

CLARKSON PUBLIC SCHOOLS



Clarkson Career Readiness

Student Handbook

Student Name: _____

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WELCOME TO THE CLARKSON READINESS PROGRAM

The Clarkson Career Readiness (CCR) was developed to allow our students to explore their career interests to guide them towards a positive, productive, career-oriented future. We recognize that not all students may know exactly what they want to do past high school, and we hope this program will help guide them toward identifying interests. We hope you enjoy your experience in our program as much as we enjoy having you as a part of it!

CAREER READINESS & PREPARING FOR THE FUTURE OBJECTIVES

- **Career Awareness & Exploration** – Providing students with general knowledge of careers, post-secondary opportunities, and pathways to navigate their future.
- **Personalized Planning & Development** – Helping students build individualized career education (ICE) plans to align with their career interests and goals.
- **Real-World Experiences & Mentorship** – Offering hands-on experiences, work-based learning, and mentorship opportunities through school and business partnerships.
- **Financial & Employment Opportunities** – Connecting students with potential sponsorships, scholarships, internships, and future employment prospects.



NEBRASKA STANDARDS FOR

career readiness

www.education.ne.gov/nce/Standards.html

checklist

<input checked="" type="checkbox"/>	Standard/Benchmark	
<input type="checkbox"/>		<p>Applies appropriate academic and technical skills</p> <p>Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish workplace tasks.</p>
<input type="checkbox"/>		A. Academic Attainment
<input type="checkbox"/>		B. Technical Skill Attainment
<input type="checkbox"/>		C. Strategic Thinking
<input type="checkbox"/>		<p>Communicates effectively and appropriately</p> <p>Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career.</p>
<input type="checkbox"/>		A. Speaking
<input type="checkbox"/>		B. Writing
<input type="checkbox"/>		C. Presentations
<input type="checkbox"/>		D. Professional Etiquette
<input type="checkbox"/>		E. Customer Service
<input type="checkbox"/>		<p>Contributes to employer and community success</p> <p>Career ready means more than attending to self-interest. It also means the ability to see the bigger picture of playing a role in the success of the employer and community through personal, civic and community actions.</p>
<input type="checkbox"/>		A. Personal Responsibility
<input type="checkbox"/>		B. Meets Workplace Expectations
<input type="checkbox"/>		C. Civic Responsibility and Service
<input type="checkbox"/>		<p>Makes sense of problems and perseveres in solving them</p> <p>Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace.</p>
<input type="checkbox"/>		A. Perceptiveness
<input type="checkbox"/>		B. Problem Solving
<input type="checkbox"/>		C. Perseverance/Work Ethic
<input type="checkbox"/>		<p>Uses critical thinking</p> <p>Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.</p>
<input type="checkbox"/>		A. Critical Thinking
<input type="checkbox"/>		B. Decision-Making
<input type="checkbox"/>		C. Adaptability

<input checked="" type="checkbox"/>	Standard/Benchmark	
<input type="checkbox"/>		Demonstrates innovation and creativity The 21st century workplace requires innovation through creative thinking. Successful individuals will be expected to generate and share new ideas.
<input type="checkbox"/>		A. Creativity
<input type="checkbox"/>		B. Innovation
<input type="checkbox"/>		Models ethical leadership and effective management The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential.
<input type="checkbox"/>		A. Leadership
<input type="checkbox"/>		B. Ethics
<input type="checkbox"/>		C. Management
<input type="checkbox"/>		Works productively in teams and demonstrates cultural competency Teams of individuals with diverse cultural backgrounds have become the new norm of operation in the American workplace. The career ready individual is prepared to collaborate with colleagues representing various backgrounds.
<input type="checkbox"/>		A. Teamwork
<input type="checkbox"/>		B. Conflict Resolution
<input type="checkbox"/>		C. Social and Cultural Competence
<input type="checkbox"/>		Utilizes technology The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and applications.
<input type="checkbox"/>		A. Data Gathering, Access and Management
<input type="checkbox"/>		B. Tools and Applications
<input type="checkbox"/>		C. Technology Ethics
<input type="checkbox"/>		Manages personal career development Managing a personal career includes exploration, preparation and participation. Each person is responsible for creating and maintaining their own career. Career management includes understanding and meeting the expectations for behavior and skills in the workplace.
<input type="checkbox"/>		A. Planning
<input type="checkbox"/>		B. Job Seeking
<input type="checkbox"/>		C. Résumés, Portfolios and Interviews
<input type="checkbox"/>		D. Professional Development
<input type="checkbox"/>		E. Entrepreneurship
<input type="checkbox"/>		Attends to personal and financial well-being The career ready individual recognizes the benefits of physical, mental, social and financial well-being to be successful in a career.
<input type="checkbox"/>		A. Personal Well-being
<input type="checkbox"/>		B. Financial Well-being

It is the policy of the Nebraska Department of Education not to discriminate on the basis of sex, disability, race, color, religion, marital status, age, or national origin in its education programs, admission policies, employment, or other agency programs.

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WHAT IS AN INDIVIDUAL CAREER EDUCATION PLAN?

An Individual Career Education Plan is a student's personalized career plan, including both short-term and long-term career goals, as well as the actions they can take to achieve them. Career plans can help students decide what classes to take and identify the extracurricular activities, research, and internships that will make students strong job candidates.

The Clarkson Career Readiness Program is available to juniors and seniors only. Seniors who have completed one semester of JAG and the Career Readiness I course are eligible to enroll in Career Readiness II.

Career Readiness I for Juniors:

Career exploration activities are a key component of the Junior level Career Readiness course. **Students will complete a specific curriculum that best prepares them for future career readiness including Mike Rowe, YouScience, EverFi: Keys to Your Future, and NextGen.**

Students are encouraged to shadow at a firm or organization:

- Students will schedule shadowing experiences with the guidance of their instructor, twice each quarter, during a two-week window designated by the teacher
- Job shadows will not be restricted by length of day to best meet business restrictions
- Students will be expected to document, summarize and reflect on each of their experiences

Career Readiness I helps a student accomplish the following:

- Begin to identify career interests
- Observe the daily routine of adult workers
- Gain awareness of the academic, technical, and personal skills required by particular jobs
- Develop and apply communication skills by interacting with and interviewing workers
- Realize that different work cultures characterize different jobs and working environments
- Begin to understand the connection between school, work, and achieving goals

Career Readiness II for Seniors:

The experiences in Career Readiness II are often referred to as job shadowing or internships. Job shadowing and internships have been designed for students to have Tuesday mornings and/or Thursday afternoons with their business as a way to get the students experience in their area(s) of interest.

As a career exploration activity for our students, students in Career Readiness II will job shadow or intern at a firm or organization:

- Tuesday mornings and/or Thursday afternoons
 - On Tuesday mornings, students will return to school by their 5th-period class

- On Thursday afternoons, students will be able to check out after 4th period class
 - Students must return to school in time for athletic practices and game leave times
 - They must communicate shortened leave times with the business in advance
- Students will return to school at the completion of their job shadow
- When not in a job shadow, students are expected to be in school

Career Readiness II helps a student accomplish the following:

- Explore career interests identified in Career Readiness I
- Build upon career experiences from Career Readiness I by having the student become more deeply involved in the business and with the business owner
- Gain awareness of the academic, technical, and personal skills required by particular jobs
- Develop, enhance, and apply communication skills by interacting with and interviewing workers and business owners
- Identify and communicate the differences in jobs characterized by different working cultures and working environments
- Communicate and understand the connection between school, work, and achieving goals

HOW ARE JOB EXPERIENCES SCHEDULED?

Job experiences are scheduled by each student. The following are set procedures/expectations the students are following when scheduling:

Career Readiness I:

- Students identify areas of career interest and businesses that would address those areas
- Students call businesses:
 - Introduce themselves
 - Identify they are part of the Clarkson Career Readiness class
 - Communicate their interest in job shadowing at that business
- Once the student has been told yes:
 - The student will have a few follow-up questions for the business
 - Will set a starting date
 - Will prepare their calendars to share with the business and teachers
- Students will begin on an agreed-upon starting date and within the established window

Career Readiness II:

- Students identify businesses that align with their career fields of choice, which will assist them in developing a deeper understanding of that business
- Students will call those businesses:
 - Introduce themselves

- Identify they are part of the Clarkson Career Readiness Program
- Communicate their interest in being involved with that business
- Ask for a time to set up a face-to-face meeting to discuss:
 - Their career focus
 - Their interests in the particular business of choice
 - Allow business owners to question the student prior to committing
- After a face-to-face meeting with the business and a yes from the business, students will set their starting date and prepare their calendars to share
- Students will begin on an agreed-upon starting date
 - The beginning date will not start before September 1st

WHAT ARE THE PARTICIPATION EXPECTATIONS?

Participating in the Clarkson Career Readiness Program is a privilege for students, and off-site experiences may be terminated at any time. Failure to meet the following expectations could result in pausing or the termination of a student's job experience at the discretion of school personnel and business owners.

- All assignments for the Career Readiness courses are adequately completed and submitted
- Student has met the prerequisites for the Career Readiness class, one semester of JAG
- Career experiences should not be with past or existing employment situations and are expected to be fulfilled in non-family situations
- Student is academically eligible and on track to graduate
 - A failed course
 - Currently failing a course
- Student is expected to be punctual to school and classes
- **Job shadowing will not be allowed if a student exceeds 2 non-school absences per quarter unless those absences are approved by the CTE Team**
- Student attendance is necessary during the week in order to participate in out-of-school activities
- Students will communicate with the business and school in a timely fashion on upcoming absences
- Student will be engaged with business and tasks designed for them at the business
- Student complies with business expectations, engages professionally, and applies academic and occupational skills in school, work, and personal life
- All expectations are open to administrative discretion

JOB EXPERIENCE CHECKLIST

Career Readiness II

To earn credits for your Career Readiness II experience, you must successfully complete each of the following tasks:

ITEMS TO BE COMPLETED	DATE COMPLETED	INSTRUCTOR INITIALS TO INDICATE TASK IS COMPLETE
<i>PRIOR TO JOB EXPERIENCE:</i>		
Completed YouScience Aptitude Assessment (from CR-I)		
Select a Job Experience Site		
Obtain Job Experience Approval from Instructor		
Call to Schedule Job Experience & Obtain Required Information		
Complete & Submit Medical Release Form		
Submit Student-Job Experience Driving Permission Form		
Complete & Turn in Parent / Guardian Permission		
Confirm the Job Experience with the Employer		
Fill out CR Job Experience Log		
<i>DURING YOUR JOB EXPERIENCE:</i>		
Follow Job Experience Etiquette		
Obtain Documentation of Job Experience from Employer		
<i>AFTER YOUR JOB EXPERIENCE:</i>		
Complete Work-Based Learning Student Form		
Send a Thank You to your Host		
Share Job Experience with Instructor		

DAILY PROFESSIONAL REQUIREMENTS

- When leaving for your experience, check out of the office with the school secretary
- Upon returning from your experience, check in at the office with the school secretary
- Notify your business site and the school if you are going to be late or absent
- You must provide your business with a calendar/schedule of when you will participate in a job experience
- If you are unexpectedly absent (example: sick) from school, your parent/guardian must notify the school secretary. You, however, must contact your business partner by 8:00 AM
- If you leave school unexpectedly (for example, a doctor's appointment or being sick), you must notify the instructor, the school secretary, and your business partner before leaving the building
- You must remind your business of any schedule changes (Example: early dismissal for activity, activity schedule)
- Dress will conform to the individual's business attire
- Complete the CR Job Experience Log and Work Based Learning student form regarding your job experience
- Be honest, reliable, and prompt
- Have a positive attitude – be friendly, courteous, polite, and cooperative with workers and clients
- If you do not understand something, ask questions or ask for help; it is better to admit you are learning than to make a costly mistake
- Respond positively to constructive criticism; be open to change and new ideas
- Take responsibility for your actions
- Give your best effort at all times
- Cell phone use is not allowed during your job experience; You will be expected to turn them off or have them on silent so they are not a distraction
- Social Media - Do not use social media to complain about your employer or observation experience; social media is not to be used to share “behind the scenes” information about your employer, their business, etc.
- The Clarkson Public Schools Student Handbook applies at all job experiences no matter the location

PARENT/GUARDIAN CAREER READINESS INFORMATION

- Participation in the program is voluntary; Participation in the program is also a privilege and students may be removed at any time should issues arise
- The experiences are school activities and students shall therefore abide by all CPS rules, practices, and agreements at all times, from the time they leave until the time they return
- Students shall dress in accordance with high school dress code policy and/or per request by the business the experience is occurring
- The undersigned understands there is an inherent risk in participating in community and work-based learning activities and agree to hold harmless both the school district and the learning site for any accidents or injuries occurring during placement
- I understand that my child is participating in a job experience program, and I assume all risks, hazards, and potential injuries associated with their participation; I hereby waive, release, and hold harmless the learning/work site and Clarkson Public School from any claims arising from injury to my child
- Transportation is the sole responsibility of the student, parent or legal guardian
- I understand that travel to the learning/work sites will not be the responsibility of CPS; I understand that some learning/work sites may include travel once students arrive to their internship; CPS does NOT provide this travel but rather by the learning/work site themselves and therefore CPS will not be liable for negligent acts involving travel
- The parent or guardian and student understand that while these job experiences are unpaid, some second-semester opportunities may offer compensation; students may engage in work-related tasks; school staff have met with each business's director of operations, although not all individual supervisors or specific job sites may have been reviewed

PERMISSION AND MEDICAL RELEASE FORM

*(COMPLETED BY PARENT **PRIOR** TO JOB EXPERIENCE)*

My son/daughter has my permission to participate in job experiences.

Student Name: _____

In Case of Medical Emergency:

Parent/Guardian's Name: _____ Day Phone: _____

Parent/Guardian's Name: _____ Day Phone: _____

Emergency Contact Person: _____ Phone: _____

Relationship to Student: _____

Family Physician: _____ Phone: _____

List Any Medication: _____ Allergies: _____

Other: _____

Name of Medical Insurance Carrier: _____

Phone: _____

The undersigned authorizes and directs any medical or surgical care including anesthesia, laboratory x-rays and other procedures necessary in the emergency medical care of the above named minor during the learning experience. ***Your student will not be allowed to participate in the job experiences without this form completed in its entirety.***

(Parent/Guardian Signature)

(Date)

Authorization and Release Regarding Transportation in Connection with the Clarkson Career Readiness Program

I am the parent of the student identified below, who will be a participant in the Career Readiness program at Clarkson Public Schools. My student has signed up to participate in the CCR program. My child has my permission to participate in the program and I understand that the following conditions apply to his/her participation:

1. The Student is a licensed driver and will transport himself/herself in a private vehicle from the School District or their home to the job experience.
2. I understand that the School District cannot supervise the Student while he is traveling from the School District or their home to the job experience or while the Student is at the job site.
3. I agree that, in consideration for the School District's agreement to release the Student to participate in the CCR program, the School District will not be responsible for any property damage sustained by me or the Student, or for physical injuries sustained by the Student while he/she is traveling from the School District or their home to the job experience location. The Student will be responsible for his/her own behavior in driving from the School District or their home to the location of the job experience and while at the job site. I understand that I will be responsible for providing the supervision that I think is necessary in connection with the Student's operation of his/her vehicle and while at the job experience.
4. I agree that the School District may terminate the Student's privilege to be released from school during the school day in connections with this program if:
 - a. He/she operates his/her vehicle in an unsafe manner while traveling from the school to the job experience or behaves in an unsafe manner while at the job experience; or
 - b. The Student's driver's license is suspended or revoked;
 - c. The Student for any reason loses the job experience for which he/she is being released;
 - d. The District's administration, in its sole discretion, determines that it would be appropriate to terminate the Student's privilege to be released;
 - e. The Student violates any school rule while driving from the School District or home to the location of the job experience or while at the job site.
 - f. Any other circumstances exist which suggest that it would be unsafe or inappropriate to permit the student to drive or remain at the job experience.

The right of the School District to suspend the driving privilege of the Student under the terms of this paragraph shall not impose a duty on the School District or its officers, agents or employees to do so, or to monitor the driving habits of the student.

5. I accept responsibility for the Student's behavior and transportation related to his/her participation. I authorize and acknowledge that the Student may be involved in hands-on activities during the job experience. I release the School District and its officers, agents, and employees from any liability for property damage or physical injury which occurs while the Student is traveling from the School District or their home to the job experience or while at the job experience. I agree to indemnify the School District, and its officers and agents and employees, from any loss, liability, damage, cost or attorney fees which they may incur because of damage to the Student's property or the injury or death of the Student arising out of the

Student's operation of a vehicle to transport himself/herself between the School District or their home and the job experience or which occurs while the student is at his/her job experience.

6. I understand that total, constant supervision will be an impossibility during this activity and that my child will have to assume and demonstrate responsible behavior.
7. I declare my student to be physically sound and suffering from no condition, impairment, or other illness that would prevent his or her participation in the CCR program. I acknowledge that my child has either had a physical examination and has been given a physician's permission to participate, OR that I have decided to allow my child to participate in these activities and to use the equipment without the approval of a physical and do hereby assume all responsibilities.

Please check the **ALL** appropriate box OR boxes:

- I give my child permission to drive** to and from his or her job experience. **My child is not allowed to drive other passengers.** I acknowledge that the vehicle is properly registered and insured.
- I give my child permission to drive** to and from his or her job experience. **My child is allowed to drive other student passengers.** I understand that the parents of the passengers will also be required to grant permission for student passengers to be transported by a student driver, and that permission form must be on file in the athletic office. I acknowledge that the vehicle is properly registered and insured.
- I give my child permission to be a passenger** in a car driven by another student. I understand that the parents of the driver will also be required to grant permission for him to transport other student CCR participants and that permission form will be on file in the high school office.
- I give my child permission to drive and/or ride as a passenger** in a car driven by another student, **outside the city limits of Clarkson, NE.** I understand that some of the job experiences arranged by the school occur outside the city limits.
- I do not give my child permission to be a passenger** in a vehicle being driven by a Clarkson student to and from his or her job experience.
- I do not give my child permission to drive** to and from his or her job experience; Which I understand will result in my child walking to their job site.

I consent that the below-named student be allowed to participate in the Clarkson Career Readiness Program and understand what participation entails.

Dated this _____ day of _____, 20__.

Parent's Printed Name: _____

Parent's Signature: _____

Student's Printed Name: _____

Student's Signature: _____

CAREER READINESS EMPLOYER OBSERVATION RUBRIC

(To be completed by the employer quarterly and returned to Mrs. Sayers)

Student: _____ Supervisor: _____ Phone: _____

Job Experience Grade Sheet - To Be Completed by the Employer

Grading Scale 4 = Exceeds Expectations 2 = Needs Improvement 3 = Meets Expectations 1 = Unacceptable N/A = Not Applicable	4	3	2	1	N/A
Criteria					
1. Attendance- Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of unplanned absences.					
2. Character- Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility. Does not engage in gossip. Follows company policy.					
3. Appearance- Displays appropriate dress, grooming, hygiene, and etiquette.					
4. Attitude- Demonstrates a positive attitude; appears self-confident; has realistic expectations of self. Displays the "Golden Rule" approach to everyone.					
5. Productivity- Follows all safety practices; conserves materials; keeps work areas efficient (desk, locker, etc.) follows directions and procedures, and is a team player.					
6. Organizational Skills- Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.					
7. Communication- Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, and grammar) skills.					
8. Cooperation- Emotionally calm, patient and supportive; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike.					
9. Respect- Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults at all times.					
10. Teamwork- Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive, displays customer service attitude, seeks opportunities to learn and demonstrates mannerly behavior.					

ADDITIONAL COMMENTS, CONCERNS, OR NOTES:

STUDENT / PARENT SIGNATURE PAGE

STUDENT:

I have received, read, and understand the expectations, responsibilities, and policies involved in the Clarkson Career Readiness Program.

Student Signature: _____

Date: _____

PARENT/GUARDIAN:

I, as parent or legal guardian of the above-named student, hereby agree to the conditions of participation in the Clarkson Career Readiness Program.

Parent/Legal Guardian Signature: _____

Date: _____

FOR TEACHER USE ONLY:

DOCUMENT RECEIVED ON: _____
(DATE RECEIVED)

DOCUMENT RECEIVED BY: _____
(TEACHER SIGNATURE)