

Student/Parent Handbook

**Lockport/
Lewis University
Work Experience
Partnership**



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A Cooperative Job Training Venture



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What:

The Career Cluster concept allows students to be trained in a real-life setting under school supervision in conjunction with working adults as role models. Students are rotated through a series of work stations, supervised and evaluated on a daily basis. They receive high school credit, work experience and a grade based on their progress.

Where:

Lewis University
One University Parkway
Romeoville, IL

Why:

To provide students with disabilities the opportunity to gain valuable general workplace skills, specific occupational training, career exploration, and job experiences for preparation of paid community employment.

Procedure:

The referred student will be assigned to a LTHS staff member and a Lewis University staff member in cooperating departments at the university based on interest and ability. The department supervisor/mentor will provide direct training to the student. The LTHS staff member will be on-site to help train and deal with any questions the staff may have. Additional support is available through the program facilitator.

Components:

- Career exploration.
- OJT job issues.
- Wellness issues.
- Problem solving.
- Personal economics.
- Job keeping skills.
- Daily self-evaluation.
- Independent living issues.
- Job retention skills.
- General workplace skills.

Program Advantages:

- Provides close coordination and communication.
- Provides close supervision and support.
- Can earn high school credit.
- Provides excellent public relations opportunity.
- Ensures a positive habit formation for work bound students.
- Gives students a laboratory setting in the real work world.
- Guarantees regular attendance by provision of transportation.
- Gives students a positive reference for future employment.
- Increases possibility of students staying in school.
- Creates transferable skills to other jobs.
- Increases positive attitude toward work by being in a positive work environment with positive role models.

Student Learner Policies and Expectations:

Attendance:

Attendance is a vital part of each student's job training responsibility and contributes to productivity, and smoother work schedules. Appropriate corrective action, up to and including termination from the program may be required when students accumulate absences over time, with no school credit being issued, and a failing grade given for the semester. A study hall will then be assigned.

Rules of Personal Conduct:

You will be training with professional staff and we require that you show pride and interest in maintaining professional conduct and appearance. Rules have been established for job training at Lewis University. The following offenses are serious and could lead to suspension or immediate discharge of the program:

- 1) Deliberately refusing to obey the order of Facilitator/Supervisor and/or Lewis University staff.
- 2) Using Obscene or abusive language.
- 3) Fighting, horseplay, any kind of physical abuse, disorderly conduct, engaging in any illegal or inappropriate activity.
- 4) Deliberately destroying or abusing property that belongs to university, employees, co-workers, or LTHS.
- 5) Stealing property and/or the unauthorized personal use of property belonging to the University or anyone affiliated with the University.
- 6) Sexual or racial harassment.
- 7) Misusing confidential information about employee, their families, or other individuals associated with the university.
- 8) Deliberate mistreatment of a Lewis University employee student or representative, such as the use of abusive language.
- 9) Disregarding the Drug Policy in place at LTHS. In other words, no coming to school/university under the influence of alcohol or unprescribed narcotics/drugs or using or possessing drugs while on school/university property.
- 10) Jeopardizing the health or safety of employees, visitors, student co-workers, or other persons affiliated with school/university through neglect of duty, assault, or deliberate violation of safety rules.
- 11) Unauthorized possession or concealing of firearms or other weapons while on school/university premises.
- 12) Positively NO SMOKING on Lewis Campus no matter what age LTHS student is.

The above rules are set forth as a guide. They are not intended to be inclusive of all standards for job performance and personal conduct.

Corrective Action Procedure:

Corrective action is a process to assure satisfactory job training performance through counseling, coaching, and a formal notification process of behavioral improvement.

Corrective action has a 3-step process which includes:

1. Documented counseling with student such as a written warning.
2. Three day suspension from program (student will receive 0's for daily grades).
3. Termination.

****However, certain misconduct may be so serious as to warrant an immediate discharge from the program.****

Career Cluster Programs encourage and support positive and respectful behaviors. The following are used to evaluate a student on a daily basis.

Conduct Expectations:

Appropriate Behavior: Demonstrated by being on time and ready to go from school to Lewis University. Good listening skills. Good grooming. Good social skills. Asking appropriate questions, Not disrupting others. In sum, doing whatever an appropriate adult tells students to do and showing positive adult behaviors in the workplace at all times.

Cooperation: Demonstrated by a sense of willingness to conform to normal workplace expectations. Goes the “extra step” on the job. Demonstrates willingness to perform. Works well with others. Volunteers to help out even when not asked.

Participation: The student actively engages in the workplace and the classroom phase. Asks meaningful questions. Looks for things to do when task at hand is completed. Is not daydreaming or “drifting” off on the job either physically or mentally.

Attitude: the key to success. Student demonstrates a positive willingness to perform. Is positive with others – both university staff and other students even when they themselves or others are having a bad day. Is a pleasure to have around on the job.

Completed Work: Shows concentration on the tasks at hand. Gets assigned tasks done with a minimum of supervision. Work does not need to be constantly re-done. Shows pride in performance.

Sexual Harassment:

Sexual harassment is detrimental to all employees involved and can substantially impede the ability of individuals to perform their job functions. Not only is sexual harassment a violation of our policy, but it may also violate Title VII of the Civil Rights Act and State Law.

Sexual harassment should be reported to the LTHS Career Facilitator or staff. All complaints will be fully investigated on a confidential basis and appropriate action will be taken according to board policy.

Sexual Harassment Includes:

1. Making unwelcome sexual advances, including a request for sexual favors, or making an employee endure other verbal or physical conduct of a sexual nature: or
2. Making submission to, or rejection of, such conduct the basis for employment decisions affecting the employees or condition of an employee’s continued employment; or
3. Creating, or permitting to exist, and intimidating, hostile, or offensive working environment by such conduct.

Such misconduct is subject to disciplinary action from a warning up to and including discharge of the harassing depending upon the circumstances.

Evaluation:

Evaluation is an essential part to this program as it is to any program. In order for students to grow and improve their job retention skills they must have consistent and frequent feedback. A formal quarterly report will be given, along with a grade.

Expectations:

LTHS Staff:

- Assist in the training of the student.
- Assist Lewis Staff in the supervision of the student.
- Rotate among the cooperating departments to assist students and on-site supervisors.
- Communicate with the Career Facilitator.
- Assist with Program evaluation.
- Evaluation of the student.
- “Troubleshoot”
- Day-to-day reminders to the Lewis University Staff regarding school calendar.

Lewis Department Supervisor:

- Provide training to the student.
- Assign work loads.
- Supervise the student, along with the LTHS staff.
- Evaluate the student objectively.
- Communicate with the LTHS Staff.
- Communicate with the Career Facilitator.
- Program evaluation.

LTHS Career Facilitator / Program Facilitator:

- Communicate with the Lewis University liaison and the LTHS staff.
- Provide support for the students.
- Assign the students’ grade based on evaluations.
- Be available to assist both the LTHS staff and the Lewis University personnel when requested.
- Adjust students’ training schedule to rotate to other departments on the recommendation of the team.
- Parent/Community communication.
- Administrative communication.
- Program evaluation.

S.T.E.P.

SPECIFIC OBJECTIVES

For young people, early job experiences are vital learning situations, wherein students gain good work habits such as punctuality, responsibility, insight into appropriate behaviors, and standards of personal grooming. As such, initial jobs need not always place the individual on a career ladder. It is useful to take jobs as stepping stones in one's training, rather than as the final step in employment. Since this is a training program, students are not eligible for pay.

Upon completion of the work experience program, the student worker will:

1. Identify his/her personal traits.
2. Identify his/her present values and future goals.
3. Explore various occupational resources.
4. Identify proper communication methods.
5. Complete orientation topic activities.
6. Complete a resume.
7. Identify proper interviewing techniques.
8. Complete a Summary Report.
9. Present Summary Report.
10. Evaluate work experience.

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I have read and understand the LEWIS UNIVERSITY manual and understand my responsibilities.

Signature

Date