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hcesc  
**pathways**  
program

Scarlet  
Oaks

**STUDENT/PARENT HANDBOOK**



HCESC Pathways Program  
c/o Scarlet Oaks  
3254 East Kemper Road  
Cincinnati, Ohio 45241-1582

# Contact Information

**Address:** HCESC Pathways Program  
c/o Scarlet Oaks  
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(Rooms 729 and 731)

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**Email Address:** PathwaysSO@hcesc.org

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User Name: Pathwaysparent  
Password: transition

## School Personnel:

Penny Forcade	Program Supervisor
Sig Sieger	Pathways Teacher
Chris Keefe	Pathways Assistant
Melissa Sanders	Work Study Coordinator
Mindy Barnes	Speech Language Pathologist

# School Calendar 2010/2011

## August

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19-20 New Student Intake Day  
23 First Day for All Students

## September

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6 Labor Day Holiday- No School

## November

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2 Teachers' Professional Day - No School  
24 -26 Thanksgiving Recess - No School

## December

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20-31 Winter Recess - No School

## January

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1 Last Day of Winter Recess - No School  
3 School Resumes  
10 Teachers' Professional Day - No School  
17 Martin Luther King Day Holiday - No School

## February

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21 Presidents Day Holiday - No School

## March

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28 First Day Spring Recess - No School  
29-31 Spring Recess - No School

## April

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1 Last Day Spring Recess - No School  
21 Teachers Professional/IEP Writing Day - No School  
22 Good Friday - No School

## May

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30 Memorial Day Holiday- No School

## June

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2 Last Day for Students  
3 Teachers' Professional Day

## Pathways Basic Skills Needed upon Intake

Skill	Required for Raymond Walters Campus
<b>General</b>	
Completed most or all high school credits	
Goal of maximum amount of independence	
<b>Work Skills Basics</b>	
Goal of competitive employment (S)	
Ability to take initiative in some areas vs. being totally prompt dependent	X
Ability to take direction from supervisors and change behavior (S)	X
Ability to stay on task for a extended period of time (SC)	X
Ability to move from task to task independently (SC)	X
Maintains appropriate social skills in the workplace (S)	
Is able to self evaluate appropriately (SC)	X
<b>Life Skills Basics</b>	
Independent personal hygiene (S)	
Independent toileting (S)	X
Independent grooming (S)	
Independent feeding (S)	
Ability to learn how to travel independently (i.e. Metro) (S)	X
Applies time management skills (SC)	
<b>Safety Basics</b>	
Ability to negotiate the campus independently and safely	X
Ability to go on their own in the campus and return at a designated time	X
Ability to negotiate the environment without continual redirections (i.e. in the hallways) (S)	X
Ability to go from/to bus/car to classroom independently (S)	X
Ability to safely negotiate a parking lot and traffic	X
Knows the difference between strangers and familiar people	X
Can recognize "safe" individuals to ask for help	
Would not risk getting in the car with someone if asked	X
<b>Communication</b>	
Ability to communicate effectively (S)	
Ability to clarify to get message across (SC)	
Requests assistance appropriately if needed (SC)	
<b>Behavior</b>	
No behaviors that would be disruptive to the other classes (S)	X
Exhibits no volatile behaviors – can self calm (S)	X
Exhibits a level of maturity (i.e. no silliness, belching, pass gas...) (S)	X

(S) Project SEARCH Requirement

(SC) SEARCH Curriculum

*If the Pathways team feels your son or daughter has the skills indicated below to be successful at Raymond Walters Campus for their second year of Pathways, they will make this recommendation. Please note however there are specific skills that must be in place before being accepted on the Raymond Walters campus.*

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*Dear Parents and Students,*

*We would like to thank you for selecting to attend the Pathways Program and welcome you to the upcoming year. We look forward to working with you, and hope that you will feel comfortable in becoming a valuable member of our team. We invite you to share your ideas and concerns with us at any time throughout the year, and want you to know that we are always striving to make our program better.*

*See you soon,  
The Pathways Staff*

## **The Pathways Program:**

The Pathways program is a regional tuitional program where students are accepted from various districts. It is a program designed to meet the individual needs of students with disabilities who are in the process of transitioning from school to community and employment. The goal of the program is to provide each student with the skills necessary to live and work as independently as possible in their community. At the conclusion of the program, which can vary in length (1-3 years), Pathways students will be assisted in either gaining employment in the community where the student resides, or moving on to additional vocational training.

## **Enrollment Requirements:**

Individual districts or agencies can refer students aged 18-22 to the Pathways program. The student must complete a vocational assessment from the Great Oaks, a referral packet and attend at least one day in the Pathways program. The student and parents must have as their vision, the desire for independence and some type of work. After meeting with the student, the Pathways team will determine if it is felt that the resources and supports available can appropriately meet the student's needs. Please note that the maximum number of students enrolled is 10.

## **Course Areas:**

The Pathways Program provides training that will enable students to live and function more independently.

There are five categories of Independent Living Skills in which we teach. They include:

- Functional Academics (ie. time and money skills, reading schedules, using maps, categorizing and alphabetizing)

## **Electronic and Communication Devices:**

Students are not permitted to have game boys, cd players, or other such devices in school. If students use them on the bus, they are responsible for their care and safety and must lock them up during the school day. For safety purposes, we encourage personal cell phones, especially on community days.

## **Emergency Closings:**

In cases of inclement weather or emergencies, students should listen to the radio or TV. Students should listen for either their home school or Scarlet Oaks. If a student's home school is called off, he/she has an excused absence, as his/her school bus will not be running. However if Scarlet Oaks is not called off, the Pathways Program will still be in session and if a student can find other means of transportation to Pathways, he/she is welcome to attend. If Scarlet is called off, there is no class regardless of what your home district is doing.

## **Important Forms:**

The following forms must be signed and returned in order for your son/daughter to participate in the Pathways Program:

- Emergency medical
- Permission to transport student
- Permission to use student photographs
- Community participation permission slip
- Student personal information sheet
- W-4
- Administration of Medication
- Release of Records
- City Tax
- State of Ohio Employee's Withholding Exemption Certificate

## **Transportation To and From School:**

Your school district is responsible for transportation, and will be dropping off and picking up your son/daughter at Scarlet Oaks. Classroom teachers will be monitoring the students both when they are dropped off and picked up until they are independent. If you have concerns with transportation, please contact your school district.

## **Absences:**

In order to prepare the Pathways students for the world of work, we feel it is important for them to call the classroom themselves when they will not be in. Students should call before 8:30, or we will be checking on them. We know it may be necessary for parents to assist their son/daughter in this activity until he/she is comfortable in making calls to the classroom on his/her own.

## **Personal Safety:**

While it is our philosophy that it is necessary to take risks in order to help our students become more independent, we try to put every safety net in place that we can. We will spend much time discussing personal safety on the campus and acclimating students to their surroundings. However, we cannot watch each and every student at all times, as it was in high school. There will be more risks, and it will be important for parents to stay aware of and discuss safety with their sons/daughters as well.

## **Student Conduct:**

Students will be expected to behave as responsible young adults both in the classroom and out. Students must follow the rules and not behave in such a manner as is disruptive to the learning environment. If such behavior is exhibited, a conference will be called and consequences incurred. The Pathways Program is not a mandatory program and we hope that students attending our program want to be there and are therefore accepting of the guidelines set for them.

## **Dress Guidelines:**

Scarlet Oaks enforces a strict dress code where there are no tee-shirts with questionable print, shorts, clothes with holes or sweatsuits. Students are to be well groomed and dress appropriately for the season and activity of the day. If job sites require a special dress code, parents and students will be informed of that, if and when it occurs.

- Daily Living (ie. cooking, grooming, cleaning)
- Community (ie. using public transportation, community safety, using stores, crossing streets)
- Communication/Interpersonal (ie. using the phone, conversational skills, self advocacy, relationships)
- Vocational (ie. jobs, job skills, interviewing, filling out applications)

## **Homework:**

Students do not receive homework on a regular basis. We ask that parents reinforce the skills we are working on in the classroom. On occasion, students will be given a list of particular homework activities that must be done at home and signed off by parents.

## **Budgets:**

Though it is not mandatory, many of our parents and students feel that budgeting is an important area. If a budget has been set up for a student, it is extremely important that no additional monies are given him/her without conferencing with the teacher. If a student is going to learn to handle money responsibly, there has to be some limit to it. We realize, of course, that there will be birthdays and gifts for other occasions. That money should be spent at the discretion of the student, and we will not interfere with a student's decisions concerning it. It is perfectly fine for him/her to add it to his/her spending. However, please do not "bail" a son/daughter out of a situation without letting us know. We promise to try to handle money shortages with the best of our skills.

## **Work Experiences:**

Most students that come to our program choose to participate in the vocational area. New students will begin by developing a career plan and participating in job shadows for the first 6 to 8 weeks of school. From the information obtained through the plan and shadows, students will be given 2 to 3 month volunteer job experiences. At times the job market has a bearing on these experiences as well. While on the job, students will be provided with a job coach and paid a small stipend through the program's work-study fund. Parents will be required to sign a work site agreement for each site that their son/daughter attends. The work site agreement will explain what the student will be doing, where the job is, and highlight goals in which the student will be working on. Job coaches will be recording information in folders concerning students' progress on the job. We encourage parents to request students to bring home their work-study folder at any time to read up on how things are going. We just ask that the folder be returned the following day. We also request that parents do not communicate nor become directly involved in their son's/daughter's job site. Our work-study coordinator has ongoing communication with all of the students' employers; involvement from others can cause confusion, anger and a possible loss of a job site for your child and others.

## Community Participation:

The Pathways Program is a community-based program and the students will be going out on a regular basis. Students will be going to job sites, learning to use public transportation, recreational places, stores and service facilities in the area. At times students will be riding in the classroom van or a staff vehicle to get to places. (Any staff that drives a vehicle will have gone through a training course and received a certification in order to drive students.) Parents will be asked to sign a blanket permission allowing their son/daughter to ride public transportation with staff or in a staff driven vehicle anytime during the school week.

## Conferences/Progress Reports:

Conferences will be held in January and in May. IEP's will be written in May for students not exiting the Program. Specific dates and times will be scheduled and sent home after school begins. Progress Reports will be sent home in October and March. New students will have an additional conference prior to the start of school and an IEP meeting in October.

## Calling The Classroom:

If you want to talk to staff, please only call the classroom between the hours of 7:30 to 8:15 or after 2:30. It is very difficult for staff to be on the phone when they are responsible for teaching the class. If you have an emergency, please call anytime. Please be aware that often the phone will go into a message system as the students and teachers are busy.

## School Hours:

The school hours are from 8:00 to 2:15. In the morning students will be expected to come directly to the cafeteria along with the other Scarlet Oaks students until it is time for school to start.

## Cafeteria/Lunch:

There is a cafeteria where students can buy a plate lunch for \$2.40, or buy items ala carte. Please note that often ala carte items add up to a pricey lunch. In addition students are always welcome to pack their lunches. While there are vending machines in the cafeteria they are only active after school. The intent of the program is to foster independence, and thus at times some students may need to make their own lunch in the classroom (peanut butter and jelly) if they forget to pack, or have mismanaged their money that week.

## Student Supplies:

Students will need the following supplies for the Pathways Program:

Calculator

Pens

Pencils

Notebook (any kind)

Watch (to be worn daily)

Wallet (and purse for girls)

ID cards with important phone numbers in his/her wallet

1 inch view white view binder (new students only)

Student planner/calendar (a weekly calendar would be best)

1- USB thumb/flash drive storage device 256 MB or larger

Loose leaf paper

State ID

## Classroom Information/ Teacher Contact:

Parent letters are not sent home on a regular basis. We feel it is important that students take responsibility for relaying information back and forth, just as they will be required to on a job. However, if there is a problem in this area we will conference and strategize how to work on it. We invite you to call the classroom anytime you have any concerns about what is going on. Please check your son's/daughter's planner regularly for events and happenings, it should be very helpful. We will also be sending home quarterly newsletters.

## Lost and Found:

Belongings left lying around the classroom once the day is over become the temporary property of the teacher. Belongings will be returned the next day unless a student repeatedly is careless with his/her things. In such a case, the student may be charged a nickel to get his/her things back. (This money is donated to charity at the end of the year.) If this does not solve the problem, the student's team will discuss other strategies. Belongings left lying around the Raymond Walters Campus may never be recovered, so be careful. For this reason we ask that expensive items not be brought to school.