



PINECREST ACADEMY OF NEVADA



To Whom It May Concern,

Pinecrest Academy of Nevada, part of the Nevada Public Charter School Authority, is requesting to implement a work-based learning program into our high schools. We currently have one high school on our Cadence campus that services 270 students in 9th-11th grade, 90 of which are enrolled in Career and Technical Education (CTE) courses. Next year it is estimated that we will have 200 students in CTE courses in 9th-12th grade on the Pinecrest Cadence Campus. We are opening a new campus, the Sloan Canyon campus in the 2019-2020 school year. As we begin our CTE courses with our 9th grade students, it is estimated that 155 out of 155 students will be enrolled in CTE courses during their freshman year.

We will be giving each of these students the opportunity to enroll in a work-based learning program as they enter the 3rd and 4th years of their CTE Programs. Students not enrolled in CTE courses will also have the opportunity to apply for the program to get the experience as well. We are currently building partnerships with local community organizations to set up these opportunities for our students.

The Pinecrest Academy of Nevada Board of Education approved the work-based learning program at their publicly held meeting on March 26, 2019. Thank you for your consideration as you review our application for our work-based learning program.

Please contact Alia Rothstein, CTE Coordinator with questions. alia.rothstein@pinecrestnv.org

Sincerely,

Alia Rothstein, M.A., M.Ed.
CTE Coordinator
Pinecrest Academy



Fields, Trades, and Occupations



It is the intention of Pinecrest Academy of Nevada to have work-based learning offered in the following fields, trades, and occupations.

Fields	Trades	Occupations
Aviation Technology	Dispatcher	Transportation Manager / Commercial Pilot / Flight Engineer / Traffic Manager / Air Traffic Controller / Airfield Operations Specialist
Cybersecurity	IT Technician/ Help Desk Support	Network Administrator / Cybersecurity Analyst / Security Architect / Cyber Strategy Analyst
Computer Science		Programmer / Software Engineer / Program Manager / Software Applications Specialist / Systems Analyst / Software Developer / Computer Engineer / Data Modeler
Graphic Design		Graphic Designer / Media Specialist / Production Assistant / Commercial Artist / Textile Designer
Emergency Medical Technician		Emergency Planning Manager / EMT / First Responder / Firefighter / Forest Fire Fighter / Program Specialist / Forensic Science Technician / Rescue Worker / Dispatcher



Work Based Learning Program Criteria



Students must meet the following criteria in order to apply for the work based learning program:

- 11th grade student or above
- Currently enrolled in the 3rd or 4th year of a CTE pathway, has already passed the 3rd year of a CTE pathway OR has expressed interest in the chosen Work Based Learning program.
- Keep a cumulative GPA of 2.5 or higher (weighted or unweighted) in all current classes including but not limited to CTE and Dual Enrollment classes.
- No Fs on high school or dual enrollment college transcripts
- No behavior issues

In addition to the above criteria students must:

- Fill out the work based learning application (see below);
- Write a one page essay to describe why you want to be part of the work-based learning program;
- Submit a resume that includes relevant job experience and/or copies of industry certification(s);
- Have a letter of recommendation from a teacher; and
- Turn in all of these by the due date. _____

Once you have been accepted into the work-based learning program, students:

- Must complete
 - Pinecrest Academy of Nevada Work Study Information Sheet
 - Pinecrest Academy of Nevada Work Study Training Agreement Form
 - Appendix A: Intern Training/Learning Plan
- Keep a cumulative GPA of 2.5 or higher (weighted or unweighted) in all current classes including but not limited to CTE and Dual Enrollment classes.
- Have no Fs on high school or dual enrollment college transcripts
- Have no behavior issues

Definitions

Internship: Internships can be paid or unpaid experiences and are 15 hours or more in length. Students interested in career in your industry and present good employability skills apply for internships. Time commitment: 15 hours or more (varies) plus advance coordination.

Job shadowing: Students “shadow” one or more employees in a one to three day experience to learn what that person does on a daily basis as well as gain an overview of the business’s operations. Time commitment: 5 to 16 hours plus advance preparation.

CTE Work Experience: This is a paid position where the student applies technical and employability skills learned in the classroom to the job and a student learning plan and training agreement documents the expectations of all parties. Time commitment: 60-90 hours per semester.



Work Based Learning Program Application



For Office Use Only
Date Received:

Student name: _____ Current Grade Level: _____

I am applying to begin the program in the following semester: Fall 20____ Spring 20____

Current Unweighted GPA _____ Current Weighted GPA _____

Work interested in:

- CTE Work Experience (If applicable) Internship Job Shadowing

CTE Pathway Course 1 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 2 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 3 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 4 _____ Semester 1 Grade _____

You must attach at least one letter of recommendation from a teacher from your CTE pathway as well as a one page essay with the following criteria:

- Describe why you want to be part of the Pinecrest Academy Work Based Learning Program. How will you benefit? How will you be able to balance high school courses and your work based learning at the same time?
- 12 point Font
- Times New Roman Font
- One Inch Margins
- At least one page but no longer than two pages

My child has my permission to apply to Pinecrest Academy's Work Based Learning Program. I recognize that additional information may be requested for admissions and enrollment purposes. I understand that once my child is accepted into the program, our family will be responsible for transportation to and from the placement for the Work Based Learning.

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Permission (For Office Use Only)

The following statement must be signed by the school administration/counselor.

I certify that this student:

- Is currently in good standing with behavior and grades.
- Has an excellent written recommendation from a CTE teacher in the student's pathway.
- Has a well written essay that follows the above criteria.

Permission is given for the above applicant to enroll in the Pinecrest Academy Work Based Learning Program

Administrator/Counselor Name: _____

Administrator/Counselor Signature: _____ Date: _____



Pinecrest Academy of Nevada Work Study Training Agreement Form



THIS AGREEMENT is between _____ (Student Name) (from here named "Student"), the Student's parent or guardian, Pinecrest Academy of Nevada (PAN) and _____ (Company). Program eligibility is contingent on successfully completing the program's enrollment process. School credit for hours worked is awarded to Student, contingent on completion of district paperwork, submission of documentation of work hours using approved timesheet or pay stub and any additional assignments required by school staff.

All parties agree to the following:

1. Commitment

a. The student agrees to the following:

- i. To be placed as an intern or maintain employment at _____ (Partner Company).
- ii. To attend class, workshops, seminars or other work readiness training before and/or during the internship as dependent upon position.
- iii. To attend all scheduled classes in accordance with school policies or risk losing internship or forfeit school credit for internship/work.
- iv. To work according to the schedule listed on the PAN Internship Information Sheet. (see below)
- v. To provide own transportation to and from worksite unless provided by program. If student drives, student will ensure the vehicle is insured and abide by all state driving laws.
- vi. To act as an ambassador for Pinecrest Academy of Nevada, its student, faculty, and staff by conducting oneself in a positive, ethical and respectful manner and maintain good grooming, appropriate dress and professional behavior throughout internship/employment.
- vii. To be familiar with and follow the worksite's employment policies, procedures, dress code, privacy or confidentiality agreements, and behavioral expectations.
- viii. To notify work site and school contact person of absences and/or tardiness according to work site policies and procedures and to inform school contact person of any changes in internship/work status (cutback of hours, change in work schedule, or dismissal).
- ix. To maintain communication with school contact person via email, phone or face to face contact at school as required by internship program.
- x. To meet the requirements for a passing grade as outlined in course syllabus or program policies.
- xi. To turn in documentation required for school credit to designated school staff person. This may include timesheets, pay stubs, performance evaluations, internship projects, etc.

b. The parent or guardian agrees:

- i. To be responsible for the personal conduct of the student while in training.
- ii. To encourage student to communicate directly with worksite supervisor and school contact person when late or absent from work.
- iii. To provide the support needed for the student to fully engage in the internship program.
- iv. To assist student with transportation, as needed.

c. PAN agrees as follows:

- i. To develop a training plan outlining the specific skills student will learn on-the-job in collaboration with the Worksite Supervisor/Employer.
- ii. To provide case management support and act as a liaison between the student, parent/guardian, school and worksite supervisor as needed.

- iii. To ensure that worksite conditions meet the requirements of the law and will not endanger the health, safety, or welfare of the student. PAN staff reserves the right to withdraw student from internship/worksite when serious concerns arise related to student safety and/or well-being.
 - iv. To visit worksite to evaluate student progress and assist supervisor, as needed, to help the student meet worksite expectations and perform at their full potential.
 - v. To provide consultative support to Worksite Supervisor to ensure a successful and meaningful internship experience for the student and Supervisor.
 - vi. To issue school credit based on hours worked as documented on timesheet, pay stub, or other district-approved documentation per course syllabus or program policy at the end of the term.
- d. The Worksite agrees to the following:
- i. To permit _____ (Student Name) from _____ (School Name) to enter the workplace as an intern under the supervision of _____ (Worksite Supervisor Name) for the purpose of gaining knowledge and experience in the area of _____ (Career Area/Industry).
 - ii. To complete the Intern Training/Learning Plan with the Student. (see below)
 - iii. If a polygraph, drug test or other screening is required prior to internship placement or employment, supervisor agrees to obtain parent permission before test is administered.
 - iv. The worksite agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, or marital status.
 - v. Worksite Supervisor(s) and any staff who will have consistent, unsupervised contact with interns will complete a criminal background check through PAN before internship begins. Supervisor is required to maintain line of sight supervision of student. (Note: This does not apply to students who are on the company's payroll.)
 - vi. Employer/supervisor will instruct student in office procedures, appropriate dress, office culture/etiquette, and safety policies and procedures.
 - vii. Ensure the student is given the opportunity to gain well rounded experience in a safe environment and progress in his/her position as proficiency allows.
 - viii. To contact school staff if concerns arise regarding student's work performance.
 - ix. To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.
 - x. To utilize information disclosed to worksite supervisor or other staff solely for the purpose of supporting a student's development during an internship.
 - xi. To verify intern timesheet/work hours and complete a Performance Evaluation each semester to provide feedback on student's work quality and ability to meet workplace expectations.

2. Wages and Workers' Compensation

- a. Internships may be unpaid or paid by the worksite. Unpaid internships must meet specific criteria when placing students with disabilities. PAN paid interns are paid an hourly wage. PAN interns may also receive an incentive for participation in the internship program.
- b. When a student is paid by an outside employer or agency, the Participant is covered by the employer's workers' compensation insurance. students must report an injury to his/her supervisor and school contact person as soon as possible, but no later than 3 business days or may not be eligible for worker's compensation coverage.

3. Termination

- a. Grounds for termination during the internship may include but are not limited to:
 - i. Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
 - ii. Poor work performance
 - iii. Poor attendance at worksite
 - iv. Unprofessional or inappropriate behavior
 - v. Failure to meet program expectations
- b. In the event that the student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at Pinecrest Academy of Nevada, the student may face additional disciplinary action as deemed reasonable by the School's CTE Coordinator and/or other school administrator.
- c. Termination may result in a failing grade and/or reduction in number of credits issued.

4. Resignation

- a. Due to the nature of an internship arrangement, a student may not withdraw from an internship without prior authorization from PAN administration except in severe and justifiable circumstances.
- b. If the student resigns from the internship program before all program requirements are complete, credits may not be awarded.

5. Confidentiality

- a. The student acknowledges that in the course of the internship experience s/he may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.
- b. The student understands he or she is required to maintain confidentiality of this direct or indirect information at all times, both during and after the internship experience. The student understands that he or she may not share, discuss, or reveal any of this information with anyone.
- c. Failing to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.
- d. The student agrees to abide by the confidentiality policy as stated above and other information as deemed by employer as confidential.

Term:	<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____
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This student is expected to complete _____ (please fill in blank) Work Study credit hours this term as reflected on his/her class schedule.

Student's Name: _____ Student Signature: _____ Date: _____

Worksite Supervisor's Name: _____ Worksite Supervisor's Signature: _____ Date: _____

Parent's Name: _____ Parent's Signature: _____ Date: _____



Pinecrest Academy of Nevada Work Study Information Sheet



Pinecrest Academy of Nevada (PAN) Work Study Document Checklist:

- PAN Work Study Information Sheet
- PAN Work Study Agreement Form
- Intern Training Plan

All documents listed above must be completed and on file for student s to be issued Work Study credit.
60 hours=0.5 credits

Term:	<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____
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Student Name

Name of Internship Company or Organization

Supervisor

Company or Organization Address

Company or Organization Phone Number

Supervisor's Phone Number

Position is: (Mark all that apply)

- Full Time
- Internship
- Part time
- CTE Work Experience (If applicable)
- Job Shadowing

Job Title: _____ Start Date: _____ End Date: _____

Rate of Pay: _____ Unpaid Hourly Wage: \$ _____ Other: _____

Work Schedule (Hours/Days of the week) _____

Brief Description of Intern Duties: _____

Company/Organization Dress Code: _____

PAN Staff Contact Person:	
_____ (Name)	_____ (Title)
_____ (Email)	



Pinecrest Academy of Nevada

Work Study Performance Evaluation



To be completed by supervisor and turned in by student at the completion of every 30 hours of work study along with timesheet(s) and other necessary documentation. Attach additional sheets if necessary.

Student's Name: _____

Name of Internship Company or Organization: _____

Evaluation Criteria:

4 = above average employee; often exerts extra effort; consistently demonstrates outstanding performance

3 = average employee; performs in an acceptable and satisfactory manner

2 = below average; needs to improve; occasionally does not meet standards required

1 = performance unacceptable; consistently fails to meet minimum standards

NE = No Evaluation

Using the above criteria, evaluate the student's performance in the following areas:

Category	Subcategory	Rating	Comments
Job Knowledge Evaluation	Awareness of what to do without constant supervision		
	Knowledge of how to perform duties		
Job Performance	Organization		
	Accuracy		
	Speed		
	Neatness		
Attitude	Initiative		
	Conformance to operational policies		
	Cooperation with co-workers		

Category	Subcategory	Rating	Comments
Attitude (cont.)	Cooperation with public		
	Acceptance of supervision		
Reliability	Consistency of performance		
	Completion of tasks		
	Adherence to work schedule		
	Promptness in reporting to work		

Learning Objectives for Internship (From Intern Training Plan)	Rating	Comments
a.		
b.		
c.		
d.		
e.		

Worksite Supervisor Evaluation of Work Study Program	Rating	Comments
Communication between Pinecrest Academy and Worksite		
Student Leadership Opportunities at Worksite		
Support from Pinecrest Academy		
Quality of the Program		

Additional Comments:

Please identify some of the student's strengths and weaknesses, offering any suggestions for improvement.

Worksite Supervisor Communication Preference(s):

- Email
- Phone Call

- Text Message
- In Person Conference

Student Evaluation of Work Study Program	Rating	Comments
Communication between Pinecrest Academy and Worksite		
Student Leadership Opportunities at Worksite		
Support from Pinecrest Academy		
Quality of the Program		

Student Comments:

I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments.

Student Signature: _____ Date: _____

Worksite Supervisor's Name: _____

Worksite Supervisor's Signature: _____ Date: _____



Employer Vetting Process



The CTE Committee will:

- Choose a local business or organization that coincides with the available CTE pathways.
- Make all final decisions as to whether or not the company/organization is a well suited partner based on the below information.

CTE coordinator will:

- Research the company by checking out general reviews, the company website, and the Better Business Bureau if necessary.
- Reach out to them to see if they are interested in partnering with Pinecrest Academy of Nevada.
- Have the company fill out the attached Nevada Employer Host Vetting Rubric.
- Have a face to face meeting with the decision maker for the company/organization and check the facilities to see if it is a good fit for a partnership.
- Check 2-3 references from the company, including a current employee, a customer, and a board member (if applicable).
 - Reference check will include (but is not limited to) how long they have worked with the company/organization, best parts about the company, how the company/organization has worked with the local community, and would they recommend the partnership with Pinecrest Academy for a Work Based Learning Program?

NEVADA EMPLOYER HOST VETTING RUBRIC

Date: _____ Contact Name: _____

Phone: _____ Company Name: _____

Email: _____

Address: _____

Type(s) of WBL available:

- | | | |
|--|---|--|
| <input type="checkbox"/> Industry Tour | <input type="checkbox"/> CTE Work Experience (paid) | <input type="checkbox"/> Educator Externship |
| <input type="checkbox"/> Job Shadowing | <input type="checkbox"/> Pre-apprenticeship | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Internship (paid or unpaid) | | |

Nevada Industry Sector:

- | | |
|---|--|
| <input type="checkbox"/> Aerospace and Defense | <input type="checkbox"/> Tourism, Gaming and Entertainment |
| <input type="checkbox"/> Mining and Materials | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing and Logistics |
| <input type="checkbox"/> Natural Resources | Other: _____ |
| <input type="checkbox"/> Health Care and Medical Services | |

Type(s) of job(s) available:

Are there any requirements to participation? (ID, CPR, background check, etc.): Yes No

If Yes, name: _____

CRITERIA

All criteria must be in place to approve an employer host.

- | | |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Site is not a home based business and has more than one employee |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Environment is culturally diverse and appropriate for students |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Environment appears safe and safety appears to be a priority with policies in place and practiced |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Sexual harassment and whistle blower policies are in place |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Facility is accessible to students |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Employer host agrees to follow a training plan and agreement (if applicable) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Employer host will designate a supervisor for the student |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Employer host agrees to evaluate the student and program |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | If a paid experience, student will be compensated and covered under worker compensation like other employees in the same job |