**Highland Park High School Course Team Log**

*The purpose of this document is to help organize the course team’s work and to capture the important aspects of this work for secondary members to read and understand.*

*All course team facilitators should complete this log and post it to the wiki after each of their team meetings.*

Meeting No.: 4 Date: 11/2/11 Facilitator: Kelly Pecaro

**Team members present:**

Earl, Kevin, Kelly, Cari

**BRIEF summary of discussion, activities, and work conducted (bullet points will suffice):**

**\*Communication (Bank, Grocery, Job, etc.)**

-I will be able to greet supervisors, co-workers and patrons and respond to greeting using appropriate word choice, tone of voice and body language.

-I will be able to advocate for oneself verbally, in person, and via phone, as demonstrated by asking for help and clarification when needed. Ask for breaks and call in if missing work or going to be late.

-I will be able to engage in relevant short dialogue with peers, supervisors and patrons as needed and appropriate to the situation.

**\*Navigation/Transportation**

- I will be able to access public transportation and online schedules for all transportation.

- I will be able to plan on making a bus/train on time.

-I will plan ahead and use math skills with time to be able to arrive ten minutes before my departure.

-I will plan ahead to be sure I have the appropriate fare for transportation and some extra money in case I need an unexpected ride.

-I will have the appropriate ID for a reduced fare.

**\*Jobs**

-I will be able to appropriately groom myself (shower, clean clothes, etc.)

-I will be able to independently follow basic directions and if the directions are not understood, I will be able to request clarification.

-I will be able to use public transportation or independently arrange for other modes of transportation to get to workplace.

-I will be able to read and keep track of a job schedule.

**\*Personal Hygiene/Diet**

-I will understand the importance of taking a shower and how often it should be done.

-I can wash my hands after using the restroom and before I eat.

-I can independently wash my clothes after I have worn them. I can accurately and with minimal help, operate a washing machine and a dryer.

-I can look in the mirror make sure I look presentable when I leave the house (hair brushed, teeth brushed, deodorant, clean clothes, etc.)

-I can independently choose healthy foods for both snacks and meals.

-I can recognize and distinguish between healthy and unhealthy foods.

-I can independently make a meal/snack for myself (cereal with milk, apple and peanut butter, microwavable meal, etc.).

**\*Social/Emotional**

- I can manage my relationships and determine the appropriate social cues to use in social situations ( job, shopping, bank, etc.).

-I can talk with my case manager about personal and school related issues.

-I can access support within workplace and outside workplace (mental health centers, boss, employee assistance program, etc.)

-In everyday situations, I am able to manage my moods and emotions and am able to meet the demands of my work day.

-In both my personal and professional life, I can identify an access for support and resources

-I can recognize social cues and am able to respect personal boundaries.

-I can independently manage conflict in the workplace or find the appropriate resource for conflict resolution.

**\*Community Resources**

-I am able to locate and utilize healthcare.

-I know how to research a 2-year/4-year college, trade school, apprenticeship, military, etc.

-I know how to access and set up a meeting to look at my transcript/meet with a college counselor, case manager, college counselor, etc.

-I am aware of how to do financial planning.

**For our next meeting we need to do the following:**

Elaborate on bullet points

**2 minute feedback loop: commit to sharing verbal feedback about the meeting. Capture these thoughts here:**

We discussed that many of these sections will overlap and that we have a very wide range of abilities. We also talked more in depth about community resources.

Next meeting:

Date:

Location: A103 or Kevin office