**School To carEer Partnership**

Widefield School District 3

# STEP

**Program Handbook**

*Community Partnerships through the STEP Program*

\\'1DEFIELD SCHOOL DISTRICT 3

Career Education Widefield School District 3 615 Widefield Drive

Colorado Springs, CO 80911

Handbook Deadline: \_

### Mission Statement

*The School To carEer Partnership (STEP) program will provide an opportunity for Widefield School District 3 students to gain career experience through a wide variety of partnerships with businesses, professionals and agencies in the El Paso County area.*

Choices for students include volunteer, shadows, intern , apprenticeship , and paid work experiences. When possible, these experiences are closely related to the student's occupational interest areas. We have had successful partnerships with businesses for some time and hope to continue to broaden opportunities for students through the STEP program. At the same time STEP provides businesses and local organizations needed assistance from our students.

All STEP students must be enrolled in a vocational class to receive work study credit. These classes, which were developed by business people and educators , offer self-assessment, career guidance, job skills, and work ethics as part of its curriculum. Students in Career and Technical Education programs can gain work experience that allows them to apply the specific occupational skills and knowledge they have learned in their course work.

Juniors and seniors may participate in volunteer/shadowoptions plus the internship, paid work experience and apprenticeship. Students receive one credit for every 108 hours of experience in the volunteer and internship options. Students working in paid positions receive one credit for every 135 hours of experience.

Students, parents, and employers who would like more information about the STEP program may contact the STEP Coordinator at Widefield School District 3 at 391-3200.

**Equal Opportunity/ Affirmative Act ion/Non- Dis crimin ation**

Widefield School Distric t, its schoo ls, programs and practice s comply with all state and federal regulations prohibiting dis c rim in atio n on the basis of race, color, national origin, creed , reli gion, age, sex, gender, disa bility or handicap. lnquiries concerning the application of Title II/ADA, Title IX, section 504, or Title VI may be referred to Widefield School Dis trict' s Affirmative Action Officer , 1820 Main Street, Colorado Springs, CO 80911, telephone (719) 391-3015, or to the Regional Director , Department of Education, Office of Civil Rights, 1961 Stout Street, Denver, CO 80294

**Code of Ethics**

This is an agreement between the student , parents, and STEP Coordinator regarding STEP expectations. Violation of any one of these expectations may jeopardize your STEP credit.

1. STEP is a part of the school curriculum. I will comm unicate and work closely with the STEP Coordinator and will not accept a STEP position unless I intend to keep it for the duration of my STEP enrollment.
2. I will report to work at the scheduled time and will remain until I am scheduled to finish.
3. I realize that to be dishonest or to fail on my job reflects on me, my schoo l, and the STEP program. I will be honest with money , merc hand ise , ethical use of computers, equipment, time , ass ig nments , attendance, and effort; or I could be terminated from my place ment and receive a failing grade for all STEP credits.
4. I will not receive visitors at my placement and will not make or receive unnecessary personal telephone calls.
5. My recreation including school activities will be scheduled in advance so that it will not interfere with my work responsibilities.
6. I will strive to do my best and not just enough to get by.
7. I understand that if computer usage is a part of my job descr iption , the only time I will access the internet at work is for a job-related task and not for a personal reason.
8. I will conduct myself in a respectful manner, be neat in appea rance, and follow the busi ness/schoo l dress code.
9. I will consult with the STEP Coordinator BEFORE resigning and notify the STEP Coordinator if fired for any reason or I may receive a failing grade for all STEP credits .

I 0. I realize that any substance abuse may result in being dropped from STEP and receiving a failing grade for all STEP credits.

1. I will not remain on campus during my STEP class periods.
2. I will serve time in ISO for the entire school day. I will not be released early to go to work.

**I understand the above expectations:**

|  |  |  |
| --- | --- | --- |
| Student Name (please print) | Student Signature | Date |
| Parent/Guard ian arne (please print) | Parent/Guardian Signature | Date |

**STUDENT DATA**

|  |  |
| --- | --- |
| Student Name | School |
| Street Address |
| City, State Zip |
| Home Phone Number | Cell Number /E-Mail Address |
| Mother's Name | Mother's Work Number |
| Father' s Name | Father ' s Work Number |
| My short-term goal in the STEP program is to: |
| Projected Graduation Date | Career Goal |
| Counsel or' s Name |
| Supervisor's Name |
| Company Name |
| Company Street Address |
| Company City, State Zip |
| Supervisor's Phone Number | Best Time to Call |
| Supervisor' s E-Mail Address and Fax Number--Do not call, please email D please fax info D |

**Grading Guidelines For the STEP Program**

Grades will be determined by the STEP Coordinator with input from your mentor/employer based on all required items below:

1. A monthly progress report followed by one final performance evaluation prepared by the employer at the end of the semester
2. Current Training Plan, Training Agreement , Parent/Guardian Agreement on file
3. Required time sheet(s) on file
4. Attendance\*
5. Weekly team meetings with the STEP Coordinator Any other paperwork as required by the STEP Coordinator

Students will earn one hour of credit for every 135 hours of paid work. This is an average of7.5 hours per week.

Students will earn one hour of credit for every 108 hours of unpaid internship or volunteer expenence.

A maximum of 8 credit hours may be earned through STEP experience(s), not to exceed 2 credit hours per semester.

*\*If* ***you are absent from school, you may not go to work. Failure to comply may result in an unexcused absence from school/or that day. Excessive absences and/or.t ardies may result in withdrawal with a WIF from the program at the discretion of the STEP Coordinator. (As a general rule, on your eleventh excused and/or unexcused absence in one semester you are dropped from the program with a WIF. One hour absences count as one day.)***

Student Initials ----------- Parent initials-----------

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### STEP Training Agreement

Cooperative Work Experience, Internship, Summer Experience , Apprent iceship, Shadow

The Paid Work Experience, Internship, Summer Experien ce, Apprenticeship and Shadow sections of the Professional and Community Experience Program of Widefield School District 3 are cooperative education or student internship programs sponsored by Widefield School District 3 for the purpose of providing on-the-job training for the students. The Emplo yer/Mentor hereby agrees to participate in the program. The purpose of this training agreement is to clarify the major individual responsibilities of the student, STEP Coordin ator,

parents/guardians, and the employer/men tor in the School To carEer Partnership programs conducted within Widefield School District 3. Emphasis is placed on training and career development of the student. STEP experiences are meant to be educational in nature and are designed to help students explore career interests .

**Student's Agreement**

1. It is understood that STEP experiences are educational and that school credit will be given and pro-rated based upon the type and hours of experience successfully comple ted.
2. Grade and credit will be awarded to the student only upon successful completion as determined by the STEP Coordin ator.
3. The student will not resign or change experiences without the permission of the STEP Coordinator or a failing grade may be given .
4. The student must attend school while participating in STEP in accordance with school policies.
5. If the student is failing classes or has excessive absences as determined by the STEP

Coordin ator, he/she may be removed from STEP until satisfactory improvement is made.

1. Honesty in regard to money, ethical use of merch andise , computers, equipment, time,

assignments, attendance and effort is expected of each student. Lack of honesty or integrity may be grounds for dismissal and failure in STEP.

1. The student may be terminated from the STEP program with total loss of credit and a failing grade if fired by the supervisor.
2. The student acknowledges that according to Section 8-70-132 of the Colorado Employment Security Act, he/she is not eligible for unemployment compensation benefits as a result of services performed while participating in the STEP program.
3. If injured on the job, written notice must be given to your employer/men tor and to the STEP Coordinator within four days of the occurrence of the injury

(Section 8-43-1 02).

**Student Name (please print) Student Signature Date**

**Parent's/Guardian's Agreement**

I agree to communicate problems or concerns to the STEP Coordinator rather than contacting the employer/mento r.

I understand my son ' s/daughter ' s grade is based on attendance at school, completed program requirements, and performance on the job.

I understand and will accept the responsibility for all transportation needs in regard to the STEP experien ce. The student must have a valid driver's license and at least the state minimum required insurance when driving to and from the experience and during the time employed at the experience.

I have read and understand the agreement entered into by my son/daughter , STEP Coordin ator, and the employer/mentor , and agree to be a supportive member of the STEP team.

**Parent/Guardian ame (please print) Paren Guardian Signature Date**

**Student Name** -------------------**Date** ----------

(Please Print)

#### STEP Coordinator's Agreement

I will work closely with the student in the STEP program, his/her parents/guardiansand with the mentor/employer.

The STEP Coordinator, by showing just cause, has the right to withdraw the student at any time. Similarly, the employer/mentor reserves the right to dismiss the student.

Widefield School District 3 certifies, pursuant to the Colorado Employment Security Act, that the student is enrolled in a full-time program taken for credit which combines academic and vocational instruction with work experience. This work experience is an integral part of the program. Widefield School District 3 is a public educational institution which maintains a regular faculty and curriculum and has an organized body of students in attendance at the place in which educational activities are conducted.

**STEP Coordinator Signature Date: \_**

#### Employer/Mentor Agreement

I will work closely with the student and STEP Coordinator in the STEP program and will attempt to provide training experience which will contribute to the student' s future career.

The employer assures that students will be accepted and assigned to jobs and otherwise treated without regard to race, national origin, gender, color , or disability.

The employer/mentor is familiar with and understands and follows local, state, and federal child labor laws.

For positions involving compensation, the employer shall pay wages which are comparable to those paid apprentices and other beginning employees for the occupation in which the student is receiving training. The business acknowledges that it is considered an "employer" of each student that it pays compensation for purposes of the Colorado Worker ' s Compensation Act pursuant to Section 8-40-302(7)(a), C.R.S., and that it shall be liable for payment of worker' s compensation benefits in the event that the student suffers a work-related injury , accident , or occupational disease. The business agrees to verify to Widefield School District 3 a certificate of insurance which demonstrates worker's compensation insurance coverage for the student upon request.

**Business Name** -----------------------**Date:** -------

**Employer/Mentor Name Title: \_**

(Ple ase print)

#### Employer/Mentor Signature Date: \_

**School To carEer Partnership Widefield School District 3**

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### STEP Training Plan

*(Please print)*

**School name Student name Business name**

**Employer/Mentor name Student's job title**

**Date employment began---------------------------------**

|  |
| --- |
| TASKS TO BE PERFORMED |
| I. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

We have reviewed the above tasks and feel that, to the best of our ability, these are reasonable goals for the up-coming seme ster/year.

**Student's Signature Date**

**Employer/Mentor Signature Date**

**STEP Coordinator's Signature Date**

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## STEP ELIGIBILITY

As a member of the STEP Program, you must be enrolled in one of the following classes concurrently with your STEP credit. STEP is a Career and Technical Education reimbursed program from the CCCOES for Career and Technical Education which sets the guidelines we follow for district reimbursement. (You can also meet this requirement by completing 2 STEP credits within a school year).

**BUSINESS**

\*Business Law

\*Advanced Word Processing

\*PC Applications

\*Fundamentals of Web Design

\*Accounting I

\*Personal Management

#### MARKETING

\*Introduction to Marketing

\*Sports and Entertainment Marketing

\*Entrepreneurship

\*Business Leadership

\*Finance

#### CONSUMER AND FAMILY STUDIES

\*Food Skills/Catering

#### INDUSTRIAL TRADES

\*Automotive I and II

\*Electronics Technology

\*Principles of Technology

\*Computer Aided Drafting (CAD I and II)

#### TECHNICAL TRADES

\*Car Care

\*Small Engines

\*Metals

PPCC ARTICULATION AGREEMENT

Earning and A or B on STEP makes you eligible to articulate your classes to Pikes Peak Community College.

High School Course 1 st Semester STEP

PPCC Equivalent Course BUS 181 Internship

Other classes will also articulate. See your STEP

Coordinator or Career and Technical Education teacher for more information.