



Madison-Champaign Educational Service Center
LIFE Transition Program
Intern Handbook
2026-2027 School Year

Introduction

Welcome to LIFE Transition! This year is an opportunity to learn, grow, and develop skills that will help you get a job and be an active member of your household and local community. With your hard work and participation, you will have the opportunity to work at Mercy Health and have an independent job placement in an area that interests you.

It is an honor to be working at Mercy Health Urbana Campus and other local businesses. Good manners and positive attitudes are expected every day. As interns, you are expected to learn and follow the rules and regulations of your internship placements during the year. As well as the guidelines within this handbook.

Interns will be required to follow the policies of the Madison-Champaign ESC and LIFE Transition policies. Together, we can make this year a wonderful and worthwhile experience.

Sincerely,

Molly Schmidt

LIFE Transition Instructor

LIFE Transition Mission Statement

Our purpose is to prepare students for the future by improving their work, independent living, and social skills while they are still in school. Our caring and dedicated staff facilitates daily hands-on practice of functional skills.

Calendar

LIFE Transition is a Champaign County program located within the West Liberty-Salem Local School District. For the entire program, we will follow the Yoder Learning Centers School District Calendar. Please refer to the Yoder Learning Center calendar for more information. School will start on Thursday, August 27, for the 2026-2027 school year.

Snow Days

In case of inclement weather, interns need to monitor information for their home district and the attending district (West Liberty-Salem Local School District). If your intern's home district is closed or on a delayed schedule due to weather, your intern will not come to school. If West Liberty is closed or on a delayed schedule, the LIFE Transition Program will be on a different schedule or closed that day.

Transportation

All interns will be transported from their home district to Harmony Hall. The LIFE Transition program is located on the east/left side of the building. A van-certified staff member will transport the interns to all work sites in a LIFE Transition ESC van.

Meals

The interns will receive a free lunch from Mercy on the days we work. We will receive our other lunches from West Liberty-Salem Local Schools. If your intern decides to pack their lunch, microwaves and refrigerators are available. The LIFE Transition program goes out to eat in the community once a quarter. Meals average \$15-\$20 an outing and money will need to be provided no later than the day of the outing.

Community Days

The interns will take part in four community days a year. These days will include field trips to local businesses or community events. These days will be at the end of each quarter. The dates are subject to change, and any change will be communicated in a timely manner.

Daily Schedule

Academics are done daily with the interns to ensure they are on track for graduation. RISE UP is an industry-recognized credential that students complete during the program to demonstrate competency for graduation. The interns frequently cook lunch and shop at local grocery stores. The interns work at least six hours a week (two hours, three days a week) at the community work site. While at work, the interns will switch departments in the hospital two or three times, depending on what is best for the interns.

Dress Code

The LIFE Transition Program requires a work uniform. No exceptions

Work Days: **Required**

- Blue Mercy issued polos
- Black scrub pants
- Mercy issued or solid color sweater/jacket (black, white, tan, or gray)
- Socks
- Tennis Shoes (Must have a rubber sole)
- Mercy Badge (Kept at school)

Families must provide:

- Mercy issued or solid color scrub jacket (black, white, tan, or gray)
- Socks
- Tennis Shoes (Must have a rubber sole)

Uniforms must fit appropriately and be neat and clean. The interns are responsible for laundering their uniforms at school. The remaining uniform items will be provided for the interns. If you need help with uniform items, please contact the LIFE Transition instructor.

The standard dress code for the LIFE Transition program during non-work time includes:

- The wearing of hats and other headwear is not permitted except for special occasions. All teachers will permit headwear that is affiliated with religious observances and practices.
- Students may not wear sunglasses in the building unless approved by administration.

- Clothing should not have logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, messages that include racist/hate speech or symbols or sexual innuendos, etc.
- No loose-fitting sleeveless shirts or blouses that fail to completely cover underarm and undergarments. Students may not wear crop tops, halter tops, mesh shirts or see-through shirts/blouses and no bare midriffs (tops/bottoms must overlap with no skin exposed). Undergarments (including straps) may not be visible.
- All shirts, jumpers, dresses, etc. must extend to the neck or have two over-the-shoulder straps that must be at least two inches wide.
- Neckline must be no lower than three inches below the collarbone.
- Trousers/pants/shorts must cover undergarments and the lower back should not be visible while sitting. Biking shorts are not allowed.
- No clothing that is considered an undergarment may be worn as outer apparel (e.g. boxer shorts). Undergarments may not be visible.
- Skirts, shorts and dresses must extend to the knuckles of a closed fist when arms are placed to the side. The same closed fist rule will also be applied to skin showing through holes in jeans or pants. No skin should be visible above the closed fist line.
- Shoes/footwear must be worn. Roller shoes are not allowed on school property or at events.
- Face paint, costumes, gloves and partial gloves are other examples of unacceptable dress.
- Book bags and backpacks may be used to transport books to and from school but are to remain in lockers during the school day.

Supplies

Families will not be required to supply any school supplies for their interns, except for uniform items. The program will provide in-ear earbuds. If your intern prefers a different pair of earbuds, families will have to supply them.

Expectations

Interns are expected to:

- Treat students, staff, peers, and community members with kindness, respect, and professionalism.
- Follow directions from supervising staff and mentors in a respectful manner.

- Use appropriate language, tone, and behavior in the classroom, workplace, and community settings.
- Arrive on time and be prepared to participate in daily activities and responsibilities.
- Maintain confidentiality and respect student, staff and patient privacy.
- Stay engaged, attentive, and actively participate during assigned tasks and activities.
- Follow school, classroom, workplace, transportation, and community safety expectations.
- Accept feedback, redirection, and coaching respectfully and use it to improve performance.
- Complete assigned responsibilities and work cooperatively with staff and peers.

Consequences for not meeting expectations

The internship program uses a progressive approach to behavior support that promotes accountability, responsibility, and workplace readiness. Consequences may be assigned based on the severity and frequency of behaviors.

- **Verbal Reminder or Redirection**
Staff will review expectations, provide reminders, and support the intern in correcting behavior.
- **Problem-Solving Conversation**
The intern may meet with staff to discuss concerns, reflect on choices, and identify strategies for success.
- **Classroom Bank Fines**
Interns may receive a fine through the classroom bank system for behaviors that do not meet program expectations (for example: off-task behavior, inappropriate language, repeated reminders, failure to complete responsibilities, or misuse of materials). Fines are intended to encourage accountability and build real-world responsibility skills.
- **Parent/Guardian and School Contact**
Communication may occur to discuss concerns and develop supports for success when behavioral patterns persist.
- **Lunch Detention (When Needed)**
Lunch detention may be assigned when additional reflection, reteaching, missed work completion, or behavior correction is needed. Staff will clearly explain the reason and expectations for improvement.

- **Loss of Privileges or Responsibilities**
Certain classroom incentives, leadership roles, preferred activities, or community opportunities may be temporarily limited.
- **Behavior Improvement Plan**
Repeated concerns may result in a written plan with individualized goals, supports, and expectations.
- **Removal from Internship Placement or Activity**
Serious or repeated concerns may impact participation in internship placements, community experiences, or program activities.

Serious Behaviors

The following behaviors may result in immediate administrative involvement or removal from activities:

- Unsafe behavior
- Harassment, bullying, intimidation, or threats
- Inappropriate language or disrespect toward students, staff, or peers
- Repeated refusal to follow directions
- Violation of confidentiality or student privacy
- Possession of prohibited items or substances
- Theft, vandalism, or destruction of property

Interns can be removed from the LIFE Transition program if their behavior at the worksite creates a hardship for the business partner. Steps should be taken to address the behaviors whenever possible.

Please note that since the interns are almost adults. Corrections to behavior is addressed with the interns first before parents are contacted unless the behavior is classified as a serious behavior. Parents will be notified immediately.

Hygiene

Hygiene is an important part of work. LIFE Transition interns are required to come to work with appropriate hygiene. Their hair must be clean and neatly groomed. Fingernails must be well-manicured and kept at a shorter length. If polished, the color must be solid and neutral in tone. Interns should take regular showers (either at night or in the morning). They will have time to do simple hygiene tasks before we leave for work each day.

Attendance

Interns are expected to arrive at work on time each day. You are almost adults, and as much as possible, you should get yourself out of bed and ready on your own. Interns are expected to treat this program like a real job. If sick, interns are encouraged to email, call, or text their instructor.

To practice good calling-off procedures:

- Interns will be asked to notify the instructor and internship supervisor of the upcoming doctor's appointment at least 3 days prior to the appointment.
- If interns have a planned vacation during the school year, they will be responsible for notifying the instructor and internship supervisor at least 2 weeks in advance.

Interns will be required to fill out a leave request for planned doctor's appointments and vacation/personal leave upon notifying the instructor of leave. Leave forms will be found in the classroom. This attendance policy aims to prepare interns for real-life attendance policies in their future employment.

TB Test & Flu Shots

Interns who are new this school year are required to receive a flu shot, a TB test, and a background check provided by Mercy, and a parent must be present. They can get a medical exemption for the flu shot if they have documentation provided by a doctor, if they have an allergy to the ingredients, or have had a reaction to the shot before. All exceptions have to be reviewed by Mercy's volunteer board.

Job Coaches

Job coaches are on staff to help interns be successful. They will assist the interns in learning and understanding job tasks and routines in each of the interns' rotations. Once an intern knows the required skills, the job coach fades out. The intern will still be supervised by Mercy staff and LIFE Transition staff through spot checks, but it will be their responsibility also to ask for help when needed. The intern is responsible for asking for help when needed after the job coach has faded out. Job coaches do not work side-by-side with interns all day long. The goal of this program is independence.

Required Meetings

The interns will have weekly check in meetings to go over progress and make goals for the following week. Once a month, the interns will have a more in depth meeting with staff to go over progress, goals and grades.

Employment Meetings - Highly encouraged for families and interns to attend

Employment meetings will follow the conference times/schedule for West Liberty-Salem Local School District. These meetings will give the interns, family members, board of Developmental Disabilities and Opportunities for Ohioans with Disabilities members the chance to review the interns progress within the program and make action steps to ensure the intern is making adequate progress and is ready for future employment.

Services

OT and speech therapists work with interns in the classroom and at the job site to practice vocational skills. These skills are practiced routinely to help the interns' skill set grow.

Independence

The main goal of LIFE Transition is competitive employment at the end of the program. In order to obtain a job and work in the "real world," we expect all LIFE Transition interns to demonstrate the ability to work independently at job sites. This includes entering and exiting the job sites and navigating around the placements. There are LIFE Transition staff members available at all times to assist interns, but constant supervision will not be provided once the job coach and instructor agree that the intern can work independently. Interns can and will be given one-on-one re-coaching of a task if needed during an internship or if a new task is added during a rotation not previously taught to the intern with job coaching support.

Intern and Family Agreement

I have reviewed and understand all LIFE Transition expectations in the intern handbook. I agree with the terms and conditions of the intern handbook and will follow all rules and procedures.

Signatures:

Parent/Guardian:_____

Student Intern:_____

*Please contact the LIFE Transition staff with any questions or concerns regarding the information in the intern handbook. Return signed pages to the LIFE Transition instructor before or on the first day of the program.