



*District Goal : WE empower all students to achieve post-high school success*

**Special Education Vision: Committed to Individual Success**

# **Community Transition Program Student Information Manual 2020-2021**

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# **BSD Community Transition Program**

**Mission Statement:** Assisting 18-21 year old students in need of comprehensive transition services to develop independence and to contribute to their communities.

**Program Goals:** Students in the Community Transition Program will increase their ability to live independently and make progress towards their post-secondary goals. Instruction will occur in a variety of settings including School, Community, and Work and Volunteer Experience Placements.

## **Section 1: Program Information**

### **Weekly Hours**

**During Comprehensive Distance Learning (CDL),** student instructional hours are 8:30am-2:30 pm. Please refer to the Beaverton School District website for updates to the 2020-2021 school year calendar including information and changes based on synchronous/asynchronous instructional times, limited in person instruction and transitioning to the Hybrid Learning model.

**Scheduling Meetings:** While the district remains in CDL, IEP meetings, conferences, and other meetings will take place using Zoom or by phone call and these meetings will be scheduled between 7:30 am -3:30 pm.

### **Communication**

**Case Manager:** Students will be assigned a specific case manager. This is the person you should contact with any information pertaining to your student. CTP teachers will do their best to respond to you within 24 hours. If there is an emergency and your child's case manager is not available, feel free to leave a message with the office or with one of the other teachers. Due to various circumstances your student may need to move classrooms or change case managers.

**Facebook:** <https://www.facebook.com/CTPBSD>

## **Dress Code for Onsite Instruction and Worksites**

Please adhere to the following guidelines regarding the dress code while onsite at CTP and for when students go into their worksites.

**Shoes:** closed toed shoes (non-skid), wear clean socks with shoes

**Shirts/Pants:** Clean shirts and pants with no holes or too much wear, not frayed, too long or tight. T-Shirts should also be appropriate in nature. NO tank tops.

**Dresses:** Appropriate dresses or maxi skirts (depending on site). No MINI SKIRTS.

**Hats:** Hats are appropriate depending on the outing.

**Jackets/Coats:** Bring a jacket to wear in the rain/colder weather. Cotton/hooded sweatshirts are not an acceptable substitute for a jacket or coat. Always dress in layers.

**Recreation/Exercise:** Other activities throughout the year may require students to bring clothes to school to change into (recreation or exercise activities). If your student requires exercise clothing, your case manager will contact you.

**Work Sites:** If your student is placed at a work site, they will be expected to wear a CTP provided work shirt (uniform). They will change into this at CTP before going out, and will change back into their regular shirt before the end of the day.

**Students are expected to dress appropriately for weather and community activities. We will be riding Tri-Met rain or shine.**

CTP will work with students in need of economic assistance to ensure that they are able to follow dress expectations.

## **Nutrition Information (for onsite instruction)**

**Meals:** Students enrolled in CTP have several options for lunch and/or breakfast. Please let CTP staff know of any allergies (with a doctor's note) as soon as possible. We may not receive paperwork on medical conditions until a few weeks into the school year.

**Breakfast:** Program preference is that students eat breakfast before arriving at CTP. Students who qualify for free (no cost), reduced, or choose to purchase breakfast at full cost will have it available if the student and parents choose this option.

**Snacks:** Due to the long period of time between breakfast and lunch some students may need or want to have a snack. CTP staff will work with students individually to make

appropriate snack decisions if applicable to the student's needs.

**Lunch:** Students have several options for lunch:

Option 1: Bring a packed lunch from home.

Option 2: Bring in groceries from home to store in our kitchen and prepare lunch on a daily basis OR money to purchase groceries during the school day and prepare lunch at school. If interested in this option, please contact your student's case manager to make arrangements. This option **does not** apply to students on feeding protocols.

Option 3: Purchase a cold sack lunch from the Beaverton School District. Please note that we do not have access to a full cafeteria menu. Our lunch options are very limited, and sack lunches consist of milk, a fruit, a vegetable, and a main entree. There is only one option of entrees each day and they repeat weekly.

The program preference is that students provide their own lunch and participate in other meal activities. Students' lunches are expected to be nutritious. **Energy drinks are not appropriate for CTP lunches** (grants and other options will be looked at to involve students in all options who are not financially able).

**Free and Reduced Lunch Program:** CTP students have access to the Beaverton School District's free and reduced lunch program. To apply for the 2019-2020 school year, please do so in person at Nutrition Services located at the Capital Center, or on BSD's website: <https://www.beaverton.k12.or.us/district/departments/nutserv>

**Eating Out:** Students may also be given the option of eating at a restaurant throughout the school year (in the community). Parents and students will be notified when this will be occurring and how funding will be provided or requested for this.

**Events:** Several times throughout the year, students participate in meals for events such as Thanksgiving, Cinco de Mayo, and other festivities. Notification of these activities will be sent home via a monthly classroom calendar, class newsletter, and/or email.

**Nutrition/Cooking Class:** Students participating in Nutrition/Cooking classes prepare a variety of foods depending on the planned recipe that day and it can be a main entree, snack, side dish, drink, or dessert. On scheduled Cooking Class days, students may not need a full lunch brought from home depending on what is being prepared. Please work with your student's teacher to determine what will work best for your child. Parents will be notified if and when their student will participate in this program.

**Other Nutrition Notes:** The Beaverton School District's wellness policy requires schools to be healthy in nature. It is the intent of the Board that district schools take a proactive approach to provide students with nutritious food choices. If you would like to bring in food to share, it needs to be approved by your classroom teacher (needs to be

store bought, sealed, needs to be enough for all CTP students). Free and Reduced Lunch students may not give away food. If the student does not want something they can either take it home or throw it away.

## **Expenses**

**Donation and Contributions:** Students are asked to contribute money to the Community Transition Program once a month (some choose to contribute once a year or every few months). The requested amount is \$20 - \$40 per month beginning in September. These donations are tax deductible. In the past parents and students have chosen to contribute more or less than the recommended amount each month. Contributions are not required, but due to running a community-based program additional funding is needed to pay for many transition activities (such as weekly nutrition/cooking classes and Friday community outings). Donation receipts (with BSD tax ID number) will be provided. Please send in cash or check. Checks may be made out to: Community Transition Program or Beaverton School District (with CTP on the memo line).

**Student Cash Ledger:** Students may also bring in up to \$25 (CASH) a month for spending money on outings. This money will be held by their case managers and dispersed before outings to pay for Friday outing fees and optional personal purchases. Students will keep track of their money and budget for planned outings in their personal ledgers. Students who are not able to contribute to this will be provided petty cash from CTP funds and participate in “Mock” ledger keeping. Students will not miss activities for not having the available funds. Tax receipts cannot be provided for students petty cash. Money that is left at the end of the school year will be sent home.

**Other Expenses:** Throughout the school year other various expenses will arise. Students will be asked to bring money in from home at that time.

## **Transportation**

**SPED Transportation:** Some students in the program use SPED transportation to get to and from the program at the beginning of the year; SPED transportation will be used for other program needs as well. The program tries to use public transportation as much as possible as this is viewed as the least restrictive when teaching independence skills to 18-21 year old transition students.

**Transportation Waiver:** Due to the unique program your student is in, there may be situations that arise that require a staff member to drive your student from CTP to a community site and vice versa. These situations don't arise often. All staff that would drive a student has a valid driver's license and insurance. By acknowledging that you've read this manual, you are acknowledging that this may take place. If you have questions or concerns about this, please let your student's case manager know.

**Tri-Met:** Students who have public transportation listed as a related service on their IEP and have public transportation goals/objectives on their IEP will be provided Tri-Met tickets or passes to access public transportation for program purposes. Tickets could be used for buses, light rail and/or lift bus depending on the independence level of the student. Students are responsible for all lost tickets and passes. Students will need to carry their Oregon ID, Student ID and Tri-Met GED cards at all times to ensure they have proper ID to use a Youth Bus Pass.

Please visit [www.trimet.org](http://www.trimet.org) for information regarding public transportation in Beaverton. Major bus lines around the Capital Center that students will use on a regular basis are bus numbers 59, 52, 48 and 47. The closest light rail station is the Willow Creek Transit Center, although other transit centers are on our bus routes. Other buses and public transportation will be used as necessary.

### **Other Information:**

**Attendance:** The Transition Program is only beneficial to students who maintain good attendance. As students progress they may spend less time at Capital Center and more time in the community. Students may progress into situations where they become independent and do not see staff on a daily basis.

**During CDL:** Students who do not maintain reasonable attendance or have excessive unexcused absences will be contacted by their case manager or the program administrator in an effort to work on a plan for increasing consistent attendance.

**During Onsite Instruction/Hybrid:** If a student is not maintaining reasonable attendance once our program transitions back to onsite instruction, the student may miss Friday outings in order to work on IEP goals and objectives or to make up missed work experience or Unique curriculum based activities.

Students who are going to miss days due to sickness or other reasons need to communicate this to staff in the most independent way possible. If a student is not able to do this independently the parents/guardian are asked to step in and assume this role. The transition program does not have an attendance line. The best way to report absences will be to call the program secretary directly, or email their teacher.

**Backpacks:** Students are encouraged to only bring items to CTP that are needed. If problems arise with students bringing toys, games, magazines, books, iPods, high school keepsakes or other unneeded items with them to school, staff will work directly with the student to solve the problem. If that does not work, parents/guardians will be contacted to problem solve the situation. **Note: If students do choose to bring in cell phones with music, pictures, apps or games, etc. they may only be used on SPED buses to and from CTP and at lunch during free time unless otherwise arranged with case**

**manager. Exceptions are generally only made to students with communication or other learning needs (see technology).**

**Curriculum:** CTP will continue to use the Unique Learning System and News-2-You during the school year. Unique Learning System is an online, dynamic, standards-based curriculum specifically designed for students with special needs. More information about Unique can be found at: <https://www.n2y.com/products/unique/>

**Hygiene:** Students are expected to shave and get haircuts on a regular basis. Students with long hair need to bring in hair ties so their hair may be placed back during work experiences or cooking activities.

**Lockers:** Students do have access to an unsecured locker to place their backpack, coat/jacket, hygiene items and personal items in. These lockers are not locked. Students should not keep anything of value in them at any time such as cell phones, wallets, purses, iPods, etc. CTP is not responsible for any personal items that are lost while at school or in the community as part of CTP activities. Due to the limited number of lockers, some students may be sharing their locker.

**Other Supplies:** Other supplies may be required for onsite instruction. Additional information will become available when BSD begins implementing Hybrid or Limited In Person Instruction.

**Parties:** If students want to bring in food to celebrate their birthday, please notify their case manager. Reminder: it must be store bought, sealed and be enough for all students in the class.

**Medications:** We would prefer that all students take medications (over the counter and prescription) at home. If they need to take medications (over the counter and prescription) at school please call or email your student's case manager to discuss options.

**Relationships:** Students are encouraged to have healthy relationships inside and outside of the transition program. The program does not encourage dating between students in the program. This has proven to be distracting to program students and is taken very seriously. If students choose to establish relationships inside or outside of the transition program it is up to the parents/family to monitor. Case managers will address relationships that become a distraction to students' progress.

**Sleep:** Maintaining a good sleep schedule is one way to ensure great attendance. Students who do not get an acceptable amount of sleep at night will find it difficult to participate in many activities at CTP.

**Student discipline and policies:** The use, possession, sharing, and/or distribution of: Tobacco, including any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette,



chewing tobacco, and any other smoking product or other items containing or reasonably resembling tobacco or tobacco products, Spit or smokeless tobacco, dip, chew, snuff in any form, Nicotine or nicotine delivering devices, Electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content are strictly prohibited.

We expect, encourage and trust our students to be safe and make healthy decisions regarding their behavior. When students make poor decisions, there are consequences for their actions. The chart in the *Discipline Practices in district student/parent handbook* shows the consequential actions which may occur for each infraction. A minimum to maximum range is listed, as well as disciplinary action for first or repeated occurrences.

Students are held accountable to rules/expectations at school, while traveling to and from school, at school-sponsored events, while at other schools in the District, and while off campus whenever such conduct disrupts or interferes with the discipline or general welfare of the school. Oregon Revised Statutes 339.250 states it is the duty of the student to comply with rules for the government of the school.

Other student policies, charts, expectations can be found in the Student Code of Conduct Handbook located on the district website or by clicking this link: [20-21 Code of Conduct](#)

**Technology & Cell Phone Guidelines:** Due to the amount of time in the community, students are encouraged to have cell phones and carry them. Students are instructed to only use cell phones for proper reasons during program hours, including using public transportation to and from the program. Cell phone use can be implemented into IEP goals if need be. CTP has adopted an “**away**” policy for when students are on campus at CTP.. If problems with cell phones arise, staff will work directly with students to problem solve, if problems continue the student's parents/guardian will be contacted. Other electronic devices are not permitted at CTP unless arranged with the teacher and student. Devices that are **not** permitted at CTP include: mp3 players, handheld video game systems, tablets (ipads, etc.) and laptops unless an exception is made for educational or IEP purposes. Depending on your schedule, an exception may be made for mp3 players. For example: music devices may be used while working out at the gym.

In this day and age, young adults have a plethora of electronic devices at their disposal. Other electronic devices will have the same “off and away” policy as cell phones. There are times where using these items is up to the student such as during lunch break. If problems or issues with electronic devices occur, staff will work with the student and family to problem solve. Students are strongly encouraged to keep valuable electronic devices at home as CTP does not assume responsibility for these items.

**Wallet/Purse/School Lanyards for Time in the Community:** Students need to bring a wallet/purse to school everyday OR wear a lanyard at all times when on outings in the community. Personal wallets/purses or school lanyards are needed to carry their CTP

School ID Card, Tri-Met GED card and Tri-Met pass or tickets. Please be conscientious as to what is being brought in to school if students opt for personal wallets/purses. There will be occasions where personal belongings are needed on specific outings, but it is their responsibility to bring and keep track of these items. All personal items must be small, reasonable items needed directly for a successful outing (Kleenex, chapstick, hair tie, gift card, etc.) Please, no personal toys or games brought from home. Individual exceptions need to be cleared with the student's case manager. Students are also discouraged from carrying large amounts of cash in their wallets or purses. Please see **Cash Ledger** section for spending money guidelines.

## **Section 2: Basic Contact Information**

**Physical Location:** 10740 NE Walker Rd. Entrance D, Hillsboro, OR 97006

**Mailing Information:** Community Transition Program @ Capital Center  
Attn: \_\_\_\_\_  
10740 NE Walker Rd. Entrance D  
Hillsboro, OR 97006

### **District Contact Information:**

SPED Facilitator: Tamra Hass 503-356-3900  
Assistant Director of SPED: Kelly Raf 503-356-3900

### **CTP Contact Information:**

CTP Office Phone Number: (503) 356-3940  
CTP Fax Number: (503) 356-3945  
CTP Special Programs Administrator: Chris Harvey-Foltz 503-356-3940

### **Program-wide CTP Teachers:**

Steven Baer: [Steven\\_Baer@beaverton.k12.or.us](mailto:Steven_Baer@beaverton.k12.or.us)  
Amanda Burnett: [Amanda\\_Burnett@beaverton.k12.or.us](mailto:Amanda_Burnett@beaverton.k12.or.us)  
Kathy Chaya: [Katherine\\_Chaya@beaverton.k12.or.us](mailto:Katherine_Chaya@beaverton.k12.or.us)  
Barbara Dan: [Barbara\\_Dan@beaverton.k12.or.us](mailto:Barbara_Dan@beaverton.k12.or.us)  
Heather Hafner: [Heather\\_Hafner@beaverton.k12.or.us](mailto:Heather_Hafner@beaverton.k12.or.us)  
Regina Kawasaki: [Regina\\_Kawasaki@beaverton.k12.or.us](mailto:Regina_Kawasaki@beaverton.k12.or.us)  
Dylan Lee: [Dylan\\_Lee@beaverton.k12.or.us](mailto:Dylan_Lee@beaverton.k12.or.us)  
Tonya Mullaney: [Tonya\\_Mullaney@beaverton.k12.or.us](mailto:Tonya_Mullaney@beaverton.k12.or.us)  
Jesse Rench: [Jesse\\_Rench@beaverton.k12.or.us](mailto:Jesse_Rench@beaverton.k12.or.us)  
Melody Von Weller: [melody\\_von\\_weller@beaverton.k12.or.us](mailto:melody_von_weller@beaverton.k12.or.us)

## Section 3: Community Transition Program Syllabus

### Primary Objective

Participants in the 18-21 Year Old Transition Program are adults who have had their rights transferred to themselves at the age of 18. If you as parent or guardian has taken action to become your student's guardian after they turn 18, please inform the Transition teacher and also give us a copy of the court document. This will be placed in your student's file and will be kept on file in case questions are raised regarding authorizing changes in IEP decisions. Upon request the district personnel can assist in the process and provide paperwork regarding educational surrogacy.

Students in the transition program are treated as adults and are active participants in the activities they participate. Decisions to work certain places, participate in certain activities or ride public transportation, while discussed with parents, are ultimately up to the adult student. As trained school district staff we always try and assist our students in making correct, productive and safe decisions.

### Course of Study

**Functional Math Skills:** Students may participate in money management activities at CTP such as grocery shopping, budgeting, purchasing items, making change and using a mock cash and/or checking ledger.

**Nutrition Education, Food Preparation & Shopping:** Students may participate in activities such as shopping for meals and snacks and preparing food for themselves and others. Nutrition is a key aspect of these activities.

**Life Skills:** Students may improve their daily life skills by participating in and completing daily living jobs.

**Personal Safety:** Students may work intensively on safety in school, while at in-district jobs, community job placements and in the community for other activities.

**Self Help/ Personal Appearance:** Students may focus on job readiness activities including hygiene and personal appearance issues that arise throughout the school year for specific activities or community job placements.

**Leisure & Recreation Skills (Community Based):** Students may participate in weekly

physical and recreational activities in the community. Examples include walks, going to a gym to work out, bowling, library, shopping, gardening, movies, etc.

**Work & Volunteer Experience:** Students may participate in work experiences at the CTP site and in the community according to their interests and abilities. Students participate in volunteer experiences.

**Public Transportation/Mobility:** Students may learn to safely navigate public transportation on a daily basis for personal, employment and recreational activities. Students will learn specific bus routes and focus on safety issues while using public transportation

### **Websites for Parents and Families of Transition-Aged Students:**

**CTP Transition Guide Website:**

<https://sites.google.com/beaverton.k12.or.us/ctptransitionguide>

**Disability Rights Oregon** (variety of information, including guardianship):

[www.droregon.org](http://www.droregon.org)

**IDEA (Individuals with Disabilities Education Act):** <http://idea.ed.gov>

**FACT Family and Community Together:** <http://factoregon.org/>

**Oregon Department of Education:** <http://www.ode.state.or.us/home/>

**Washington County Developmental Disabilities Services:**

<http://www.co.washington.or.us/HHS/DevelopmentalDisabilities/>

**The ARC:** <http://www.thearcoregon.org/what-we-do/gaps/>

## Section 4: Forms

BSD Community Transition Program  
Attn: Heather Hafner/Tonya Mullaney/Amanda Burnett  
Capital Center  
10740 NE Walker Rd. Entrance D.  
Hillsboro, OR 97006

\_\_\_ Office Information Card from Synergy with corrections (May be mailed home by home school over summer as well, both can be returned to CTP)

\_\_\_ \$ \_\_\_\_\_ September Monthly Donation (cash or check made out to CTP)

\_\_\_ \$ \_\_\_\_\_ September Student Ledger Deposit (see manual, **cash only**, no check)

\_\_\_ CTP Manual Acknowledgement Form *Signed*

\_\_\_ BSD FERPA Form *Signed* (doubles as photo release)

\_\_\_ CTP Student Information Sheet- *Filled Out*

\_\_\_ Transition Team Contacts-*Filled Out*

\_\_\_ Supplies from attached Supply List

\_\_\_ Free and Reduced Lunch Application (if applicable) *COMPLETED ONLINE AT:*  
<https://www.beaverton.k12.or.us/depts/nutserv>

\_\_\_ Educational Decision Making Form 4 and 5 -*Filled and Signed*

\_\_\_ Exchange of Information forms for MOU with Dirkse, VR and WCDD (Form 1-3)-  
*Filled and Signed*

\_\_\_ Other (please note) \_\_\_\_\_