

SERIES 300 – INSTRUCTION

Educational Program – 340

School-To-Work Program (341.2)

Program Goals

The intent of the Norwalk-Ontario-Wilton School-to-Work Program is to:

1. Meet the individual career needs of each student that participates.
2. Help students acquire proper attitudes, skills, and knowledge for work and career goals.
3. Provide students with work force entry level skills.
4. Provide students with real life work experience.
5. Provide students with career development guidance.

Student Eligibility

In order to participate in the Norwalk-Ontario-Wilton School-to-Work Program, students will need the following eligibility criteria:

1. Must be an enrolled senior at Brookwood High School.
2. Must participate in a job shadow prior to starting the work assignment.
3. Have the recommendation of the Guidance Counselor, School-to-Work Coordinator, or Building Principal.
4. Have a satisfactory attendance record at the school.
5. Have zero (0) “F” letter grades at the beginning of the work assignment.
6. Be enrolled in at least five (5) Brookwood classes outside of School-to-Work.
7. Must obtain a valid work permit before any work is performed unless employed in the following five activities:
 - Agriculture
 - Apprentices
 - Domestic Services
 - Volunteer Work
 - Public Entertainment
8. Students will be allowed to work for parents or close relatives provided the parents or relatives are engaged in a full fledged business.

Prerequisites for Students Participating in Work-based Learning Options

- Parents must complete an emergency contact form and an authorization form for medical care for the employer to keep on file.

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- Employers must sign a contract stating they will report any accidents requiring medical treatment to school personnel and the student's parent(s), guardian(s) or emergency contact within twenty-four (24) hours.
- Parents must sign a form releasing the school district from any liability if their child is injured while on a work-based program. All liability insurance must be provided by the employer.

Work-based Learning Options

Job Shadowing

Job Shadowing is a school-sponsored career exploration activity, which can begin at any time during a student's high school years. Job Shadowing is short-term, usually a half to one full day, of a school supervised, workplace learning opportunity. Job shadowing emphasizes exploration, not work. The job shadow provides a student with a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between academics taught in the classroom setting and the job-site.

Employability Skills Certificate Program

The Employability Skills Certificate Program is intended to recognize a student's mastery of employability skills valued by employers. The program is designed around the implementation of the U. S. Department of Labor's Commission on "Achieving Necessary Skills" (SCANS), a school-supervised work-based learning experience, and a career plan. To be part of the Employability Skills Certificate Program, students must:

- Complete an individualized career plan.
- Sign a training agreement prior to the start of the work-based learning experience.
- Work at least 180 total hours to qualify for Employability Skills Certificate Completion.
- Have exemplary attendance at school and the work-site.
- Keep a daily journal of days worked, and keep a log of their daily activities.

Work Experience Program

A work experience program is designed to get students into a work-based learning environment without the Employability Skills Certificate Program. To be part of the Work Experience Program, students must,

- Sign a training agreement prior to the start of the work-based learning experience.

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- Have exemplary attendance at school and the work-site.
- Keep a daily journal of days worked, and keep a log of their daily activities.

Credit and Grading Policy

Credit Available: Job Shadow – No Credit Available
Employability Skills Certificate Program – 1 Credit for 180 Hours
Work Experience – ½ credit for 1 class period for 2 semesters (or)
½ credit for two class periods for one semester (or) 1 credit for two
class periods for two semesters.

Grades: Job Shadow – No Grades Given
Employability Skills Certificate Program – Pass/Fail
Work Experience – Pass/Fail

Grades will be given at each grading period by the School-to-Work Coordinator or Supervising Teacher.

If a student or employer terminates the employment prior to completing 180 hours, no credit will be given to the student. Exceptions can be made if a student finds a better work position that is more consistent with his/her career plan or if the business the student works for closes. All exceptions will be determined by the School-to-Work Coordinator and the High School Building Principal.

Students may be released for up to two school periods each day to attend work.

Students will be held to the same rules and guidelines set forth in the employee handbook. If there is no school, the student is not required to work that day but **MUST** clear it with his/her employer prior to that date. If a student is absent from school, they may not work that particular day. Students must pre-approve all absences with the employer.

Legal Reference: Section 118.01(2), 118.33, 118.153, 121.01(1)(m) Wisconsin Statutes
No Child Left Behind Act 2001
PI 26, Wisconsin Administrative Code

Cross Reference: 310 – Instructional Goals
330 – Curriculum Development
342.4 – Student At-Risk Program
342.5 – Title I Program
346 – School District Testing

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