

## Important Information and Reminders for Beginning Transition...

- **SCHEDULE-** In the Transition Program, class begins every day at 8:15 am. (On TIME means that students have changed into their Employee in Training work shirts, have their school ID and bus passes ready to go, and are in their seats.) Class will end on Mondays, Tuesdays, Thursdays, and Fridays at 1:45 pm; and at 12:45 pm on Wednesdays.
- **FIRST 2 WEEKS OF SCHOOL-** The first 2 weeks of school students will remain on campus and will not be going out to job sites (UNLESS they have been assigned to Del Valle High). While on campus, they will be working on their Transition Portfolios - creating resumes', completing job applications, conducting mock interviews, and planning for the upcoming year. Students will also be discussing appropriate behavior and be doing role playing activities for different scenarios that may take place when they do go to their job sites.
- **WORKABILITY-** Most students will begin to go to their jobsites AFTER the Labor Day weekend. Work schedules will be posted Friday morning prior to the Labor Day weekend. Most students will go to 2-3 job sites each week, and they will work 2 hours at each job site. (IF students are able to take the bus and go to job sites independently, they will be encouraged to do so.) Job sites will rotate at the end of each trimester. Please keep in mind that the district will only be paying students for 2 hours each week - all extra time worked is considered as a "voluntary internship". Pay checks are mailed home or distributed the last day of the month. **IF there is a question OR problem with your paycheck, call Denise Alvillar at(925) 606-3246 or email her at [dalvillar@lvjUSD.k12.ca.us](mailto:dalvillar@lvjUSD.k12.ca.us)**
- **DRESS CODE-** On days that students are going to jobsites, they must dress appropriately. They will need to wear their Employee in Training shirt, nice jeans

or khaki pants, with close toed shoes. (In general, NO sandals, ripped jeans, undergarments showing, short shorts, etc) If students are not dressed appropriately, OR if they have not met their hygiene check they will not be going to their job site.

- **LUNCHES-** It is very important for students to bring their own lunch from home on the days that they go to job sites. Students will NOT be back on campus in time to purchase a lunch. Also, please make sure that you bring lunches that do NOT need to be heated up - many of the break rooms at the different job sites do not have a microwave. \*\*\*\*\* IF students would like to make their own lunches in the classroom, they have a few different options: 1) We can take them grocery shopping with their own money OR 2) They can bring in their own groceries
- **FRIDAYS-** Fridays are typically community based days. At least 2 Fridays a month students will plan for outings in the community. They will work on travel training, communication skills, budgeting, life skills, and appropriate behavior. The students will need to budget for these “Fun Fridays” - using the money that they make from the district.
- **BUS PASSES-** Students are responsible for purchasing their own bus passes. If you have not already completed Wheel’s Disabled Bus Pass Application, contact their main office. Students with a disabled bus pass can ride the bus for half the price. Wheel’s offers monthly disabled bus passes for \$18.00.
- **CLASS WEBSITE-** We have a class website through Shutterfly called Young Adults in Transition. I will send you an invite for the site, please join!!! I will post a calendar, send home reminders, post work schedules, pictures, videos, and all of our experiences throughout the year. I also encourage the students to use the

website to connect with their classmates to make plans to hang out outside of class.

- **QUESTIONS** - If you have questions, please do not hesitate to email us!  
Transition can be overwhelming, but it really is an awesome experience!  
[bwoodsmall@lvjUSD.k12.ca.us](mailto:bwoodsmall@lvjUSD.k12.ca.us) [cbooe@lvjUSD.k12.ca.us](mailto:cbooe@lvjUSD.k12.ca.us)

We are looking forward to a great school year and Transition Experience!

Brenda Woodsmall & Chrissy Booe