

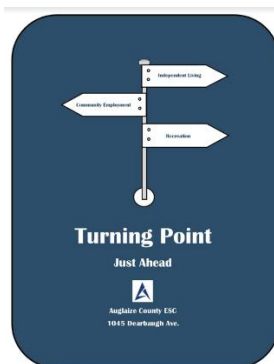
AUGLAIZE COUNTY EDUCATIONAL SERVICE CENTER

TURNING POINT

2023-2024

Auglaize County ESC
1045 Dearbaugh Ave., Suite 2
Wapakoneta, OH 45895
(419) 738-3422

www.auglaizeesc.org



Team Member and Parent Handbook

INTRODUCTION

Turning Point is an educational program for students with special needs who are continuing seniors. Through the use of real world work situations in a variety of different community job sites along with a job coach, the students will develop work readiness skills to secure and maintain future employment. The students follow the extended standards and use functional academics while in the classroom to learn daily living skills, social, and recreation skills.

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1 – WELCOME

1.1 Welcome to Turning Point

We are located in the Auglaize County Educational Service Center Annex Building 1045 Dearbaugh Avenue Suite 2, Wapakoneta, Ohio 45895

Contact Information:

Bethany Wical 419-738-3422 ext: 1194
1045 Dearbaugh Ave
Wapakoneta, Ohio 45895

LaZett Daum 419-738-3422 ext: 1182
1045 Dearbaugh Ave.
Wapakoneta, Ohio 45895

1.2 Mission Statement:

Turning Point provides functional education services that empowers students to achieve individual pride and experience success in employment, challenges of everyday life, and leisure activities.

1.3 Materials

We use a variety of materials including websites, teacher – made worksheets, instructional stations, and instructional books. We will provide instruction in the following areas:

Banking and Money Handling Skills
Functional Reading Skills
Cooking and Meal Planning Skills
Job Seeking Skills
Job Interview Skills
Job Retention Skills and Social Skills
Recreation and Leisure Skills

1.4 Supplies Needed

We ask that each team member bring the following supplies:

1. 1 Dish Soap (if possible Dawn brand)
2. Box of Ziploc Baggies (A-M – quart size – N- Z – gallon)
3. 2 inch binder

4. 1 Package of napkins
5. 2 Rolls of paper towels
6. 1 Bottle of Ketchup
7. Disinfectant wipes
8. Hand sanitizer
9. Pencil bag or box with pencils, markers, etc.
10. Water bottle

Team members are expected to have good hygiene and be ready for a work environment. Therefore, we also ask that each team member bring the following supplies to the classroom for daily use or as needed:

1. comb / brush
2. deodorant
3. toothbrush with cover
4. toothpaste
5. grooming bag to hold the above items

**Please do not send in perfumes, after shaves, body sprays, and scented lotions

2 – WORKPLACE COMMITMENTS

2.1 Eligibility

Turning Point serves students ages 18 through 21 years of age. The goal is to teach students how to function as independently as possible. The class follows a community based functional curriculum to help students develop the vocational, daily living, and recreation skills they will need to be independent adults.

2.2 Drug Free / Smoke Free

The Auglaize County ESC programs are drug, alcohol and tobacco free. Team Members are not allowed to smoke, bring, or use any form of these materials on school grounds, in vans or at job sites. Due to the jobs that team members participate in, use of products could promote a safety issue and can be a poor reflection of the team member and the ESC Programs. Use of these products during the school / work day may be cause for dismissal from the program.

3 – POLICY AND PROCEDURES

3.1 Code of Professional Conduct

Team Members are expected to conduct themselves in a professional manner. It is important to treat each experience as a real job and a potential place of employment. Team members are expected to demonstrate appropriate social skills, follow directions, and do your best work whether it be in the classroom or in the community. The goal for team members is to gain independence as they go through the program.

3.2 Dress Code

- Clean clothes with no holes or stains
- Solid colored jeans, khakis, black pants are allowed. Wind pants, sweat pants, and leggings are not allowed.
- Closed toed shoes
- Belts when needed
- Shirts with sleeves
 - Covers belly and backside when bent over
 - No inappropriate or suggestive sayings
 - T-shirts are fine
 - Work shirts will be supplies on workdays

Why? We want the young adults to be ready for work. First impressions mean a lot in the world of work and we want the young adults to put their best foot forward. The dress code also reflects safety issues.

3.3 Cell Phones

Team members are permitted to have cell phones on them. Team members are NOT permitted to use their cell phones during the work day (classroom, community outings, community work experience, job tours, etc.). Team members are asked to keep their cell phones in their lockers. Obviously, we encourage those that use their cell phone as a communication device / resource to have it with them at all times and will expect them to use this app / tool regularly. They may use their phone during the break period for games and during work stations if they have a timer or calculator. Team members will be encouraged to send messages / reminders to their parents to promote independence when appropriate. If a phone becomes an issue the staff has the right to keep a phone until the end of the day.

4 – COMMUNITY VOLUNTEER WORK EXPERIENCES

4.1 Expectations

Volunteer / Unpaid job opportunities within the community and the ACESC increase employability skills that can be transferred to a future employment opportunity, including time on task, gaining independence, problem solving, and improving quality of work, along with communication skills like greetings, farewells, and asking for help.

Work agreements will be sent home quarterly to identify new job sites.

4.2 Career Passports

Each student who participates in the ESC Transition Program will create a Career Passport to keep track of the job sites they have volunteered at in the community. The following will be included in each team members Career Passport for the jobs they participate in:

- Pictures of the student performing the job
- A job summary (including student's responsibilities)
- A job characteristics checklist (compare student's preferences to job site)
- Employer Evaluations

Students typically complete one job rotation per nine weeks.

Each Career Passport will also include a resume developed by the student along with references. Career Passports will be sent home with each student when they graduate to help assist them in finding employment.

5 – ATTENDANCE POLICIES

5.1 District Transportation

Busing / Transportation to and home from transition will occur through your local school district. For specific information regarding pick up and drop off times please contact your district coordinator.

Wapakoneta City Schools	- Dorinda Schmerge	419-739-2912
St. Marys City Schools	- Kelly Dicke	419-394-7278
New Knoxville	- Myndi Hawkins	419-753-2431
New Bremen	- Rob Sniegowski	419-629-8606 ext: 133
Minster	- Josh Clune	419-682-3397
Waynesfield Goshen	- Jill Spencer	419-568-9100
ACESC	- Shawn Brown	419-738-3422

5.2 Absences

Attendance is expected each day on time. As a young adult, it is important to be getting yourself ready for school / work, this includes getting yourself up and ready in the morning on your own. If you are sick or going to be late, you must call your supervisor (teacher). In this case, you will call your teacher. These call's must be made prior to 8:30 a.m. If possible, try to schedule doctor visits outside of school / work hours. Of course staff is understanding to this, but it is good to try this to get into a habit.

Mrs. LaZett Daum 419-739-0182 ldaum@auglaizeesc.org

Mr. Bethany Wical 419-739-0194 bwical@auglaizeesc.org

5.3 School Calendars

Turning Point follows the Wapakoneta City Schools District Calendar. If your home district has a conflicting school calendar and you do not have transportation to get to school, this will be counted as an excused absence. Home districts do generally provide transportation. You may just be responsible for getting to and from your home district to catch the bus to the ACESC.

5.4 Delays and Cancellations

If Wapakoneta City Schools are on a delay or cancelled, then Turning Point will be delayed / cancelled. If your home district is on a delay and Wapakoneta City Schools are not, then you will still be on a delay and your home district will transport you to the ACESC. If your home district is closed and Wapakoneta City Schools is opened, the absence is excused.

Cancellations and Delays are announced to the media as soon as they are called. This includes WLIO – Lima Television Station, WHIO – Dayton Television Station. You can also receive text alerts of cancellation and delays. To register go to Wapakoneta City Schools website and sign up for text alerts under District Forms and Links.

Please call if you have questions.

6 – WORK PERFORMANCE

6.1 Work Expectations / Rules

Team members will come to Turning Point:

- Ready to learn
- Have a good attitude
- Be respectful of others, self, and property
- Come on time

- Follow rules given by supervisors
- Follow bus rules
- Come to work on a daily basis
- No weapons
- No drugs or alcohol
- No stealing
- No foul language
- Keep personal space

7 – LUNCH

Students can order lunch from Wapakoneta Middle School on days that they are not required to cook or we eat in the community. Lunches cost \$2.80 per meal/reduced cost \$0.40 per meal. Checks for lunches need to be made out to Wapakoneta City Schools. An account is set up for each student and you can go online and add money as well. Refrigerator and microwave are available if your student would like to pack their lunch.

7.2 Special Diets

Please let staff know of any special diets. We do try to encourage team members to try new foods and eat the meals made at school as they will be helping prepare the meals. Meals are practical and the hope is that these are meals they could make independently on their own.

8 – MEDICAL

8.1 Required Forms

Emergency medical forms are sent home at the beginning of the year. These must be filled out by the first day of school.

Medical forms will include names of contacts of emergency, list of current medications and healthy history. If any of this information changes, please let staff know as soon as possible so files can be updated. These will be shredded at the end of the school year.

8.2 Medications

If a team member requires medication to be given during the day, a form must be filled out and kept on file at the ESC. All staff are trained to administer medication. Over-the-counter

medications, such as Tylenol requires a non-prescription form to be filled out prior to staff being allowed to administer. Please keep us informed of any medication changes.

9 – COMMUNITY RESOURCES

9.1 Terminology of Services

As part of our programming, we work collaboratively with community resources. This may mean we will meet several times throughout the school year to help support you for when you exit school-age services.

Board of DD – Board of Developmental Disabilities

SSA – Service and Support Administration assigned to you through the Board of DD. Must be eligible for this.

OOD/BVR – Opportunities for Ohioans with Disabilities/Bureau of Vocational Rehabilitation

Case Manager – the specific person assigned to you by OOD/BVR that meets with the student and their family and handles your community employment opportunities.



Handbook Signature Page

Our goal is to work together with you and provide the best program possible.

Team Member Name: _____