

SCHOOL-TO-WORK PROGRAM HANDBOOK 2020-2021



E.A.G.L.E. CENTER I, II, & III Career Experience Opportunities (CEO) Work-Based Training Program

CEO Coordinator: Dr. Vicki Birkeland
964-8771/8773

E.A.G.L.E. Center Mission Statement

To empower all learners to succeed using blended learning and instruction nurturing cultural, academic, and personal growth, and supporting students' natural motivation to learn, resulting in a stronger sense of well-being.

The Cheyenne-Eagle Butte School advises students, parents/guardians, employees and the general public that education programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disabilities.

GUIDELINES FOR DEVELOPMENT AND IMPLEMENTATION

1. E.A.G.L.E. Center Program students must earn and maintain 80% mastery or above in all subjects (Criteria listed, pages 3 & 4) or as determined by the CEO Coordinator.
2. E.A.G.L.E. Center (EC) II students must be In Progress on one career class and have a Personal Learning Plan (PLP) on file.
3. Students are required to complete and return a School-to-Work application to CEO Coordinator followed by an interview.
4. If the application is approved, the CEO Coordinator contacts the local community entity/business to explain the School-to-Work Program.
5. If the local community entity/business agrees to accommodate the School-to-Work Program applicant, a meeting date and time is scheduled by the CEO Coordinator.
6. A Training Agreement is signed by business, student-trainee, student's parent, guardian, or custodian and CEO Coordinator. A copy of this agreement is provided to the community entity/business and to the student. The original is kept by the CEO Coordinator.
7. The CEO Coordinator contacts community entity/business at mid-term and at semester or as needed for student's progress and evaluation. Community entity/business evaluates students according to criteria provided by CEO Coordinator.
8. CEO Coordinator contacts students for their opinion about their course experience.

GUIDELINES FOR DEVELOPING AND IMPLEMENTING SHADOWING EXPERIENCES

JOB SHADOWING (Pre-Programming)

1. Student needs to be In Progress on a careers class or have on file a Personal Learning Plan (PLP) which serves as a roadmap to a student's high school career.
2. The CEO Coordinator meets with student to discuss his/her career class(es) and PLP. Following the discussion, the student may be given an opportunity, if feasible, to spend two days at the job site to see what a career in his/her area of interest would be like.

POST-PROGRAM SHADOWING (Follows Job Mentoring or Internship)

1. Student spends one or two semesters working locally in a particular field of interest.
2. Pending satisfactory work experience, student will be allowed to visit job-site outside of the community to extend the learning experience to another level.

JOB MENTORING I & II

Mentoring is pairing a student with an employee over an extended period of time during which the employee helps the student learn certain skills and knowledge the employee possesses, models workplace behavior, challenges the student to perform well, and assesses the student's performance. Students can earn 1/2 credit per semester working 1 hour per day, Monday through Friday and a skills certificate or 1 credit per semester working 2 hours per day, Monday through Friday and a skills certificate. Additional credit is possible as determined by the CEO Coordinator. Students may receive financial compensation. When it is in the best interest of the student, the EC Principal can adjust hours, credit and waive criteria.

CRITERIA FOR STUDENTS

Students wishing to enroll in the program:

1. Must be at least 14 years of age.
2. Be at 80% mastery or above in all subjects.
3. Must not have more than 4 absences (previous semester attendance record) or as determined by the EC Principal.
4. Schedule must allow 5-hours per week for CEO participation.
6. Must complete CEO application, provided by CEO Coordinator.
7. Must be approved after an interview with the CEO Coordinator.
8. Must be selected by community entity/business after interview.

YOUTH INTERNSHIP I, II, III

For a specified period of time, students work for an employer to learn about a particular occupation. Students' workplace activities may include special projects, sample of tasks from different jobs, or tasks from a single occupation. Students can earn 1/2 credit per semester working 1 hour per day, Monday through Friday and a skills certificate or 1 credit per semester working 2 hours per day, Monday through Friday and a skills certificate. Additional credit is possible as determined by the CEO Coordinator. Students may receive financial compensation. When it is in the best interest of the student, the EC Principal can adjust hours, credit, and waive criteria.

CRITERIA FOR STUDENTS

Students wishing to enroll in the program:

1. Must be a least 16 years of age.
2. EC I students must have successfully completed Job Mentoring experience.
3. Must be a junior or senior.
4. Must not have more 4 absences (previous semester attendance record) or as determined by the EC Principal.
5. Must have at least at 80% mastery or above in all subjects.
6. Schedule must allow 5-hours per week for CEO participation.
7. Must complete CEO application, provided by CEO Coordinator.
8. Must be approved after interview with the Coordinator.
9. Must be selected by community entity/business.

TRAINING SITE AND STUDENT EXPECTATIONS

1. The student is to report to the training site at the appointed time.
2. The CEO Coordinator will review the competency check list with the training site supervisor. (Competency Checklist may be waived by CEO Coordinator)
3. The training site may terminate a student's work-based experience if the student demonstrates poor performance or creates a negative situation. (Student may receive a Work Experience Ended (WEE) on his/her Report Card.)
4. Students are to have a variety of experiences which will assist them in making a career judgment.
5. Students are to conduct themselves in a manner which compliments the expectations of the training site supervisor.
6. Students will show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
7. Students will not disrupt the normal routine of the training site.
8. The training site supervisor will notify the CEO Coordinator immediately if there are any problems with the student.
9. Training site supervisor must not place a student in unsafe conditions.
10. Students may be paid during school hours.

Competency Checklist (What the student will be learning.)

_____ Developed by the Training Site Supervisor

Due Date: _____

_____ Co-Developed by the Training Site Supervisor & CEO
Coordinator:

Planning Date: _____

Due Date: _____

_____ Waived

TRAINING SITE PROCEDURES

Training Site:

1. Each day that the student-trainee is scheduled to work, the training site will call the EC immediately at 964-8771/8773 to report the following information:
 - Attendance (Absence or lateness)
 - Inappropriate dress or unprofessional conduct
 - Leaving the training site early
2. Training site may have a list of competencies that students are required to fulfill to receive an average or above average grade.
3. Training site will be provided with an evaluation form that will show points for a student grade.

Guidelines:

-Students may report to their training sites during snow days, holidays, or when school is not in session if being paid.

-Students must check with the training site directly if he/she will be absent for any reason.

E.A.G.L.E. CENTER
CEO Coordinator 964-8771/8773

CEO TRAINING AGREEMENT

Student's Name _____

Student's Address _____

Soc. Sec. # _____ Birth Date ____/____/____ Grade _____

Training Site _____

Training Site Address _____

Training Site Supervisor _____ Position _____

Dates of Training Period: First Semester From ____/____/____ To ____/____/____

Second Semester From ____/____/____ To ____/____/____

CREDIT (1st Semester) Credits: _____ **Completed: Yes** _____ **No** _____

____ Job Shadowing ____ Job Mentoring I ____ Job Mentoring II

____ Youth Internship I ____ Youth Internship II ____ Youth Internship III

CREDIT (2nd Semester) Credits: _____ **Completed: Yes** _____ **No** _____

____ Job Shadowing ____ Job Mentoring I ____ Job Mentoring II

____ Youth Internship I ____ Youth Internship II ____ Youth Internship III

RESPONSIBILITIES

The STUDENT-TRAINEE agrees:

1. to be regular in attendance at the training site.
2. to perform training site responsibilities and classroom responsibilities in an efficient manner.
3. to show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
4. to conform to the rules and regulations of the supervising office.
5. to furnish the Coordinator with information about his/her training.

6. to consult the Coordinator regarding difficulties arising at the training site or related to his/her training program.
7. to be responsible for the travel to the training site.
8. to be present at the job site a minimum of 5 hours per week.
9. to accept Work Experience Ended (WEE) on his/her Report Card if terminated from work-based experience.

The TRAINING SITE agrees:

1. to provide a variety of work experience for the student-trainee that will contribute to the attainment of his/her career ambition. (Competency list may be determined).
2. to train the student-trainee for the agreed number of hours each day or week.
3. to assist in the evaluation of the student-trainee.
4. to provide time for consultation with the Coordinator regarding any difficulties the student-trainee may be having.
5. to provide available instructional material and occupational guidance for the student-trainee.
6. to identify basic skills that the students may be lacking.
7. to provide attendance information to the Coordinator (repetitive tardies or absences).
8. to abide by the worker's compensation code of law.

The COORDINATOR agrees:

1. to see that necessary related classroom instruction is provided in areas indicated as "needed" by the training site supervisor.
2. to make periodic visits to the training site to observe the student-trainee, to consult with the employer and training supervisor, and to provide any needed assistance with training of the student-trainee.
3. to assist in the evaluation of the student-trainee per supervisor's request.

COMMENTS _____

Student-Trainee

Parent/Guardian

Training Site Supervisor

CEO Coordinator

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E.A.G.L.E. CENTER PARENT, GUARDIAN, OR CUSTODIAN AGREEMENT

Student Name _____ Grade _____ Date ____/____/____

CEO Coordinator _____

1. **ACTIVITIES** I give my approval for my son/daughter to participate in on campus or off campus activities connected with Career Experience Opportunities at the Cheyenne-Eagle Butte School's E.A.G.L.E. Center.

SIGNED _____ Date ____/____/____
Parent, Legal Guardian, or Custodian

2. ***HEALTH INSURANCE** Health services are provided at the expense of Indian Health Service (IHS) for students who meet the eligibility requirements. For non-eligible students, the parent, guardian, or custodian is responsible for health services.

SIGNED _____ Date ____/____/____
Parent, Legal Guardian, or Custodian

If not eligible, _____ is covered by the following health policy:

Student
Policy Number _____ Company Name _____

SIGNED _____ Date ____/____/____
Parent, Legal Guardian, or Custodian

3. ***VEHICLE INSURANCE** _____ is covered by the following insurance policy:

Student
Policy Number _____ Company Name _____

SIGNED _____ Date ____/____/____
Parent, Legal Guardian, or Custodian

4. **EMERGENCY** In case of an accident or other emergency and when a parent or legal guardian or custodian cannot be reached, please contact:

_____ Telephone _____
Doctor and/or Hospital

_____ Telephone _____
Closest Relative/Messenger or Service Agency

*A photocopy if insurance must be provided.

E.A.G.L.E. CENTER
School-to-Work Program

CONFIDENTIALITY FORM

Date _____ / _____ / _____

I, _____, a participant in Career Experience
(Student's Name)
Opportunities, acknowledge I have been informed of possible contact with confidential
information while at the training site.

I hereby promise I will not divulge any privileged or confidential information to
anyone including classmates and relatives. I understand that I am required to keep this
promise. If I break this promise, I will be subject to disciplinary action, including
termination of my participation in CEO and will be responsible for damages
arising from any irresponsible action(s) on my part.

Student-Trainee

Parent, Legal Guardian or Custodian

Training Site Supervisor

CEO Coordinator

JOB PORTFOLIO

Internship participants in the Career Experience Opportunities Work-Based Training activity may complete a job portfolio. The job portfolio serves as a reference tool when the student enters the labor market. The Job Portfolio may be waived by the EC Principal.

Job Portfolio Table of Contents

- ____ 1. Title Page
- ____ 2. Personal Plan of Action (a minimum of one paragraph or maximum of one page describing your career path)
- ____ 3. Personal Information Sheet
- ____ 4. Copy of Birth Certificate
- ____ 5. Verification of Tribal Affiliation
- ____ 6. Copy of School Transcript
- ____ 7. Attendance Record
- ____ 8. Career classes documented and/or Personal Learning Plan (Career Path is selected based on Career Cruising Matchmaker Inventory.)
- ____ 9. Copy of completed Job Application
- ____ 10. Copies of employer evaluations
- ____ 11. List of School and Community Service Projects and Activities, Awards, Honors, Certificates, and Accomplishments
- ____ 12. Student will maintain a daily journal of their work-based experience for course credit.
- ____ 13. Copy of Resume