

School-to-Work Student Handbook



**Platteville High School
Platteville, WI**

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PLATTEVILLE HIGH SCHOOL



710 East Madison Street
Platteville, WI 53818
Phone: (608) 342-4020
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Mr. Jacob Crase
Principal

Mr. Michael Foley
Assistant Principal

August 25, 2020

Dear Parent(s)/Guardian(s) and Student:

The school-to-work program at Platteville High School provides an opportunity for students to gain valuable and relevant work experience in a career field that he/she has designated as a potential career path. These programs are an extension of learning from the traditional classroom and aim to meet the students' individual career goals, develop entry-level employment skills, offer authentic learning experiences, and provide career guidance to the student.

This handbook provides an explanation of the school-to-work programs available to high school students. As you read through the contents, if you have any questions at all, please do not hesitate to contact the designated staff member for the program or myself. The school-to-work staff is available to assist you in selecting the best work experience program and guide you through to process.

The school-to-work staff is excited to work with the students, employers, and parents this year in successfully preparing students for future career endeavors. If you have any questions, please do not hesitate to contact me at (608) 342-4020, ext. 2229.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janis Miles".

Janis Miles, Ed.D.
Career & Technical Education Coordinator

Platteville School District Work-based Learning Opportunities

Students at Platteville High School have an opportunity to participate in a variety of work-based learning programs. These programs include Employability Skills Certificate; Wisconsin State-Certified Cooperative Education Programs; and Youth Apprenticeship.

Employability Skills Certificate

The Employability Skills Program recognizes a student's mastery of employability skills valued by employers in a variety of worksite settings. This program assists students in exploring career interests. The competency areas include personal work habits and attitudes, and personal and professional development. Core employability skills will be measured by the workplace supervisor.

<https://dpi.wi.gov/cte/skills-standards/employability>

Wisconsin State-Certified Cooperative Education Programs

Agriculture Cooperative Education Program

Agribusiness – Animal Science: The Agribusiness Animal Science Co-op is a skill certificate program for juniors or seniors interested in the field of agribusiness. Students will work in agribusinesses that support the animal industry. The competency areas covered include sales, customer relations, marketing, technical assistance, communications, professional development, and animal science. Core employability skills are also measured by the employer and teacher-coordinator. Knowledge and skills gained through participation in FFA also apply toward attainment of the skill certificate. Students who master the competencies in this program are eligible to receive 4 credits of advanced standing in the Agribusiness Science/Technology two-year associate degree program at the Wisconsin Technical Colleges.

Agribusiness – Plant Science: The Agribusiness Plant Science Co-op is a skill certificate program for juniors or seniors interested in the exciting field of agribusiness. Students will work in agribusinesses that support the plant industry. The competency areas covered include sales, customer relations, marketing, technical assistance, communications, professional development, plant morphology and physiology, and soil management. Core employability skills are also measured by the employer and teacher-coordinator. Knowledge and skills gained through participation in FFA also apply toward attainment of the skill certificate. Students who master the competencies in this program are eligible to receive 6 credits of advanced standing in the Agribusiness Science/Technology two-year associate degree program in the Wisconsin Technical Colleges.

<https://dpi.wi.gov/cte/skills-standards/cooperative/agriculture>

Business Cooperative Education Program

The Cooperative Skill Standards Certificate Program is designed in partnership with business and education around the integration of school-based and work-based learning and includes appropriate career development experiences. The skill standards certificate is based on recognized state and national employability, business, and workplace skills. The program provides paid work experience for high school junior or senior students, contributing substantially to their educational and occupational development.

The Wisconsin Guide to Work-Based Learning Skill Standards for Business and Information Technology is a comprehensive document to be used by teacher coordinators in the development and implementation of the Cooperative Education Skills Standards Certificate Program.

<https://dpi.wi.gov/cte/skills-standards/cooperative/business-information-technology>

Construction Cooperative Education Program

Construction co-op is a skill certificate program for juniors and seniors interested in the exciting fields in the construction industry. Students will work in areas that support the construction industry. The competency areas covered include safety, computer operations, business aspect of the industry, project manager, estimator, superintendent, masonry, carpentry, cement finisher, architect/engineer, equipment operator, HVAC, electrician and plumbing. Core employability skills are also measured by the employer and teacher-coordinator.

<https://dpi.wi.gov/cte/skills-standards/cooperative/construction>

Marketing Cooperative Education Program

The Marketing Cooperative Education Skill Certificate Program is a one-year skill certificate program for all students enrolled in marketing courses. Marketing provides experiences in all the functions and foundations of marketing that can be achieved in many business settings. The *Entrepreneurship* certificate is for students desiring to develop the skills needed to own their own business or who have that entrepreneurial spirit needed by today's businesses. *Advanced Marketing* focuses on leadership skills needed in all types of business. *Retail Management*, based on the Retail Merchant Federation's National Standards, is for those students and employers that want to focus on retail operations. *Professional Sales*, also based on National Standards, is for those students interested in fine tuning their sales proficiency. The *Sports and Entertainment Certificate* is for students interested in this career option and *E-Marketing* is for anyone who wants to know more about one of the newest ways to distribute goods and services to consumers. Related classroom instruction for all six programs begins in introductory marketing courses and continues into advanced marketing courses.

<https://dpi.wi.gov/cte/skills-standards/cooperative/marketing>

Youth Apprenticeship

The Youth Apprenticeship (YA) program integrates school-based and work-based learning to instruct students in employability and occupational skills defined by Wisconsin industries. Local programs provide training based on specific curriculum guidelines and are endorsed by business and industry. Qualified teachers and worksite mentors instruct the students. Students are simultaneously enrolled in academic classes to meet high school graduation requirements, in a Youth Apprenticeship approved course, and are employed by a participating employer under the supervision of a mentor.

<https://dwd.wisconsin.gov/youthapprenticeship/become-youth-apprentice.htm>

Employability Skills Program

Grade Level: Junior or Senior

Prerequisite:

- **Class of 2021:** Student is concurrently enrolled in related CTE coursework.
- **Class of 2022:** Student has successfully earned .50 credit in related CTE coursework and is also concurrently enrolled in related CTE coursework.
- **Class of 2023:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.
- **Class of 2024:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.

Time Commitment: 90 hours per semester of employment; weekly classwork

HS Credit: .50 credit

Semesters: Maximum of 2 semesters

Release Time: One class period

For more information, please contact:

Mr. Wiegman - Employability Skills Instructor
wiegman@platteville.k12.wi.us

Mrs. Miles – Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 90 hours per semester.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Student secures employment prior to applying for the program.

Application Process:

1. Obtain application materials from the teacher-coordinator.
2. Assist in establishing meeting times between student, parent/guardian, employer, and the teacher-coordinator.
3. Provide copy of driver's license and motor vehicle insurance to the teacher-coordinator.
4. Complete the Training Agreement and submit it to the teacher-coordinator.

Agriculture Cooperative Education Program

Grade Level: Junior or Senior

Prerequisite:

- **Class of 2021:** Student is concurrently enrolled in related CTE coursework.
- **Class of 2022:** Student has successfully earned .50 credit in related CTE coursework and is also concurrently enrolled in related CTE coursework.
- **Class of 2023:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.
- **Class of 2024:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.

Time Commitment: A minimum of 480 hours in a calendar year; weekly classwork

HS Credit: .50 credit per semester

Semesters: Maximum of 4 semesters

Release Time: Junior year – one class period; Senior year – up to two class periods

For more information, please contact:

Ms. Reimann – Agriculture Instructor
reimann@platteville.k12.wi.us

Mrs. Miles – Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 480 hours per calendar year.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Student secures employment prior to applying for the program.

Application Process:

1. Obtain application materials from the teacher-coordinator.
2. Assist in establishing meeting times between student, parent/guardian, employer, and the teacher-coordinator.
3. Provide copy of driver's license and motor vehicle insurance to the teacher-coordinator.
4. Complete the Training Agreement and submit it to the teacher-coordinator.

Business Cooperative Education Program

Grade Level: Junior or Senior

Prerequisite:

- **Class of 2021:** Student is concurrently enrolled in related CTE coursework.
- **Class of 2022:** Student has successfully earned .50 credit in related CTE coursework and is also concurrently enrolled in related CTE coursework.
- **Class of 2023:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.
- **Class of 2024:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.

Time Commitment: A minimum of 480 hours in a calendar year; weekly classwork

HS Credit: .50 per semester

Semesters: Maximum of 4 semesters

Release Time: Junior year – one class period; Senior year – up to two class periods

For more information, please contact:

Mrs. Miles – Business Instructor / Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 480 hours per calendar year.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Student secures employment prior to applying for the program.

Application Process:

1. Obtain application materials from the teacher-coordinator.
2. Assist in establishing meeting times between student, parent/guardian, employer, and the teacher-coordinator.
3. Provide copy of driver's license and motor vehicle insurance to the teacher-coordinator.
4. Complete the Training Agreement and submit it to the teacher-coordinator.

Construction Cooperative Education Program

Grade Level: Junior or Senior

Prerequisite:

- **Class of 2021:** Student is concurrently enrolled in related CTE coursework.
- **Class of 2022:** Student has successfully earned .50 credit in related CTE coursework and is also concurrently enrolled in related CTE coursework.
- **Class of 2023:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.
- **Class of 2024:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.

Time Commitment: A minimum of 480 hours in a calendar year; weekly classwork

HS Credit: .50 per semester

Semesters: Maximum of 4 semesters

Release Time: Junior year – one class period; Senior year – up to two class periods

For more information, please contact:

Mr. Wiegman - Technology Education Instructor
wiegman@platteville.k12.wi.us

Mrs. Miles – Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 480 hours per calendar year.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Student secures employment prior to applying for the program.

Application Process:

1. Obtain application materials from the teacher-coordinator.
2. Assist in establishing meeting times between student, parent/guardian, employer, and the teacher-coordinator.
3. Provide copy of driver's license and motor vehicle insurance to the teacher-coordinator.
4. Complete the Training Agreement and submit it to the teacher-coordinator.

Marketing Cooperative Education Program

Grade Level: Junior Senior

Prerequisite:

- **Class of 2021:** Student is concurrently enrolled in related CTE coursework.
- **Class of 2022:** Student has successfully earned .50 credit in related CTE coursework and is also concurrently enrolled in related CTE coursework.
- **Class of 2023:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.
- **Class of 2024:** Student must earn 1.0 credit in related CTE coursework to be eligible for a school-to-work program as a junior or senior.

Time Commitment: A minimum of 480 hours in a calendar year; weekly classwork

HS Credit: .50 credit per semester

Semesters: Maximum of 4 semesters

Release Time: Junior year – one class period; Senior year – up to two class periods

For more information, please contact:

Mrs. Miles – Marketing Instructor / Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 480 hours per calendar year.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Student secures employment prior to applying for the program.

Application Process:

1. Obtain application materials from the teacher-coordinator.
2. Assist in establishing meeting times between student, parent/guardian, employer, and the teacher-coordinator.
3. Provide copy of driver's license and motor vehicle insurance to the teacher-coordinator.
4. Complete the Training Agreement and submit it to the teacher-coordinator.

Youth Apprenticeship

Grade Level: Junior or Senior

Time Commitment: A minimum of 450 hours in a calendar year

HS Credit: .50 credit per semester

Semesters: Maximum of 4 semesters

Release Time: Junior year – one class period; Senior year – up to two class periods

For more information, please contact:

Mrs. Miles – Career & Technical Education Coordinator
miles@platteville.k12.wi.us

PHS / Program Requirements:

1. A minimum of 450 hours for one-year program or 900 hours for a two-year program.
2. Paid wages are required.
3. Demonstrated academic achievement throughout high school career.
4. Daily school attendance is required.
5. Completion of a career pathway related college-level course is a program requirement.

Application Process:

1. Obtain application materials from Career & Technical Education Coordinator.
2. Application process varies based on Youth Apprenticeship program.

Employment Opportunities

Within the school-to-work programs, students have the opportunity to seek employment in a variety of career fields with local employers. The goal of the school-to-work program is to provide students with additional learning opportunities outside of the classroom to prepare them for a future career path.

While students typically seek employment with local area businesses, the school district understands that at times the best learning opportunity for the student may present itself within a family business. A student can request approval for placement at a family business if there is potential for new learning opportunities to occur as a result of the placement.

If the student requests approval for placement with a family business, the following steps and conditions must be followed:

- Contact the teacher-coordinator for the program you are interest in for the current school year.
- A letter or proposal from the employer must be submitted which illustrates the new skills the student will acquire as a result of the work experience placement. There must be a demonstrated extension of learning. Some examples of new learning may include:

Current / Normal Duties	New Learning Opportunities
Calf chores	Herd health management
Lawn mowing	Landscape design
General laborer – construction/masonry	Lay the brick/block/stone
Basic office clerical	Financial management
Fast food grill work	Cashier/front end management
Retail stocking shelves	Cashier/front end management

- The student should provide the teacher-coordinator with the written letter or proposal as soon as possible.
- All proposals with be reviewed by the Teacher-Coordinator and the District Career & Technical Education Coordinator. Students will be notified of status within 2 business days of submitted requests.
- If the placement request is approved, the student, parent/guardian, employer, and teacher-coordination should complete the Training Agreement process.

COVID-19 Guidelines

Symptom Check Protocols

Under guidance of the Public Health Department, students must undergo a symptom check prior to coming to school or participating in an event. **Please check your symptoms before school and before reporting to work.**

The following chart is provided to help you determine your symptoms, if you answer YES to any of the below questions, under direction of the Public Health Department, you must stay home until 14 days after your last exposure or at least 10 days have passed since symptoms first appeared.

If you answer YES to any of the below questions, PLEASE STAY HOME!	No	Yes
Is your temperature more than 100.4F?		
Have you been exposed to someone with COVID-19 in the past 14 days?		
Do you feel ill?		
Do you have: <ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Chills • Fatigue • Muscle or body aches • Congestion or runny nose • Sore throat • Headache • New loss of taste or smell • Nausea • Vomiting (unidentified cause, unrelated to anxiety or eating) • Diarrhea 		

Child Labor Laws

Information on child labor laws and work experience programs can be obtained at:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/lawguide.htm>

Equal Rights Division
Labor Standards Section
Department of Workforce Development
P.O. Box 8928
Madison, WI 53707-8928

(608) 266-6860

Work Permits

The following are links to additional information from the Department of Workforce Development on work permits.

Guide to Wisconsin's Employment of Minors Laws

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/lawguide.htm>

Work Permit Application Process – *Temporary March 26 – October 26, 2020*

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

Work Permit Application Process

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/appinstructions.htm>

Work Permit Contacts

<https://dwd.wisconsin.gov/er/contacts.htm>