



Turning Point

Handbook
2021-2022



Location

HCC Perry Campus
203 West Bridge Street
Perry, Kansas 66073
785-876-2214, ext. 111

Hours of Operation

8:00am-3:00pm

Calendar

Turning Point will follow the USD 343 District Calendar for holidays and school closings. If a student's home district is closed due to inclement weather, the student is not expected to attend Turning Point.

Staff

Belinda O'Dell, Principal/Asst. Director
Sue Nanninga, Special Education Teacher
Barb Huffman, Paraeducator
Dylan Bahret, Paraeducator

Keystone Learning Services

500 E. Sunflower Blvd.
Ozawkie, KS 66070

Member Districts

USD #338 Valley Falls
USD #339 Jefferson County North
USD #340 Jefferson County West
USD #341 Oskaloosa
USD #342 McLouth
USD #343 Perry/Lecompton
USD #377 Atchison County Community Schools
USD #449 Easton

Background

Keystone students and parents can wait a long time to access adult services that fit their unique needs. To help mitigate this issue, and in order to follow federal guidelines, Keystone developed Turning Point. This 18-21 program provides transition services in functional and vocational skills necessary for increased independence in the community while also assisting with employment opportunities.

Federal Requirement

According to the Individuals with Disabilities Education Act (IDEA), all public schools must consider and include special education transition services in the Individual Education Plan (IEP) for students, beginning the IEP year in which the student turns 16, and update it annually thereafter. In addition, upon meeting graduation requirements, students with an IEP due to a disability, may be eligible for transition services through June 30th of the school year in which the student turns 21, as determined by the IEP team.

State Requirement

Per a Kansas state requirement, the IEP team is required to add the transition plan to the IEP, to include an age-appropriate transition assessment of the student, (measurable and reasonable) post-secondary goals, anticipated course of study and the skills, interests and preferences of the student, in the IEP year in which the student turns 14.

The district must make a free appropriate public education (FAPE) available to any student who has not graduated with a regular high school diploma until the end of the school year in which the student turns 21 (the school year ends on June 30). The IEP team may determine that the student needs extended school year services, which would be available through June 30 of the school year in which the student turns 21.

Program Vision

The vision of Turning Point is to enable students to achieve their personal turning point toward a meaningful, self-determined future.

Program Mission

The mission of Turning Point is to teach young adults with identified needs the skills necessary to live and work as successfully and independently as possible in their community of choice.

Program Description

Turning Point is a community-based learning experience for students aged 18-21, targeting the skills and knowledge needed to build a successful life.

Eligible Students

The Turning Point program is uniquely designed to teach independent living and work skills to students who have completed all core academic requirements but continue to have unmet transition needs. Young adults are prepared to enter the program when the IEP teams have determined that they have met the following prerequisite skills/criteria:

1. Have an Individualized Education Plan (IEP)
2. Have met graduation requirements or have been in high school for 4-years and/or are 18 years or older, *but have not been officially awarded a regular high school diploma*
3. Are residents in the Keystone catchment area and enrolled in one of our schools
4. The IEP Team has determined there are unmet goals in one or more of the following areas: daily living, social, vocational goals that have not been met and are preventing them from achieving their post-secondary goals.
5. The IEP Team has determined that Turning Point is an appropriate location. While this is the IEP Team's decision, there are prerequisite skills associated with success at Turning Point including but not limited to:
 - a. *functional communication skills to express their own interests.*
 - b. *the ability to safely participate with others in a community setting*
 - c. *the ability to follow multi-step instructions*
 - d. *the ability to remain in an assigned area*
 - e. *the ability to make positive choices based on personal needs*
 - f. *a willingness to learn how to manage their individual schedule*
 - g. *a willingness to work on personal self-care and hygiene to the extent practicable*
 - h. *academic needs specific to achieving their postsecondary goals*
 - i. *free of physical or verbal aggression during the past school year*
 - j. *free of inappropriate behavior during the past school year including, but not limited to: sexual harassment of any kind, lewd comments, offensive language/cursing*
6. **Young adults whose only needs are transportation to/from a work site or postsecondary educational location are NOT eligible for Turning Point.**

The guidelines above are not prescriptive for determination of eligibility for the Turning Point program. ***Determination is an IEP team decision based on the individual needs of each young adult.***

Curriculum

Curriculum used at Turning Point will be primarily authentic, hands-on experiences aligned with the independent living, recreation, and employment skills of each student. This curriculum will be designed to reach the student's individually determined transition goals. However, some core academic skills, applied in the natural context in which they will be used by the student, will also be incorporated.

Unique Transition module: Unique is a curriculum that prepares students for the ultimate test, succeeding in life. These differentiated materials will be used to systematically teach academic and life skills and reinforce social/emotional skills to enable the student to successfully navigate community-based environments. Unique employs powerful communication tools and enriching current events content that connects students to their world and provides current event information typically discussed in social settings, including the breakroom at work!

Functional Independence Skills Handbook (FISH): FISH is an assessment instrument that includes related lessons used for determining a person's ability to perform specific functional activities. Activities selected from this curriculum will target skills that promote independence.

Components

Personal Life: Communication; Social Skills; Self-Advocacy; and Problem Solving in a Community Context

Daily Living: Grooming and Hygiene; Nutrition and Food Preparation; Home Living; Time Management; Money Management; Medical, Health and Fitness

Employability: Career awareness; Career exploration; Work Study; Work Vocabulary; Work Perseverance; Authentic Career Choices

Community Living: Community Resources; Public Transit; Recreation/Leisure Activities

Lifelong Learning: Independent Problem Solving; Seeking Trusted Assistance; Determining Fact from Fiction

Keystone and Turning Point Responsibilities

1. Provide job training opportunities
2. Provide job coach support as determined by the IEP team
3. Collaborate with adult agencies and families once eligibility is determined
4. Assist with transition to adult services
5. Mentor and monitor progress toward individual post secondary goals

Young Adult and Family Responsibilities

1. Apply for adult services through our local Communities Developmental Disabilities Organization (CDDO) and secure a case manager
2. Apply for Medicaid and Social Security Insurance/Income (SSI)
3. Provide court documentation of guardianship for student
4. Work with an adult service agency to create a plan for life after Turning Point
5. Foster ongoing progression toward young adult independence

Turning Point Guidelines for Success

1. **As young adults, natural consequences are the result of the choices we make.**
2. **Prepare for Turning Point:**
 - a. Have good attendance!
 - b. Get a good night's sleep - rested and ready for the day's activities
 - c. Eat breakfast
 - d. Brush teeth
 - e. Brush air
 - f. Wear clean clothes
 - g. Bring money in a wallet or purse
 - h. Bring personal communication device or phone charged (If applicable)
 - i. Take medication as prescribed (if applicable)
3. **Prepare for Work Study/Vocational assignment:**
 - a. Bring Turning Point ID
 - b. Have communication device or phone (if applicable)
 - c. Be ready to follow instructions from supervisor
 - d. Complete ALL given tasks
 - e. **STAY AT WORK STUDY LOCATION AREA UNTIL TRANSPORTATION ARRIVES.**

4. Prepare for Community Outings:

- a. Bring Turning Point ID
- b. Bring wallet or purse with payment envelope
- c. Use your manners to say "Please and Thank You"
- d. Try new things
- e. Take turns
- f. **STAY AT COMMUNITY OUTING AREA UNTIL TRANSPORTATION ARRIVES.**

5. Inclement weather:

- a. In the case of inclement weather, Turning Point will follow the USD 343 school closing schedule as posted on local TV stations. However, if a student's home school is closed due to inclement weather, the student will not be expected to attend Turning Point that day.

6. Absences, Illness or Accidents:

- a. To the extent practicable, absences, illnesses, appointments, or any change in schedule during the school day should be reported by the Turning Point student to their coach/employer and plans should be made to make-up missed time
 - i. CALL Turning Point at 785-876-2214, ext 111
 - ii. Call district transportation (if applicable)
 - iii. Notify employer (if applicable)
- b. If you have a fever, diarrhea, green/yellow mucus, pink eye, or other contagious symptoms please contact Turning Point to communicate your absence and stay home until symptom free for 24-hours
- c. Bring extra clothing in case of personal accidents and wash soiled clothing while at Turning Point.
- d. All minor incidents/accidents will be recorded and treated on-site, **911 will be called for emergencies.**
- e. Please schedule adult agency or other appointments after school hours as much as possible.

7. Communication with Family:

- a. A quarterly newsletter will be sent to families of Turning Point students
- b. Turning Point welcomes phone and email communication as well! Please don't hesitate to contact us with questions or concerns.

- c. The “Remind” app will be used to remind students and families of events, necessary items, changes to schedule, etc.

8. Transportation:

- a. Special education transportation to/from Turning Point will be provided if transportation is listed as a related service on the participant’s IEP.
- b. Transportation to and from community events/activities/work sites will be provided by school employees in school vans
- c. Public transportation options will be explored in order to prepare students for independent use after they exit Turning Point. Negotiating public transportation will be part of the internship experience once a student reaches that level.

9. Level and intensity of support needs:

- a. If a participant demonstrates support needs that are inconsistent with the level and intensity of support at Turning Point, (i.e. chronic tardiness, poor attendance, or exhibits behavior that are unsafe for the participant or others) the follow process will occur:
 - i. Turning Point staff will document the concerns and apply coaching and reasonable accommodations to improve performance
 - ii. The IEP team, including the student/educational advocate, will convene to develop and implement an intervention plan to address concerns
 - iii. If the intervention plan cannot be successfully implemented at Turning Point, or is unsuccessful after implementation with fidelity over time, the IEP team will reconvene to discuss whether Turning Point is an appropriate location to meet the needs of the participant.

10. Staff Support & Fading

- a. Young adults are working towards the highest level of independence practicable in work, life, and leisure. The well-trained Turning Point staff will provide support and modeling initially and fade support as the targeted skills are demonstrated by the young adult.

11. Exiting from the Program

- a. Young adults are eligible to remain at Turning Point until the age of 21;
 - i. If IEP goals and transition needs are met prior to this age, the IEP team can determine if services are no longer necessary
 - 1. When a student exits from Turning Point, they will receive their high school diploma

Turning Point Expectations

The following are work habits and attitudes that ensure success at Turning Point:

T	Take responsibility
U	Upbeat attitude
R	Respect themselves and others
N	Nonresistant directions following teacher/para directives
I	Intentionally lend a helping hand
N	Neat work habits
G	Game to try new things and will ask for help as needed
P	Patience
O	Open to new learning
I	Increase independence
N	Nice words and actions
T	Take initiative

Other Specifics

1. Enrollment:
 - a. Turning Point students will enroll through their home school district and pay enrollment fees to their home district.
2. Community Outings:
 - a. Turning Point students will plan weekly community outings, if applicable to their individual transition goals.
3. Vocational Experiences:
 - a. Students will participate in work experiences as part of their activities at Turning Point
 - i. Work Experiences will be based on the individual skills of each student and will build upon those skills as the student progresses
 - ii. Support for work experiences will be based upon individual student needs and skills.
 1. Ideally, support will fade as the student becomes more independent in their vocational skills.
 - b. Work Assessments and Evaluations will be completed on a regular basis in order to determine skill acquisition and needed supports
4. Waiver of Liability for work experience partners:
 - a. Businesses who choose to partner with Turning Point will be provided a waiver and release of liability

Keystone Learning Services

WAIVER AND RELEASE OF LIABILITY

Student's Name _____

Date of Birth _____ Grade _____

Parent(s)/Guardian(s) _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (cell) _____

Email (please print) _____

Emergency Contact Name and
Phone _____

RELEASE AND WAIVER: The undersigned understands that participation in community-based work/training or related activities which may potentially expose students to activities and/or equipment which can lead to accidents and/or injuries. In consideration of Student's enrollment into Turning Point, the undersigned does hereby release, waive, discharge, indemnify, and hold harmless Turning Point and its directors, officers, employees and agents, against any claim for damage, injury, loss or death to the above-named student resulting from participation in any class, program, play or work activity either at Turning Point or at another location.

HEALTH CARE AUTHORIZATION: The undersigned hereby authorizes Keystone Learning Services and its agents to perform any acts which may be necessary or proper to provide emergency health care of any student in the event that the Parent/Guardian cannot be reached, including consent to and authorization of medical procedures by physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their sole discretion, may deem necessary. The undersigned understands that (s) he is responsible for all costs and expenses of such medical treatment.

I HAVE READ THE ABOVE WAIVER AND RELEASE LIABILITY AND BY SIGNING, I AGREE THAT IT IS MY EXPRESS INTENT TO EXEMPT AND RELIEVE KEYSTONE LEARNING SERVICES AND ITS EMPLOYEES FROM LIABILITY FOR PERSONAL INJURY OR WRONGFUL DEATH OTHER THAN CLAIMS THAT ARISE AS THE DIRECT RESULT OF NEGLIGENCE. I CERTIFY THAT I HAVE FULL AUTHORITY TO SIGN THIS RELEASE AND AUTHORIZATION.

Parent/Guardian Signature _____ DATE _____

Keystone Learning Services will keep this form on file throughout a student's enrollment in Turning Point. Please notify the staff of any changes to the above information.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Ins. Svcs Inc. (PE) 700 West 47th Street, Suite 1100 Kansas City, MO 64112 816 945-5500	CONTACT NAME: Nate Byarlay PHONE (A/C, No, Ext): - FAX (A/C, No): E-MAIL ADDRESS: nbyarlay@cbiz.com INSURER(S) AFFORDING COVERAGE INSURER A : Philadelphia Indemnity Insurance Co. NAIC # 18058 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Northeast Kansas Educational Center dba Keystone Learning Services 500 Sunflower Blvd Ozawkie, KS 66070	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			PHPK2235301	02/06/2021	02/06/2022	\$1,000,000 Each Claim \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Life Skills Program. Students of Keystone Learning Center are included as insureds under the above captioned Professional Liability policy, while acting at the direction of, complying with policies and procedures governing conduct at, or performing services primarily for or on behalf of Keystone Learning Center. As such, Keystone Learning Center requires individual employers to exercise good judgement when working with students and provide appropriate supervision.

CERTIFICATE HOLDER To Whom It May Concern	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE CBIZ Insurance Services, Inc.
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