You are personally responsible for this provision at all times when using building and district networks and their resources on the premises of the school district. The use of another organization's networks or computing resources must comply with rules appropriate to the network. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secrets, and may extend to Internet access for commercial or financial gain. You are advised to be familiar with all rules and how to use the Internet and Email before getting on-line. If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating laws like

credit card fraud, electronic forgery, threats, or other forms of illegal behavior. The district is not responsible for other people's actions or the quality and content of information available through this service. We trust students to know what is appropriate and inappropriate.

Network and Email Etiquette and Privacy

- You are expected to abide by the generally accepted rules of network and Email etiquette. These rules include but are not limited to:
 - BE POLITE: Never send, or encourage others to send abusive messages.
 - USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
 - PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues. Be cautious. Email is not private and you should have no expectation that information sent can be kept private.
 - DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.
 - REPRESENTATION: Do not send anonymous messages or represent a message as having been written by another. All correspondence should be clearly identifiable as to its originator.

Student Responsibilities

- It is the user's responsibility to respect the privacy of others and to report violations of privacy. A user is responsible for reporting, to a teacher or administrator Email received by him/her which contains pornography, or inappropriate information or attachments that contain viruses or are dangerous to the hardware or software of the network.

Security

- If you identify a security problem in the building or district networks, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Vandalism

- Vandalism is defined as: any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

District Rights

- It is to be understood that there is no expectation of privacy on the district network and computers, and that the district has the right to review any material stored in files to which users have access, to edit or remove any material which the district, in its sole discretion, believes is unlawful, obscene, abusive or objectionable, and to take appropriate legal action. The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for loss of data, service interruptions, or for the accuracy or quality of information obtained through Internet services

Disciplinary Action

- Use of the Internet, Email and District hardware and software is subject to all rules and regulations set forth in the Student Code of Conduct. Enforcement is the responsibility of the Staff and Administration.

As of 4/28/2020

Novi Adult Transition Center. EXPECTATIONS

GOAL: To improve skills academically, vocationally and socially so that the student can be a more active and independent adult within the community.

Student Expectations

(Initial Below)

_____ **RESPONSIBILITY:** I will take ownership of my own learning in all environments. I will make every effort to do my best work.

_____ **RESPECT:** I will be considerate to all students, teachers, employers, co-workers and staff while enrolled in NATC. I will not use vulgar language. I will use good personal hygiene. I will not deface the materials I use.

_____ **RESPONSIVENESS:** I will work with the teacher, employer, job coaches and other students in the class. I will be actively engaged in learning. I will remain on task during the school day. I will not be disruptive to the teaching or work environment. I will use my cell phone only during non-work and designated classroom times such as lunch and other approved times.

_____ **ABSENCES:** I will attend the NATC program and job site regularly. I understand the attendance policy.

_____ **TARDIES:** I understand that tardiness is not acceptable at NATC or on the job site.

_____ **CLOSED CAMPUS:** I understand that NATC is a closed campus. I will not leave campus during the school day without prior staff permission or a community outing.

_____ **DRESS CODE:** I agree to follow the NATC Dress Code at school, job site and community.

Home Partnership

(Initial Below)

_____ Parent/guardian will support the philosophy and guidelines of the NATC

_____ Parent/guardian will communicate with the teacher/staff at NATC to alert of any needs/changes for the student.

_____ Parent/guardian has reviewed Novi Community Schools Code of Conduct

As of 4/28/2020