

RIVERDALE HIGH SCHOOL WORK EXPERIENCE PROGRAM HANDBOOK



2024-2025

WORK EXPERIENCE PROGRAM HANDBOOK

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RIVERDALE JR/SR HIGH SCHOOL

WORK EXPERIENCE PROGRAM HANDBOOK (Revised 08/12/2024)

Welcome to the Work Experience program! To be successful in this program you are required to follow the rules and procedures outlined in this handbook.

INTRODUCTION

At Riverdale School District, a Work Experience Program has been developed with the intent to allow students to participate in Work Experience while they are attending high school. The program allows students to look at career possibilities for themselves and their future. The experiences related to Work-Experience are designed to train students who plan to enter the workforce directly after high school, who plan to enroll in a technical college or who plan to enroll in a university in a related degree program.

PURPOSE OF RIVERDALE HIGH SCHOOL'S WORK EXPERIENCE PROGRAM

- To prepare students for employment
- To promote cooperation between business, community, and schools
- To appraise individual aptitudes, abilities, and interests
- To explore occupational requirements, number of jobs available, hours, and salaries
- To provide "hands-on" experiences not available in the school setting

Students in the Work Experience Program must comply with the following regulations to be eligible for Work Experience and to maintain your Work Experience status.

A. PARTICIPATION & ELIGIBILITY REQUIREMENTS

1. PROGRAM REQUIREMENTS: The Work Experience program will be operated by a local consortium of partners including the employer, student, and student's parents/guardian, School to Work Coordinator, high school counselor, and high school principal.
2. EMPLOYER REQUIREMENTS: Businesses will be full partners with the local school district in the organization and operation of the Work Experience program. Businesses selecting/hiring youth will be responsible for providing the Work Experience learning of the program. The specific requirements for businesses participating in the Work Experience program are:
 - a. The employer will train youth in an occupation cluster within the industry.
 - b. The employer will train youth in specific job related skills needed to be successful (ex. punctuality, team work, etc.)
 - c. Whenever possible the employer must agree to train the youth for a minimum of a school semester. The amount of hours per day will be set by the employer with a maximum of two school hours (1.5 hours) per day. Additional hours outside of school may be agreed on.
 - d. The employer must agree to provide a mentor for the youth. Mentors must be skilled, experienced workers who can teach youth about the industry and the world of work. Mentors, supervisors, and/or employers will meet with the school to work coordinator periodically.
 - e. The employer, with the help of the school to work coordinator, will evaluate the student at the end of each semester.
 - f. The employer, student, student's parent/guardian, school to work coordinator, and principal will sign a contract identifying the responsibilities of all parties involved for the implementation of the agreement.
 - g. The employer must comply with the requirements of the Child Labor Laws as established by Wisconsin's Department of Workforce Development and the federal government.

3. SCHOOL REQUIREMENTS

- a. The school district must ensure that the student will meet the academic requirement of high school graduation at the end of the program. The school district will provide graduation credit for the work-based learning component of the program in the amount of 0.5 per semester.
- b. The school district will make an assessment of all youth who apply for the course. All parties in the consortium must agree that this is best for the student.
- c. The school district must have provided career exploration, planning, and guidance activities in accordance with the Education for Employment requirements in Standard E to ensure that the student is making an informed career choice.
- d. The school district will provide a written evaluation form at the end of each semester to the student, the employer, and the parent/guardian. Students will be graded on competencies learned and overall acceptance of the program. Students will be graded on a Pass/Fail. Students must complete the employability skills certificate by the end of the first semester to continue in the program in the second semester. Students are also required to submit verified weekly hours and reflection of duties performed on each grade check day in order to earn a Passing grade and 0.5 graduation credits. Work logs will be submitted via a shared spreadsheet. The School to Work Coordinator will provide that information to the school counselor at the end of each semester.
- e. The school district will assign a designee to serve as the School to Work Coordinator.
- f. The School to Work Coordinator agrees to work with the employer to integrate the student's work based learning with his/her academic learning whenever possible.

B. STUDENT ELIGIBILITY: The be eligible to enroll in the Work Experience program, a student must meet the following criteria:

1. Be enrolled in Riverdale High School and be classified as having a SENIOR or JUNIOR status.
2. Must have successfully completed the Current Issues course required of sophomores.
3. Must be in satisfactory academic standing with a minimum of 1.5 GPA cumulative.
4. Must have participated in career exploration, planning, and guidance activities during high school. Once determined eligible, students will need to successfully complete and interview with the employer if the employer requests.
5. Must have a job starting on the first day of the semester in which you are enrolled in Work Experience and have completed all required paperwork prior to being allowed to leave for Work Experience. Your employer must agree to have you on the schedule to work during the school day for a minimum of 10 hours per week authorized for Work Experience approved by the School to Work Coordinator. On the first day of the semester, **you may not go to work** until you have turned in the following to the School to Work Coordinator:
 - a. Work Experience Contract—signed by yourself, your parent/guardian, and your employer.
 - b. Acknowledgement of Student-Provided Transportation to Work Experience Program, Parent Permission and Release of Liability form
 - c. Valid work permit on file for the job you will hold for Work Experience (can be obtained in the high school office).
6. To remain in the program, the student must:
 - a. Remain in good academic standing in school.
 - b. Maintain good attendance in school.
 - c. Maintain good attendance on the job.
 - d. Adhere to paperwork deadlines set by the school to work coordinator.
 - e. Follow a good work ethic.

Students who violate any of the guidelines may be dismissed from the program. Dismissal from the program will result in a Failing grade on their report card and loss of credit. "F" grades will be calculated in the student's grade point average. Alternative assignments may be determined at the discretion of the school to work coordinator or principal.

C. PARENT/GUARDIAN RESPONSIBILITY: To be eligible to have a student enrolled in the Work Experience program a parent/guardian agrees to:

1. Be responsible for the conduct of the youth who will be enrolled in the program.
2. Be responsible for the student's transportation. Students will need to have their own transportation to get to work every day.
3. Provide time for necessary conferences with the school to work coordinator as needed.

D. GENERAL WORK EXPERIENCE POLICY

1. Students who have exhibited poor behavior, poor attendance, or who have had disciplinary problems at school may not be allowed to participate in the Work Experience program. At the discretion of the School to Work Coordinator and the Principal, students may be admitted to the Work Experience program for a probationary period for one semester. If admitted on probation you will be monitored closely, and any further discipline, behavior or attendance problems may result in being removed from the Work Experience program, which will result in a failing grade and a loss of up to 1.0 credit.
2. You must secure a job that you can and will attend during the school day, Monday through Friday, for the time you are scheduled for Work Experience. When you hold a seasonal position, it is your responsibility to acquire additional employment when the seasonal position ends.
3. You must have a job that will employ you during the Work Experience hours on the FIRST day of the semester. You will have **two days** to complete all necessary paperwork or will be dropped from the Work Experience Program and scheduled classes for all hours of the day. **NO EXCEPTIONS!** You will not be allowed to leave for Work Experience unless all paperwork is completed and turned in to the School to Work Coordinator.
4. You must have a valid work permit on file at the Riverdale High School prior to the first day of work. You must turn in your weekly work experience log and reflection verifying the hours worked on Friday following the work week to the School to Work Coordinator. Failure to do so will result in immediate loss of work privilege and each subsequent day until the time sheet is turned in. Students who fail to turn in their hours for a period of 2 weeks will result in removal from the Work Experience Program and will be placed in study hall during Work Experience hours.
5. You must sign yourself out in the office when leaving school to go to work. Do not sign out anyone else or have someone sign you out. Failure to follow the proper procedure in place in the attendance office will result in loss of Work Experience privilege for one or more days.
6. You may not return to school more than 10 minutes prior to your scheduled class or prior to 3:25 pm for any reason without approval from the high school office. Students who participate in athletics or other extra-curricular activities may return to school prior to 3:25 pm if necessary due to the schedule of an event in which you are participating.
7. If you are terminated from your place of employment for any reason you may be removed immediately from the Work Experience Program at the discretion of the School to Work Coordinator and the Principal. 8. Termination from the program may result in an automatic grade of F for the semester, and loss of up to 1.0 credit per year toward graduation.
9. It is your responsibility to contact your employer in the event you are unable to be at work when you are scheduled. The School to Work Coordinator will not inform your employer on your behalf. 10. You will be required to meet with the School to Work Coordinator while on the job at least once a semester as scheduled by the School to Work Coordinator. You will be responsible for informing your employer of the School to Work Coordinator's upcoming visit.
11. Students may work for a parent/relative's company as long as the parent has given permission and has signed a release of liability form.
12. You must remain in school until the time designated for you to leave. You are allowed to leave school early enough to allow you to arrive at work on time. You may not leave early without permission of the School to Work Coordinator or the Principal.

E. GENERAL CLASS AND GRADE POLICY

1. Your grade for the Work Experience program is based on your employer's evaluation of your performance, your completion of the work experience log/reflection, and the completion of the Employability Skills Certificate. 2. You must be enrolled and satisfactorily pass with a "C" or better in the Current Issues class prior to being enrolled in the Work Experience Program and participating in Work Experience. Students will also be required to complete the Employability Skills Certificate issued by the Wisconsin Department of Public Instruction during the first semester of the program.
3. You must carry a minimum of four credit worthy courses in order to remain eligible for Work Experience. Students may have a School Service, but must be here for 5 hours of the day to have a study hall. 4. You must maintain passing grades in ALL scheduled classes at all times. If you receive an "F" in a class during any three week grade check, you will be required to remain in study hall during Work Experience hours until the grades are brought up to passing and verified by the School to Work Coordinator.

F. WORK ATTENDANCE AND SCHOOL ATTENDANCE

1. You must attend work as scheduled during school hours (start by 8:00 or end at least after 3:25 pm, or it is considered truancy. Your employer may choose to schedule you prior to the start of school or after the end of school at his/her discretion.
2. School attendance and work attendance is mandatory. If you are too sick to be at school for all your classes, you are too sick to go to work. The School to Work Coordinator will verify your time sheet with the attendance office.
3. Excessive absences or tardiness whether excused or unexcused may result in disciplinary action, which may include In-school suspension time in the afternoon or removal from the Work Experience program. Excessive absences would be considered any over 5 per semester for any reason, whether excused or unexcused, including illness, family emergency, doctor or therapeutic appointments, hunting, family vacations, and any other non-school related absences.
4. If you need to leave work for ANY reason before the end of a school day, you must talk with your employer prior to leaving and make the attendance office aware. If you become sick on the job, you must report your illness on your weekly work experience log.
5. If you are given an in-school suspension for disciplinary reasons during the school day, you will not be allowed to go to work. It is your responsibility to inform your employer. If you are scheduled to serve in-school suspension for an entire day, you must serve the time in its entirety if disciplinary action requires it.
6. If the school schedule changes for any reason (such as early-release, late start, common planning days, snow days, homecoming activities, special events, etc.) which results in the rearranging of class hours, the following should occur:

Notes: You are required to remain in school until your approved leave time for work, including during class periods you normally go to Work Experience. You are required to report directly to the regular study hall, and remain there until you are released for Work Experience. You must notify your employer ahead of time if the change will result in your release of school later than normal. You are required to remain at school until all students are released for the alternative schedule.

During special events held during the school day (ex. Homecoming) you are expected to abide by the requirements of your employers work if they need you to do so. However, if you wish to attend the special event you must do the following:

1. Request the day/time off from your employer and obtain written permission to miss those Work Experience hours.
2. You must remain in study hall during all hours you usually are scheduled for Work Experience. 3. Remain with the study hall teacher during all events in which students are seated with their class. 4. If you fail to follow the procedures for each event, you may lose the privilege to attend future events that might be held during Work Experience hours.

G. WORK STUDY GRADING POLICY

Work Experience students will be graded using the employer's rating sheet based on job performance and attendance, completion of weekly work experience logs and weekly reflections, and completion of the requirements of the Employability Skills Certification issued by the Wisconsin Department of Public Instruction by the end of the first semester. Credit of .5 will be awarded upon successful completion of the requirements at the end of each semester enrolled in the program.

NOTE: Chronic violations of the Work Experience Regulations will result in disciplinary action by the Principal or the School to Work Coordinator. These may include in-school suspension, out-of-school suspension, loss of Work Experience hours or removal from the Work Experience program, resulting in a grade of "F", and loss of credit toward graduation.

H. ADVANTAGES OF A WORK EXPERIENCE

Student

- * Provides a realistic Work Experience
- * Allows a student to assess her/his true interests
- * Develops a good understanding of employment opportunities
- * Develops work habits, attitudes and responsibilities necessary for individual maturity and job success *
- Provides a realistic environment for developing marketable skills
- * Receives compensation while learning employment skills
- * Creates a future competitive edge in the job market
- * Contributes to a feeling of accomplishment

School

- * Enlarges the learning environment available to students
- * Bring business and school together in an effort to develop a strong vocational program
- * Gives the school an effective means of evaluating and updating its vocational programs
- * Encourages attendance
- * Enhances the relationship between the school and the community
- * Keeps the school informed of current occupational trends

Employer

- * Promotes closer understanding between school and business
- * Give access to source of new employees
- * Provides the employer opportunity to assist the school in instructing and counseling the student during the transition from school to work

I. LIST OF BASIC COMPETENCIES FOR THE WORK EXPERIENCE PROGRAM

The student will:

- Demonstrate the ability to do accurate work
- Proactive clean and orderly habits in the work area
- Employ careful use of material and equipment Perform duties with speed and accuracy
- Utilize efficient work habits
- Apply knowledge and skills on the job
- Demonstrate responsibility and dependability on the job
- Show initiative
- Meet the attendance and punctuality standards of the workplace
- Maintain good working relations with co-workers, customers, and management
- Demonstrate a positive attitude toward work
- Appear neat and clean
- Demonstrate behavior appropriate for job success

Notice of Nondiscrimination

The School District of Riverdale is committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, applications for admission, or employment. For additional information on the District's nondiscrimination policies, see School Board Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), 1422, 3122, and 4122 (Nondiscrimination and Equal Employment Opportunity).

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal.

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, including employment, as required by Title IX and its regulations. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. For more information regarding the District's Title IX grievance process, including how to report conduct that may constitute sex discrimination and how to file a Title IX complaint, refer to Board Policies 2264 and 2266.

The following individuals have been designated as the District's Title IX Coordinators, as well as the Compliance Officers for the District's Nondiscrimination and Access to Equal Educational/Employment Opportunity Policies listed above:

Sarah Ploeckelman

PK-6 Principal

608-739-3101

800 N 6th Street

Muscoda, WI 53573

sarah.ploeckelman@riverdale.k12.wi.us

**Sarah Ploeckelman has been designated as the lead Title IX Coordinator who is ultimately responsible for oversight of the District's compliance with Title IX.*

Sarah Gruen

7-12 Principal

608-739-3116

235 E Elm Street

Muscoda, WI 53573

sarah.gruen@riverdale.k12.wi.us

School Year: _____ **APPENDIX A SCHOOL TO WORK EXPERIENCE STUDENT CONTRACT**
RIVERDALE HIGH SCHOOL, MUSCODA, WI

Semester: 1 2 Hours/Times: _____

Student Name: _____ Employer Name: _____

Student Address: _____ Employer Address: _____

City, State

Zip

Student Home Phone: _____ Employer Phone: _____

Grade: 9 10 11 12 Supervisor's Name: _____ Parent/Guardian Name: _____

Student's Job Title: _____

Guidelines for Work Study Program Student

- * Student must be a Senior or Junior on track to graduate
- * Must satisfactorily complete Current Issues class *
- Must maintain 1.5 cumulative GPA at Riverdale High School
- * Fulfill attendance requirement at school
- * Provide own transportation to and from work *
- Maintain frequent contact with STW Coordinator *
- Agree to abide by STW handbook
- * Follow set procedures when sick or injured
- * Agree to obtain work permit and turn in hours worked each week to be verified by STW Coordinator
- * Sign and turn in all required forms before starting work

(Work Study Contract, Transportation agreement, etc.)

Guidelines for Parents/Guardians

- * Contact STW Coordinator if necessary
- * Provide transportation arrangements

- * Sign the Work Experience Contract
- * Support decisions made through Work Study Program *
- Responsible for student's conduct at work and school *
- Sign Parent Permission & Release of liability

Guidelines for Employers work

- * Provide work that is a learning experience *
- * Provide detailed job descriptions to STW Coordinator *
- * Agree to employ student for at least one semester *
- * Pair student with a Mentor
- * Sign Work Experience Contract
- * Contact STW Coordinator as necessary
- * Comply with Wisconsin's Child Labor laws
- * Evaluate student at the end of each semester

Guidelines for School to Work (STW) Coordinator * Facilitate communication between employer and student * Update School Counselor with credit/schedule issues * Maintain parent/guardian contact

- * Monitor student work performance including site visitation and classroom performance
- * Perform follow up with employer

I have read the Work Experience handbook in its entirety and agree to abide by all guidelines set forth and understand that I must attend school if I am not at work. I realize the same rules apply to me during working hours as when I am attending school and breaking these rules may result in disciplinary action and/or termination of this contract, removing me from the Work Experience program at Riverdale High School.

Signatures and Dates Signed:

Student: _____ School Counselor: _____

Parent/Guardian: _____ STW Coordinator: _____

Employer: _____ Principal: _____

**WORK EXPERIENCE ACKNOWLEDGMENT APPENDIX B STUDENT-PROVIDED TRANSPORTATION TO
WORK EXPERIENCE, PARENT PERMISSION AND RELEASE OF LIABILITY**

PARTICIPATION: I, as parent/guardian, understand that my son/daughter will be participating in the Riverdale High School Work Experience program. I understand that the student may be employed during the school day and will be earning credit towards graduation. Students are required to maintain passing grades in the classes they are taking during the school year and can be removed from Work Experience if the student falls below that standard in order to improve their academics. If the student leaves their job or is terminated, the School to Work Coordinator must be informed immediately. The student may be allowed a reasonable amount of time to secure new employment, but will be required to remain in school during the hours scheduled to be working. If the student does not secure a new position within a reasonable amount of time, the student will receive an "F" in the Work Experience program and be required to schedule regular classes at Riverdale High School. If the student loses their job due to employer unforeseen circumstances, an effort will be made in order for the student to not be jeopardized by loss of credit or with an "F" on their report card.

SEMESTER/DAYS/TIME: The student will be participating in the Riverdale High School Work Experience program during Semester 1 and/or Semester 2 of the current school year. In order for the student to be allowed to be in the Work Experience part of the program, the student must have completed the 10th grade Careers class requirement with a "C" or better. Students will not be allowed to leave during school hours to go to work unless the Work Experience Contract, Acknowledgement of Student-Provided Transportation to Work Experience, parent permission and release of liability, and a valid work permit have been completed and turned in to the School to Work Coordinator.

TRANSPORTATION: The student/parent/guardian will be required to provide transportation to and from the work site. Students will not be allowed to ride with another student to and from the work site, unless permission is granted in writing to the high school attendance office prior to leaving school; verbal permission is not acceptable.

RELEASE OF LIABILITY: Based on the information stated above and my acknowledgement of the issues, I understand and agree to Release all Liability, and waive my rights to file claim, pursue legal action, or seek financial relief or reimbursement from the Riverdale School District, its Board Members, its employees, the school to work employers, or others associated with the Work Experience program, for damages arising out of my student driving himself/herself to and or from the work site, or being driven by another student in which I have given written permission, regardless of whether the Riverdale School District its agents, board members, employees, school to work employers, or others associated with the program are or are alleged to be negligent.

In particular, the undersigned specifically waive all claims to damages, to the extent covered by an applicable insurance coverage, including but not limited to, automobile insurance, medical payments coverage, health insurance, uninsured and/or underinsured motorist benefits, and/or any liability insurance coverage from any source.

I have read and understand the Work Experience handbook, the Acknowledgement of Student-Provided Transportation to Work Experience, Parent Permission and Release of Liability and have signed the required documentation to allow my son/daughter to participate in the Riverdale High School Work Experience program. I grant permission for my son/daughter to leave the school premises for the identified Work Experience time and to drive to the approved work site. I verify that the child has a state recognized driver's license and car insurance. I release the school of any liability and responsibility for any accidents that may occur on the way to or from the work site.

Parent/Guardian Signature: _____ Date: _____

Sworn to me this _____ day of _____, 20____.

Notarized by: _____

Commission expires: _____

Work Experience Log

DUE TO MRS. PLOECKELMAN EVERY GRADE CHECK

STUDENT NAME _____ WEEK OF _____

EMPLOYER NAME _____

Log hours worked and job duties for each day of work during the week

Monday	Tuesday Wednesday Thursday	Friday

REFLECTION: Write about either what you learned on the job; something stressful that happened on the job; your thoughts about the week; an encounter with a difficult supervisor, co-worker, or customer; or anything else you found significant this week on the job.

Student Signature _____

Supervisor Signature _____ Date _____

Work Experience Logs are DUE every grade check to Mrs. Ploeckelman
If you do not turn in your logs, you will get a Non-Pass on your grade report

EMPLOYER EVALUATION Fall Semester _____ Spring Semester _____

Employer/Supervisor

Job Title

Company/Business Name

Please rate the student in the following categories on a scale of 1 to 5.
5=Outstanding, 4=Very good, 3=Good, 2=Average, 1=Need Improvement, N/A if it doesn't apply to the students position.

ATTITUDES TOWARDS WORK

- ___ Uses time effectively and looks for work to do
- ___ Dresses appropriately for job setting ___
- Exhibits cleanliness, good hygiene ___
- Demonstrate continual improvement in completing work

RELATIONS WITH OTHERS

- ___ Cooperates with supervisors; is respectful
- ___ Works well with others and within a team
- ___ Works well with others and within a team
- ___ Accepts suggestions from others well; is courteous and helpful with public/customers
- ___ Overall communication skills

DEPENDABILITY

- ___ Is on time to work; remains until required hours are completed
- ___ Alerts supervisor if absent or late for work
- ___ Plans ahead to rearrange work schedule

What are some of the student's strengths?

What are some areas the student needs to improve?

Please share this information with the student so they are aware of their performance and can ask questions.

Signature/Title Date

Supervisor

WI Rules:

2017 Wisconsin Act 11

Law Change - Effective June 23, 2017

Changes to Wisconsin's child labor law remove the requirement that 16- and 17-year-old minors obtain work permits prior to beginning work. This law also changes the terminology to be used and refers to the "employment of minors" instead of "child labor."

Effective June 23, 2017,

- 16- and 17-year-old minors do NOT need to obtain a work permit prior to beginning work. Work permits will not be issued for minors ages 16 or 17.
 - State law prohibits the use of minors to perform hazardous work. Prohibited employment provisions still apply to work that 16- and 17-year-old minors can be employed to perform.
- This law makes no changes to the requirements for minors younger than 16. Minors younger than 16 must obtain a work permit prior to beginning work, unless an exception applies. ◦ There are no changes to the maximum hours or times of days that minors younger than 16 may work, or the types of work that minors younger than 16 may perform.

Be sure to obtain a work permit if necessary. Information is in the High School Office. The cost of a work permit is around \$10.