



# TriDistrict Career and College Readiness Initiative

## *Student & Family Program Guide*

2018 – 2019





### **TriDistrict Programs Goal**

As a TriDistrict collaboration of teachers, administrators, community, and business partners, we will provide TriDistrict high school students with a professional, innovative and entrepreneurial education through career-oriented experiences that are both hands on and authentic to the current workplace environment.

### **Our Commitments:**

1. We will increase the rigor, relevance and relationships by providing authentic “hands-on” experiences for all students.
2. We will integrate the 21st Century learning skills of critical thinking, communication, collaboration and creativity into everyday curricula.
3. We will challenge each student in a way that requires information collection, evaluation and synthesis from a variety of disciplines to solve complex problems in both predictable and unpredictable situations.
4. We will provide authentic, educational internships and mentoring with business partners.
5. We will enhance economic and community development by effectively preparing our youth for high demand/high skill careers.



## TriDistrict Program Administration and Contact Information

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## TriDistrict Class/Bell Schedule

TriDistrict Courses run from 12:30 pm until 3:00 pm.

Departure times from each district site for TriDistrict provided transportation will be communicated to students prior to the start of classes in the fall

## TriDistrict Satellite Programs and Locations

<b>Healthcare Careers and Medicine</b> <b>Host Site:</b> <i>Twin Cities Orthopedics Sports Medicine Center Vikings Lakes Campus 2805 Vikings Circle Eagan, MN</i>  _____, Instructor  _____, Instructor	<b>Office Phone:</b>
<b>Careers in Transportation Business and Technologies</b> <b>Host Site:</b> <i>North American Trailer 11015 Clark Rd. Inver Grove Heights, MN</i>  _____, Instructor  _____, Instructor	<b>Office Phone:</b>



## Introduction

This TriDistrict Student & Family Program Guide is a resource for information and procedures specific to all TriDistrict programs associated with the TriDistrict Career and College Readiness Initiative. In addition to the contents of this information guide, all students in TriDistrict programs are accountable to the policies and procedures outlined in each student's home High School Student Handbook (or similar student handbook), unless noted separately. Content and materials within this guide are subject to change without prior notice. Upon substantive changes, students and families in the program will be notified via email.

## Program Overview

- 1st semester - a classroom experience located at the host business partner's site.
- 2nd semester - an individual internship experience with a weekly "huddle" or meeting at the host partner's site, typically on Wednesdays.

## Maintaining Status in TriDistrict Programs

In this different and exciting approach to learning, we ask students accepted into TriDistrict programs to demonstrate a desire to work in a project and problem-based authentic environment and be willing to follow host-site rules and policies. We value our TriDistrict partners, and need students' help by being excellent representatives of their home high schools in particular, and of the TriDistrict in general. By admission into this exciting opportunity, students become members of a unique community of like-minded individuals with an expressed goal of preparing for post-secondary learning and/or a chosen profession. Successful TriDistrict students are self-motivated individuals who have an honest desire for learning and enjoy being actively involved and engaged in their education. In becoming TriDistrict program "associates," both students and the faculty of the TriDistrict bear mutual responsibility for the development, success, advancement, and expansion of TriDistrict programs.

Although students have enrolled in a particular TriDistrict course, TriDistrict is not a high school, but a professional career exploration and skill development program. It is a program with an expressed mission of providing authentic profession-based educational opportunities. TriDistrict courses are different from high school courses, and thus impose unique demands on the student. TriDistrict students are integrated into the local (and sometimes global) business and research communities, and as such, attendance, behavior, and academic standing within TriDistrict and the home high school is important. Student behavior reflects on the TriDistrict program and creates and molds the program's reputation and standing in the community. Should a student's professional behavior not meet the expectations of the TriDistrict or its business partners, the student may be removed from the program, even immediately and without warning.

## TriDistrict Professional Skills Development

Professional skills provide guidelines for desired and acceptable behavior by organizations in both their strategy formulation and day-to-day operations. A professional approach is necessary both for TriDistrict program success and a positive program image. Business partners, parents, students and interested parties expect professional and responsible practices.

The TriDistrict chooses to make a public commitment to authentic business engagement by expressing and requiring codes of conduct and guidelines that are consistent with current business practices. In doing so, we must ask that these guidelines translate into practice and habit by TriDistrict students, instructors, administration, and business partners. The guidelines enclosed in this document outline specific responsible and ethical behavior inclusive of, but not limited to the adherence to safety standards, attendance and timeliness, teamwork and communication, respectful relationships with mentors and guest speakers, proper use of technology and hardware and respectful use of and confidentiality of physical and intellectual property. Demonstration of professional skills is a percentage of TriDistrict students' grades, and a critical aspect of our relationships with our business partners.



## TriDistrict Internships (2nd semester)

The intent of the TriDistrict Internship experience is to provide students with the opportunity to gain real-world, hands-on work experience in professional work environments that relate to their academic and career interests, and prepare them for high demand/high skill careers. The internship program is also designed to provide TriDistrict Business Partners an opportunity to guide and evaluate future talent.

NOTE: TriDistrict students will have the opportunity to apply and be selected for an internship. TriDistrict internships are NOT guaranteed; a student must be selected by the respective business partner. TriDistrict does not place students in internships. Rather, students apply and are accepted by our business partners, at each partner's discretion.

### Student Benefits

There are many benefits to working in an internship.

#### Students will:

- Gain industry knowledge and explore career options in a field of interest.
- Strengthen knowledge of the job search process including developing a resume, cover letter, LinkedIN Profile, networking and interview skills.
- Enhance professional skills necessary for success in the workplace.
- Make valuable contacts and grow professional networks.

### Employer Benefits

#### Interns can:

- Build pipeline of candidates, decreasing recruitment costs
- Act as advocates in recruiting other high school and college students
- Offer new perspectives and innovative ideas
- Assist employees with new technology
- Assimilate rapidly to part-time and full-time positions

### Business Partner/Internship/Mentor Relationships: Protocols and Boundaries

1. Business Partners and students will meet only at TriDistrict facilities or business sites during regular school hours. Any exceptions must have prior instructor approval. Under no circumstance can a student meet with a partner or mentor in a private home or location.
3. Business Partners and other professional guests will comply with guidelines/procedures consistent with in the standards of conduct for volunteers within TriDistrict school districts.
4. Students should demonstrate professional responsibility throughout their CAPS experience.
5. Students should maintain a professional relationship with mentors. The purpose of mentorship is to provide PROFESSIONAL guidance.
6. Students should always inform their TriDistrict instructors when they will be meeting in person with business partners. Any uncomfortable situation with a business partner should be reported to TriDistrict instructors or an administrator immediately.



## **Attendance**

An absence is defined as a time or an occasion when the student is not in attendance for TriDistrict learning ( class and/or off-site work in the business community ) for an entire day, class period or portion of that class period. Tardiness is defined when the student arrives to class late.

A total of five excused absences are allowed per semester. Should a student exceed this threshold a meeting will be held to discuss the impact to coursework, grading and other issues. The meeting will include the student, parent(s)/guardian(s), instructor and Lead Designer, and may include a home school administrator.

It is the requirement of TriDistrict that students adhere to their respective schedules, meaning that students should be at their TriDistrict site and begin work on time and continue to work for their entire TriDistrict schedule, except for scheduled breaks or when required to leave on authorized TriDistrict business. Late arrivals, early departures, or other unanticipated and unapproved tardiness and absence from the students' regular TriDistrict schedule are disruptive and should be avoided.

A student who can anticipate that s/he may be late for TriDistrict, may need to leave TriDistrict early or may be absent, should inform his/her instructor ahead of time. The instructor will then be able to make adjustments to accommodate the student's tardiness or absence. Participation in TriDistrict depends on reliable attendance – please make every effort to avoid scheduling absences during the TriDistrict time.

There are occasions, however, where such deviations from schedule cannot be anticipated. On such occasions when the student will be tardy or absent from TriDistrict, the following actions are required:

### **1<sup>st</sup> Semester – Classroom Experience**

1. Parent/Guardian must contact the student's Home High School attendance line ( see resources at the end of this guide ) to notify the high school of the absence
2. Students must email directly to the TriDistrict teacher to notify them of the absence.
3. Absences will be recorded and reported to the home high school.

### **2<sup>nd</sup> Semester – Individual Internships**

1. Parent/Guardian should contact the student's Home High School attendance line to notify the high school of the absence
2. Students must contact his/her instructor by phone. Every effort must be made by the student to speak to his/her instructor live rather than leave a message via voicemail.
3. Students will be required to personally report their absence via email or call to their project team members, internship mentor or supervisor, outside appointments, etc. and carbon copy the instructor. It is important for a student to take the responsibility for reporting his/her absence.
4. Absences will be recorded and reported to the home high school.

The student must inform his/her instructor of the expected duration of any absence and if circumstances change, promptly update his/her instructor so that work assignments and projects can be adjusted if and to the extent necessary. Unaccounted tardiness is unprofessional behavior and is not acceptable. Documentation regarding tardiness will be kept in the student's file and considered during grading for not adhering to professional skills.



## Unexcused Absences

If the student does not report his/her absence or their absence is considered unexcused they will be considered acting outside of business ethics. Unexcused absences (including tardiness) may result in removal from the program or be factored into the final grade for the course.

## Withdrawal

TriDistrict Students may withdraw from courses within the first five school days of the semester. Withdrawal will not be permitted after this time.

## Grading

Student workload will be different for TriDistrict courses as compared to high school courses. TriDistrict is a profession-based program, and requires students to understand and demonstrate professional dedication.

Part of the TriDistrict mission is to immerse students in real-world learning experiences. Therefore, student knowledge, skills, and professional character will be measured using a variety of authentic metrics (see examples bulleted below) in a portfolio approach. While authentic assessments will compose the majority of a student's grade, some content and skills may be assessed using traditional strategies.

- Portfolio assessment
- Written work
- Peer assessments
- Self-assessments
- Presentations
- Design reviews
- Mentor assessments
- Business partner assessments
- Design/idea books
- Project journals
- Posting results of student project work online
- Student reflections
- Professional skills assessment (includes attendance and dress code)

Each TriDistrict instructor will provide detailed grading information in the course syllabus, such as scoring guides of total points associated with each assessment area. Percent of total semester points required for each semester letter grade assigned will follow the participating high school guidelines.

## Dress Code

TriDistrict students will be expected to dress according to the requirements of the business partner. In general "business casual" attire is required. There may be some dress code variations based on the program the student is taking. If so, the instructor will provide program-specific dress code allowances. Any deviation from the expected dress standard must be approved by the instructor prior to the student's arrival/ participation.



## Make-up Work

Due to the project-based nature of the TriDistrict program, absences are highly discouraged. There are various components of a TriDistrict class period that will be missed:

- Direct instruction from the TriDistrict instructor
- Class collaboration
- Interaction with mentors, guest instructors, and business partners
- Project work ( individual or group )
- Lab work ( individual or group )
- Video conferences
- Professional off-site visits and tours

## Disciplinary Action Guidelines

Students have an obligation to adhere to their home High School Handbook and guidelines and procedures specific to the TriDistrict Program. Students are expected to maintain professional standards of conduct at all times. If a student fails to follow TriDistrict guidelines and procedures or his or her behavior otherwise interferes with the orderly and efficient operation of the program, corrective disciplinary measures shall be taken at the discretion of TriDistrict instructor, Supervisor and/or High School administration, up to and including immediate dismissal from the program. Participation in TriDistrict is “at - will.” Thus, the TriDistrict program may, but is not obligated to, utilize disciplinary measures such as warnings prior to dismissing any student.

### Disciplinary action may include one or more of the following procedures:

- 1. Verbal Counseling**—Verbal counseling may be provided to the student at TriDistrict’s sole discretion. Verbal counseling of a student by his or her instructor or Supervisor may include, but is not limited to, indication of dissatisfaction concerning a student’s performance, a specific act, a violation of TriDistrict guideline or procedure, or other inappropriate conduct. Following the counseling session, the instructor will record the discussion between the student and the instructor, and maintain the record for future reference.
- 2. Written Counseling**—A written counseling statement may be provided to the student at TriDistrict’s sole discretion. A written counseling statement by an instructor or Supervisor may include, but is not limited to, a written notification to the student that she/he is being counseled regarding a performance deficiency, a specific act, a violation of TriDistrict guideline, procedure, or other inappropriate conduct. A copy of the written counseling statement must be signed by the student’s instructor and by the student, acknowledging receipt. The instructor will place the written counseling statement in the student’s file and furnish a copy to the student. The student’s parents and home high school administration will also be informed.
- 3. Performance Improvement Plan**—At TriDistrict’s discretion, a student’s instructor may determine it is appropriate to place a student with performance deficiencies on a Performance Improvement Plan ( PIP ). Such a PIP will include requirements for improvement of the student’s performance. The instructor, at his or her discretion, will assess whether the student has demonstrated sufficient improvement to remove the student from the PIP, or whether further disciplinary action is necessary. Placement of a student on a PIP in no way alters TriDistrict’s at-will participation guideline, and a student is subject to any form of disciplinary action while on such a plan, up to and including dismissal from the program. The student’s parents and home high school administration will be informed.

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4. **Suspension**—At TriDistrict’s discretion, a student’s violation of TriDistrict or his/her home High School guidelines or procedures or any other inappropriate conduct or offense may result in discipline appropriate under the circumstances to prevent recurrence, including an in-school suspension of one or more full days. TriDistrict’s suspension guidelines are applicable to all students, and the duration of the time away from class shall be determined at TriDistrict’s discretion based on the circumstances. Suspension of a student may occur concurrently with verbal or written counseling. The instructor will place a record of the suspension in the student’s file. The student’s parents and home high school administration will also be informed.
  5. **Dismissal**—At TriDistrict’s discretion, a student in violation of TriDistrict or his/her home High School guidelines or procedures or other inappropriate conduct or offense may lead to immediate dismissal from the TriDistrict program. Some violations can result in immediate dismissal. The student’s parents and home high school administration will also be informed.

### **Criteria for Dismissal from TriDistrict Programs**

Students are expected to adhere to both their home High School as well as TriDistrict guidelines. In most cases, disciplinary action will follow the approach described previously in this guide. Dismissal may result after a disciplinary plan has been enacted with no change in behavior by the student. There are several actions that will result in immediate dismissal from the TriDistrict program. The following actions will result in immediate dismissal from TriDistrict:

1. Violation of the home school district or business partner’s technology policy.
2. Damage/Vandalism/Theft ( intellectual or physical property ) of TriDistrict or business partner property by either purposeful action or un-business-like careless behavior.
3. Physical violence.
4. Possession or use of weapons, drugs, or alcohol.
5. Conduct that endangers the safety of others or substantially infringes upon or invades the rights of others at school, TriDistrict facility, or at any TriDistrict participating school district activity.
6. Other violations of business partner’s rules and/or policies that are deemed equivalent to an employee termination at said business partner’s site( s ).

### **Use of Communication Technologies**

Students are required to follow procedures set forth regarding use of communication technologies. All use of communication technologies by students is directly related to approved curricula and activities. Students are expected to read and agree to their home High School guidelines for use of communication technologies. Students will be expected to sign an agreement at the beginning of the school year.

### **Appropriate use of TriDistrict Social Media**

1. All postings will be monitored.
2. Students should use appropriate tone, grammar, and spelling when posting electronic posts or responses.
3. Students will be respectful of others.

### **Guests at the TriDistrict Facilities**

Professional guests are an integral part of the TriDistrict program. Students show guests respect by acting with professional behavior and business ethics. Anyone who wishes to be a guest at a TriDistrict class must first contact the Program Coordinator and instructor to schedule a time and visit.



## **Check-in Process for TriDistrict Guests/Mentors**

Guests and mentors visiting TriDistrict classroom( s ) will be required to wear a visitor's badge ( for the entire visit ) that clearly identifies them as a visitor. Visitor badges must be returned when the guest/mentor leaves.

## **How Guests/Mentors Will Be Incorporated into the Classroom**

Members of the business community may be utilized in TriDistrict classrooms in the following ways:

- Guest instructors
- Demonstrations
- Assisting students with projects
- Providing feedback regarding student projects
- Work with students on a company project
- Observation

## **Medication at School**

No medication shall be dispensed at the TriDistrict. A Students's home high school nurse will dispense medications for students. The student will receive medications at the high school before leaving or upon returning from the TriDistrict facility.

Procedures or observation related to chronic medical conditions will be delegated by the home high school nurse to the TriDistrict teacher on a case by case situation.

Medical conditions and medication needs must be communicated to the TriDistrict teacher by the high school nurse as appropriate for the safety of the student.

High school nurse will be provided with a current list of TriDistrict students with the assigned TriDistrict locations. An updated list should be provided when student assignments change.

## **Illness or Emergency While at a TriDistrict Facility**

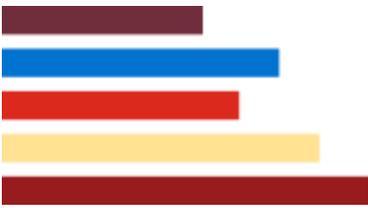
### **Emergency**

If a student emergency develops the instructor will call 911 and give emergency aid according to TriDistrict policies.

### **Non-Emergency Illness**

If a student develops an illness that is a non-emergency but may require leaving the TriDistrict facility, the instructor will:

1. Call parent to notify and find out if student is cleared to drive home or if parent will pick the student up.
2. Instructor will then notify the home High School office.



**TriDistrict Attendance Lines and Main Office Phone Numbers**

**Henry Sibley High School**

**Attendance Line: 651-403-7107**

**Main Office: 651-403-7000**

**Simley High School**

**Attendance Line: 651-306-7010**

**Office: 651-306-7000**

**South St. Paul Secondary School**

**Attendance Line: 651-457-9415**

**Office: 651-457-9408**