**Chino High Adult Transition**

**Class Syllabus 2024-2025**

**Attendance~** Attendance each day is very important. It will be taken each period. If a student is unable to attend school, please contact the attendance office to excuse any absence that is due to illness or an appointment.

**Lunch Procedures~** We do have access to a microwave to prepare items and a refrigerator to store perishable food.

**Classroom Donations~** Donated supplies to the classroom are needed and appreciated. I have an Amazon “wish list”.

**Class Web Page~** Please refer to the class webpage by going through the Chino High website. You can get to our page by selecting CLASSROOMS and then finding my name, Donaghy, Tana in the list of teachers.

**Communication~** Please email me at [Tana\_Donaghy@chino.k12.ca.us](mailto:Tana_Donaghy@chino.k12.ca.us) from any email that you use. Also, my district issued phone number is- (909) 313-9195. I will answer emails and text messages as soon as I am able.

**Daily Schedule~** Since consistency, predictability and routine are so important for our students, I try to keep our schedule the same throughout the year.

**Our Program** This program is a community-based program and will emphasis the three main areas of transition referred to in the IEP Transition Plan:

The instructional focus of the classroom:

I have selected these four focus areas because they are addressed in the Individual Transition Plan as part of the IEP. I want to build a program that allows our students to become contributing members of the community.

1. Build independence in the areas of adult transition: Employment, Training, Independent Living Skills, and Social Skills.
2. Provide real life relevant experience in community
3. Teach work skills in preparation for employment
4. Explore career opportunities

Our weekly schedule will include classroom work and time in the community. Our classroom instruction will be taught in units across several content areas: Employment Skills, Training Skills, Community Skills, Independent Living Skills and Social Skills. We will be learning skills in the classroom and then practicing in the community to enhance generalization skills and relevant real-life application. We will have regular employment opportunities and practice a variety of skills related to getting and keeping a job. We will be exploring different fields of employment to expose students to careers based on student interests.

***Instruction In Community*** will consist of the following:

2-3 days of Work Study – We participate in the Department of Labor’s Workability Program.

1-2 days of Community Based Instruction- We will be using the “Stepping Out” program to teach skills in the classroom and then generalize them in the community.

Alternate to Career Options outings- Recreation and Leisure locations such as the Huntington Library.

***Modes of transportation*** in community will include walking, public transportation, and district transportation.

**Grades~** Letter grades are based on attendance.

**Student Email Accounts~** Each student has an email account issued by the district. It can be accessed by going through Class Link. Students will need to know their log in usernames and passwords for accounts.

**Technology Access~** There is a class set of Chromebooks available for use in the classroom. They will be using Chromebook throughout the week for practice on personal information, assignments in google classroom, practicing skills in Boom Cards and content review games in Kahoot.

**Classroom Units and Topics**

**Job Training Skills**

* Interviewing for a job
* Job Etiquette
* Resume
* Job Vocabulary
* Minimum Wage
* Paycheck
* Reading Pay Stubs
* Completing a Job Application
* Acceptable Work Behavior: Attendance, Attitude, Career Goals
* Looking Professional
* Expectations on the Job
* Looking for a job

**Employment Skills**

* Stocking/ Restocking
* Assembly Tasks
* Office Tasks: Mailing, Stapling, Collating
* Grocery
* Restaurant
* Hospitality

**Independent Living Skills**

* Food & Nutrition
* Basic Hygiene
* Housekeeping:
* Laundry, Sweeping, Dishes
* Using Money
* Consumer Shopping
* Safety
* Time Management

**Community Based Training Skills**

* Using Vending Machines
* Using Credit, Debit, and Gift Cards
* Using the Library
* Going to the Hairdresser
* Going to the Movies
* Using Public Restrooms
* Crossing Streets
* Riding the Elevator and Escalator
* Using the Laundromat
* Riding a Bus (Travel Training)
* Riding a Commuter Train
* Using an Uber
* Grocery Shopping
* Department Store Shopping
* Dining in a Self-Service Restaurant
* Dining in a Table Service Restaurant
* Dining in a Fast-Food Restaurant
* Using the Bank