



# BURLINGTON AREA SCHOOL DISTRICT

*"A community of learners committed to continuous improvement through a culture of dialogue and reflection"*

**Burlington High School**  
400 McCanna Parkway  
Burlington, WI 53105

**Michele Peetz**  
**WINGS Coordinator**  
(262) 763-0200 ext: 3124  
Fax: (262) 763-0216

Email: [mpeetz@basd.k12.wi.us](mailto:mpeetz@basd.k12.wi.us)

Website: <http://www.basd.k12.wi.us/faculty/mpeetz>

**Name:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

## ***School-To-Work Employment Option Enrollment Checklist***

The following checklist is a guide for you to finalize the enrollment process for the WINGS School-To-Work Employment Option course at Burlington High School. Check the items when they are satisfactorily completed. ***All items and this sheet must be completed and returned to the WINGS coordinator prior to your official enrollment in the program.***

- \_\_\_\_\_ (1) Complete a student schedule sheet for this school year. Consult with your school counselor on this.
- \_\_\_\_\_ (2) Complete the WINGS School-To-Work Student Information Sheet.
- \_\_\_\_\_ (3) Complete the WINGS School-To-Work Employment Agreement with signatures from you, your parent/guardian, your guidance counselor, and your employer. ***Do not*** have the WINGS coordinator or high school principal sign at this time.
- \_\_\_\_\_ (4) Obtain a letter on company letterhead from your employer indicating the days and hours of your School-To-Work student employment. Turn this in with the Civil Rights Compliance Form.
- \_\_\_\_\_ (5) Obtain a work permit if you will not be 18 years of age at the beginning of the program and submit a copy to the WINGS coordinator.
- \_\_\_\_\_ (6) Indicate the number of credits you are enrolling for each term. Two clock hours of daily employment will result in the awarding of 1/2 credit per term for successful completion, up to a maximum of 1 credit per year. You will need to work a minimum of 10 hours per week, and work at least 3 days out of each school week.

1<sup>st</sup> term \_\_\_\_\_ 2<sup>nd</sup> term \_\_\_\_\_

(Check the term(s) you will be enrolling in)



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## **What I need from you:**

1. Signatures on the Expectations Contract (copies will be made for you)
2. Civil Rights Compliance Form
3. Letter from employer indicating job duties, hours, and pay (they can email this)
4. Course Schedule Request Sheet
5. School-To-Work Student Information Sheet
6. School-To-Work Employment Agreement
7. Work Permit (if under 18)
8. Campus Leave Permission Form

## **What you keep:**

1. School-To-Work Employment Option Enrollment Checklist
2. Procedure When Absent From School Instructions
3. Weekly Log (download more from the STW website!)

Copies of the Expectations Contract will be given to you with the signatures on them!



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## ***Expectations Contract***

### **STUDENT EXPECTATIONS:**

1. Attend school on a regular basis. **The student will be removed from the WINGS School-To-Work Employment Option Program if the student has more than 15 unexcused periods from school in any one term.** The student will be returned to a traditional full day schedule for the following term. Remember – "SCHOOL COMES FIRST!"
2. Attend all classes without unexcused late arrivals – **more than three tardies in any class could lead to removal from this course.**
3. Maintain satisfactory grades in **all** subjects in order to remain in the program. At anytime you are found to not be passing another class you will be required to stay in school and get that work made up.
4. Telephone the BHS attendance office (763-0200) AND Mrs. Peetz in advance of any absence.
5. Telephone the employer in advance of any absence.
6. Bring an excused absence slip from home and submit it to the attendance office prior to school or on the next day of attendance.
7. Notify the school and employer well in advance when a known absence is unavoidable.
8. Attempt to schedule all doctor and dentist appointments after school hours.
9. Observe all BHS rules while in school, en route to, and at the employment site.
10. Cooperate with the business/industry supervisor, engage in the assignment as a learning experience, display proper etiquette, and observe all safety rules.
11. Abide by all rules of the business/industry.
12. Keep all business information of the cooperating employer confidential.
13. Refrain from reporting to work on any day of school absence (except for scheduled school activities such as field trips, athletic events, etc.).
14. **Be employed during school hours (minimum of 3 days per week) in order to be released from school to participate in the program.**
15. **Remain with the employer the entire term/semester/year.**
16. **Complete a weekly job log of work assignments and submit to WINGS Coordinator promptly each week.**
17. **Attend all School to Work classes and complete ALL assigned work in a timely manner.**



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## **PARENT OR GUARDIAN EXPECTATIONS:**

1. Be responsible for the conduct of the student while in school.
2. Be responsible for the conduct of the student to and from the employment site.
3. Be responsible for the conduct of the student while at the employment site.
4. Be responsible for the method of transportation and for the student in delivery to and from the employment site.

## **COOPERATING EMPLOYER EXPECTATIONS:**

1. Provide a work experience program, with varied experiences, that will contribute to the overall development of the student.
2. Provide a supervisor for the student.
3. Provide an evaluation of the student's performance and attitude on a regular basis to the WINGS coordinator.
4. Provide the student with a salary (at least minimum wage) for the hours of employment to be paid at the time of the regular payroll, unless the work experiences are a non-paid internship.
5. Provide employment for the student during the specified dates and times. (At least 3 days of the school week, at least 10 hours/week during either semester. Semester 1: September-mid January; Semester 2: mid January-June)

## **COUNSELOR EXPECTATIONS:**

1. Recommend the student for this program based on satisfactory completion of course work at Burlington High School and meeting the requirements for graduation with his/her class.
2. Work with the student and WINGS Coordinator to monitor that course work completion and graduation requirements are being met.
3. Working with WINGS Coordinator, remove the student from the WINGS School-To-Work Employment Option Program if the student and/or parental expectations are not observed, or if the student's employment ceases.
4. Working with WINGS Coordinator, remove the student from the WINGS School-To-Work Employment Option Program if the student has 15 or more unexcused period absences from school in any one term. The student will then be returned to a traditional full day schedule for the following term.



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## **WINGS COORDINATOR EXPECTATIONS:**

1. Visit and assist the cooperating business/industry with any problems pertaining to the student's employment
2. Observe the student on the job at frequent intervals, if necessary.
3. Participate with the employer for the evaluation of the student.
4. Make every attempt to solve problems that may arise from the cooperating employer, school, parent(s), and/or student.
5. Monitor the student's school attendance and performance in all subjects.
6. Develop procedures and timelines for monitoring, reviewing, and maintaining records of the employment practices of partnering employers and prospective employers to ensure that they do not discriminate against students on the basis of race, color, national origin, sex, or disability in recruitment, hiring, firing, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, or other condition of employment.
7. Working with school counselor and administration, remove the student from the WINGS School-To-Work Employment Option Program if the student and/or parental expectations are not observed, or if the student's employment ceases.
8. Working with school counselor and administration, remove the student from the WINGS School-To-Work Employment Option Program if the student has 15 or more unexcused absences from school in any one term. The student will then be returned to a traditional full day schedule for the following term.
9. Award credit at the end of each term for the WINGS School-To-Work Employment Option Program. Each ten-hour block of employment per week will result in the awarding of 1/2 credit per semester for successful completion, up to a maximum of 1 credit per year.

\_\_\_\_\_  
(Student's Signature) (Date)

\_\_\_\_\_  
(Employer's Signature) (Date)

\_\_\_\_\_  
(Parent's Signature) (Date)

\_\_\_\_\_  
(WINGS Coordinator's Signature) (Date)

\_\_\_\_\_  
(Counselor's Signature) (Date)

\_\_\_\_\_  
(Principal's Signature) (Date)



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## Civil Rights Compliance

Burlington High School partners with employers who practice non-discrimination. Signing this document assures Burlington Area School District that our partner employers do not discriminate on the basis of race, color, national origin, sex, or disability in recruitment, hiring/firing, placement, assignment of work tasks, hours of employment, levels of responsibility, and pay.

---

Employer Partner

---

Student Employee

---

WINGS Coordinator



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## **SCHOOL-TO-WORK EMPLOYMENT AGREEMENT**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Student Cell: \_\_\_\_\_

\*\*\*\*\*

Employer (Company Name): \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Company Physical Address, if different: \_\_\_\_\_

Company Telephone: \_\_\_\_\_

Individual in the business/industry responsible for the on-the-job supervision and instruction for this student and whom the coordinator will contact for conferences and evaluations:

Direct Supervisor/Manager Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

The normal student work schedule for this student will be: (indicate days/times of work shifts)

**\*Note: Student must work a minimum of 10 hours/week, at least 3 days of the school week.\***

The student's rate of pay will be \$ \_\_\_\_\_ per hour.



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## **Campus Leave Permission Form**

My student \_\_\_\_\_ is currently enrolled in the WINGS School to Work Program at Burlington High School. I understand that my student may not be scheduled for work every day at their place of employment. I hereby give permission for my student to leave school after their class obligations are completed in the event they are not scheduled for work.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date





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## ***SCHOOL-TO-WORK STUDENT INFORMATION SHEET***

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Birth date: \_\_\_\_\_ Age: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Valid License: yes \_\_\_ no \_\_\_

Do you drive a vehicle to school? yes \_\_\_ no \_\_\_

Type of Vehicle: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

### ***Parent/Guardian Information***

	Father/Guardian	Mother/Guardian
Name		
Mailing Address		
Employer Name		
Email Address		
Daytime Phone		
Evening Phone		
Cell Phone		
Best time to contact?		



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## ***Procedure When Absent From School***

- You will not report to work on any day of school absence **except** from absences resulting from school activities such as field trips, co-curricular/sport activities, etc.
- Telephone the BHS attendance office (763-0200 and then press 1 for the attendance office) prior to the start of school the morning of the absence.
- Telephone Mrs. Peetz at 763-0200 ext: 3124 prior to school the morning of the absence and leave a message on the voicemail stating your name, date of absence, and reason for absence.
- Telephone your employer as soon as the company opens that morning.
- My employer is: \_\_\_\_\_
- My supervisor is: \_\_\_\_\_
- My sick-call telephone number is: \_\_\_\_\_
- Bring an excused absence slip from home and submit it to the attendance office prior to school on the next day of attendance.

\*\*\*\*\*Note: Absences known in advance should be told to your employer/supervisor at the earliest possible time. Examples include altered school days, family vacation, appointments, sports/activities commitments, etc.

**KEEP THIS SHEET**  
**FOR YOUR RECORDS**



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## **WORK PERMITS**

The following information must be presented at the time the permit is issued:

- 1) Proof of age: Any of the following may be used: Birth Certificate, Baptismal Certificate, Valid Operator's License, or Identification Card from the Wisconsin Department of Transportation.
- 2) Original Social Security card
- 3) A signed letter from Employer with written intent to hire, approximate weekly work hours, and type of work.  
\*\*\*Please include Employer's address and phone number
- 4) Parent or guardian's written consent/approval.
- 5) Only \$10.00 bill or \$10.00 in cash for permit fee  
\*\*\***Checks, credit cards, debit cards are not accepted.**

You may obtain your work permit at the following places:

Burlington High School  
400 McCanna Parkway  
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Western Racine County Workforce Development Center  
209 Main Street  
Burlington, WI 53105



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## School-To-Work Employment Option Course Schedule Request Sheet

	Term 1	Term 2
Period 1	Course #: _____ Name: _____	Course #: _____ Name: _____
Period 2	Course #: _____ Name: _____	Course #: _____ Name: _____
Advisory		
Period 3	Course #: _____ Name: _____	Course #: _____ Name: _____
Period 4	Course #: _____ Name: _____	Course #: _____ Name: _____
Period 5	Course #: _____ Name: _____	Course #: _____ Name: _____
Period 6	Course #: _____ Name: _____	Course #: _____ Name: _____
Period 7	Course #: _____ Name: _____	Course #: _____ Name: _____

Student's Name \_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_

WINGS Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_



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## School to Work I Syllabus

### **Grading:**

- (1) This course will be pass/fail. You will receive either a P or an F on your transcript. This course will neither help nor hinder your grade point average.
- (2) Your grade will be determined by two different weighted categories
  - a. Portfolio (70%)
    - i. Weekly Time Logs that will describe the activities that were completed by that individual that day of work along with the hours that that individual worked on that particular day. Work logs are due every Tuesday.
    - ii. Reflections that will go into detail about what that student learned from their job that particular week that pertain to our weekly topics. There are topics assigned to each week. Reflections are due every Friday.
    - iii. Participation in group discussion on weekly topics. Each student is responsible to submit discussion questions every Thursday.
    - iv. KeyTrain program completion (students must achieve a minimum of 80% on level 5 in the three program areas).
    - v. Daily work topics include: Applied Mathematics, Locating Information, Reading for Information, Professional Soft Skills, Banking, Credit, Budgeting, Saving, Investing Money, Insurance, Taxes, and Workplace Safety.
    - vi. National Career Readiness Certification (NCRC): Each student will have the opportunity to obtain the NCRC by taking the ACT WorkKeys tests in Applied Mathematics, Locating Information, and Reading for Information.
  - b. Employer Evaluation (30%)
    - i. The employer will be asked to write comments about the student's progress at work along with areas of growth for the student. The employer will have to give the student a grade on a scale of 1-10.

### **Outcomes:**

- (1) Students will be able to acquire job skills during their work experience.
- (2) Students will be able to acquire human resource (people) skills during their work experience.
- (3) Students will be able to create a data sheet, cover letter, and resume that they will be able to keep up to date.
- (4) Students will be able to prepare and participate in a job interview.
- (5) Students will have the opportunity to attain the NCRC through the successful completion of the ACT WorkKeys tests.
- (6) Students will be able to understand how they can use bank accounts, credit, savings, and investment in their life now and in the future.



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(7) Students will be able to understand the importance and value of insurance.

### **Classroom Meetings:**

- (1) Class meets daily during 3<sup>rd</sup> period. **You must attend class everyday.**
- (2) Work logs are due every Tuesday.
- (3) Discussion questions are due every Thursday.
- (4) Reflections are due every Friday.
- (5) You must turn in all work logs and class work in order to pass the class.
- (6) If you miss class due to illness, your work needs to be turned in by the following day (via email or in person).

### **Other Classes:**

- (1) Students that are failing other classes will not be permitted to work during the school day until they begin passing ALL of their classes.
  - a. The students that are failing MUST stay with me OR in the counseling office to work on material. I will write passes to students to see teachers as necessary.
- (2) If at anytime, a student has to be held out of work for a total of 5 days or more out of a semester because the student is failing other classes, the student will be ineligible for continued participation in School-to-Work and will be enrolled in other courses at school.

### **Miscellaneous Information:**

- (1) Students must attend work at least a minimum of 3 days per week on average during the school day. If students are unable to do this, they can either find a new job or chose not to take the program.
- (2) Students must sign in/out every day in Room 115. Failure to do so can result in becoming ineligible for program continuation.
- (3) Once a student has completed School-To-Work I, they can take School-To-Work II. The only difference is that students will not have to take the classroom portion of the class. Work logs will still be due every Tuesday and student must sign in/out every day in Room 115.
- (4) Fifteen (15) or more unexcused period absences in one semester will result in program termination.

### **Non-Discrimination:**

All courses, including Career and Technical Education courses, Project Lead the Way, and the Architecture, Construction, Engineering Academy, are available to all students without the discrimination based on sex, race, color, national origin, or disability.

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District. Burlington Area School District Compliance Officer and Title IX Complaint Officer, Connie Zinnen, Assistant Superintendent, 100 N. Kane St., Burlington, WI 53105; 262-763-0210, ext. 209; fax: 262-763-0215.



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## ***School-to-Work Weekly Hour and Job Duty Summary Sheet***

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Day	Date	Start Time	End Time	Total Hours	Brief Description of job duties assigned
<b>Monday</b>					
<b>Tuesday</b>					
<b>Wednesday</b>					
<b>Thursday</b>					
<b>Friday</b>					
<b>Saturday</b>					
<b>Sunday</b>					

Total Hours \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

# WINGS

"A School-To-Careers Transitional Experience"