



STATE OF WISCONSIN
DWD
Department of Workforce Development

Youth Apprenticeship

2018-19 Program Handbook



Dane County School
CONSORTIUM

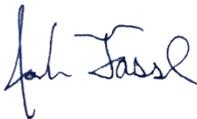
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WELCOME TO YOUTH APPRENTICESHIP

You have embarked on a journey that will give you a “jump start” on your career. You’ve taken a responsibility and an opportunity to enhance your High School education and gain valuable industry skills. This handbook will help go guide you through the process.

Welcome,



Josh Fassl, director of the Dane County School Consortium administers the Youth Apprenticeship (YA) program for member school districts. Our office is located at 5301 Monona Dr, Monona WI, 53716. Josh can be reached at 608-316-1358 or jfassl@dcsc.org

DCSC Youth Apprenticeship Director’s responsibilities include:

-  Market the Youth Apprenticeship Program
-  Oversee the application and screening process
-  Recruit new employers

- ✍ Ensure proper classes are being taken by students
 - Schedule industry related classes at a secondary education
 - Confirm that Technical Related classes are being taken at High School
- ✍ Work with students, parents and school-to-career coordinators to find job placement for program students
- ✍ Communicate expectations of the program to students, parents, schools, businesses and instructors

Mission: To provide youth a pathway for tomorrow's careers through the integration of learning opportunities that will connect classroom education to industry preparation.

Vision: DCSC works together with community professionals to provide learning environments and experiences that prepare individuals to perform successfully in the workplace. A commitment to excellent instruction, coupled with continuous improvement will provide students a first-rate occupational training program.

ABOUT THE YOUTH APPRENTICESHIP PROGRAM

Youth Apprenticeship is a rigorous one- or two-year elective program that combine's academic and technical classroom instruction with mentored on the job learning for high school students. This program helps students develop skills needed for the jobs of tomorrow and helps business develop, attract and retain a highly-skilled workforce.

Hands-on learning at the job site is combined with classroom instruction to help students make the connection between school and the world of work.

Youth Apprenticeship began in 1992 as part of Wisconsin's School to Career strategy with 21 students in a printing and graphic arts program. Now, there are over two-thousand students and employers in over half of Wisconsin's school districts involved in this important School to Career opportunity.

Course Work

You will attend academic classes at your high school and attend a related technical class either at your high school, at the Technical College, or at a separate location. You will receive on-the-job training during the day, evening, or weekend during your junior and senior year.

Each student will work with a mentor and technical classroom instructor to receive the best skills and knowledge possible. At the time of graduation, students not only receive a high school diploma but also receive a Certificate of Occupational Proficiency from the Wisconsin Department of Workforce Development. Students planning to attend a 4-year college

should talk with their guidance counselor to arrange the necessary course requirements for entrance into the university system.

Benefits to the Students

Students have the opportunity to:

- see firsthand the connection between education and real-life work
- strengthen their academic skills
- test their academic skills
- earn wages while learning from skilled professionals
- increase their career options and future employability
- earn a youth apprenticeship competency certificate
- acquire a high school diploma
- have an employable skill upon graduation from high school
- gain advanced standing in a related technical college program
- participate in an interesting and challenging program

Student Responsibilities

Your success in the program depends on you. You will be expected to:

- Actively research businesses and job opportunities in your cluster
- Attend all high school and college courses with no unexcused and very few excused absences. When classes are missed, it is expected that all work be completed upon return from the absence. Post-secondary education rules may differ considerably from your high school expectations.
- Maintain good standing in the classroom and at the work place
- Participate in discussions regarding progress and to resolve problems
- Meet all the youth apprenticeship work and classroom requirements
- Complete your high school diploma requirements for graduation
- Pass (C) all high school classes
- Have appropriate behavior in school
- Communicate effectively with employers and instructors about any paperwork that is required for the program.
- Participate in worksite evaluation forms for mid-term (October/ March) and final (January/ May) semester grades. It is important that you are aware that these are getting completed and that you are using these to improve work performance.
- Complete all work responsibilities at a high level and get everything you can from your YA experience. It is important to note that this is a career development program. There are state checklists and rules that need to be followed.
- Your participation makes you accountable to the YA Manager, your school, and your employer. Make sure you are trying to make the most of your experience and aware of all YA expectations.

School to Career Coordinators

The following list identifies the district School to Career coordinators:

School District	Coordinator	Phone	E-mail
Belleville	Teresa Gartley	424-1902 ext. 3507	gartleyt@belleville.k12.wi.us
Deerfield	Tara Burkhalter	764-5431 ext. 2100	burkhalter@deerfield.k12.wi.us
DeForest	Kari Diederich	842-6764	kdiederich@deforestschools.org
Marshall	Jeremy Walden	655-1310	jwalden@marshallschools.org
McFarland	Cindy Brady	838-4500 ext. 4709	bradyc@mcfsd.org
Middleton	Greg Benz	829-9858	gbenz@mcpasd.k12.wi.us
Middleton	Sheila Hibner	829-9669	shibner@mcpasd.k12.wi.us
Monona Grove	Jennifer Diebele	316-1374	jennifer.diebele@mgschools.net
Mount Horeb	Penny Thompson	437-2400 ext. 2181	thompsonpenny@mhasd.k12.wi.us
New Glarus	Laurie Plourde	527-5518	laurie.plourde@ngsd.k12.wi.us
Oregon	Greg Granberg	835-4427	gfgranberg@oregonsd.net
Stoughton	Cindy Vaughn	877-5677	cindy.vaughn@stoughton.k12.wi.us
Sun Prairie	Nancy Everson	834-6734	nmevers@sunprairieschools.org
Verona	Linda Gard	845-4482	gardl@verona.k12.wi.us
Waunakee	Michelle McGlynn	219-0174	michellemcglynn@waunakee.k12.wi.us
WI Heights	Kurt Wong	767-2586 ext. 1142	kwong@wisheights.k12.wi.us

Employer Responsibilities

The business will provide an opportunity for you to learn and apply skills in the workplace. Their responsibility will be to:

- Interview and hire you for one or two years which could include the summer
- Provide a minimum of 10 -15 hours of work during your junior and senior year. (A minimum of 450 hours over the one year or a minimum of 900 hours over the two years.) Provide summer work experience when possible.
- Provide at least minimum wage and Worker's Compensation

- Provide on the job training in the competencies set by the state
- Provide you with a mentor and skilled trainers
- Evaluate your progress
- Abide by all Child Labor Law regulations- YA Student Learner exceptions

Parent/Guardian Expectations

Support student in their schooling and employment skill development

Remind students of payroll and other program-related deadlines

Assist with transportation to and from school and training

Direct students to the proper adult when they have a program-related issue to School-to-career counselor or YA Manager or Class instructor

Encourage students to show responsibility and communicate with the YA Manager directly

School District Expectations

Be an advocate for the student and the YA Program

Monitor the students' progress on a regular basis

Schedule meetings when necessary to aid in success

Monitor high school grades to ensure the student is on track for graduation

Maintain communication with DCSC YA Manager to discuss issues

Record grades in students' files to reflect grades from worksite and post-secondary education classes

WORK BASED LEARNING EMPLOYMENT

Employee Status

Although you will be considered a regular employee of the business, you will have a position that is different from any other employee in that company. Your pay has been determined by the company to be appropriate for a youth apprentice who is receiving training in many departments and will be nonproductive part of the time. Your work and training schedule, pay, trainers, mentor, work clothes, tool requirements, and job entry requirements (physical, drug screening) will be decided by your employer. If you have any difficulties with the job training or your ability to perform your job, you will need to talk to your mentor.

Each employer is different. How they select the mentor, rotate you through the company, hours, pay, schedule, and company policies will differ from company to company. Keep this in mind as you talk with other students from other companies.

Mentor Relationship

Each youth apprentice will be assigned to work with one or more skilled mentors at the company. Their role will be to:

- plan the sequence of your work skills to be learned in cooperation with the classroom instruction
- evaluate the progress of your workplace learning
- show you how work tasks are done and explain why they are important (this may be done by skilled trainers in different departments)
- help you avoid problems and errors on your work
- provide support, encouragement and direction
- help you determine how you will solve any problems which may interfere with school or work
- meet with you, your parents and the school at least once each grading period
- communicate regularly with your school and the program coordinator

Your mentor will be a coach, a supporter, a teacher and a listener. This program is very strenuous with challenging expectations. Your mentor will help you figure out how to meet those expectations. You will need to trust your mentor and let him or her know not only when you are having problems but also when you are doing well.

Termination

Your employer will treat you the same as any of their other employees. You are to follow their procedures, policies and rules. Employers maintain the right to terminate you for just cause. Just cause could include but is not limited to theft, workplace violence, unsafe work habits that result in injury or potential injury to an employee, destruction of property, falsifying your application. Some of the employers will place you on probationary status when you first start.

In the past two years, students have been fired from youth apprenticeship employment for failure to follow company policies, absenteeism, horseplay, and for non-improvement in areas noted on evaluation.

Attendance

When an emergency keeps you from attending work, you will need to call the employer as soon as you can. This should be YOUR job, not your parent's. Since you may be rotating between departments, you may wish to call both the department trainer and your mentor.

If you have either an illness that requires you to miss more than one day, you may be required to provide a doctor's excuse. This policy will be different at each employer. The doctor's excuse should also list any restrictions, if any, that you might have when you return to work. You should call in each day that you have to miss. If you have preplanned absence, you will need to ask permission to be absent as soon as possible (not the week of). You may need to make up missed work.

If you miss or skip school, you will not be allowed to go to work. The high schools will take you off the program if you have excessive school absences. The employers have all agreed to fire students who have been taken out of the program, school and/or the technical class. You should let your employer know your school scheduled days off. You may be able to work more hours during those times.

Snow Days or Other School Cancellation Days

You will need to listen to television or radio stations that list cancellations for snow or other weather-related days off. Please make arrangements with your worksite coordinator to decide whether or not you should attend work on a snow day. If you have decided **not to go to work** when there is a cancellation it is **still your responsibility to call the worksite mentor** to inform them. If you have any doubts about going to work, call your employer. It is always better to talk about this during orientation before a snow day occurs.

Confidentiality

Your employers will let you know what is confidential and will expect you to keep it confidential. Confidentiality is taken seriously. If you have any questions regarding what is or what is not confidential, ask your mentor.

Competencies – The Checklist

A list of competencies that students should achieve by the end of their youth apprenticeship has been developed by business/industry in the state. These competencies have been determined to be the minimum skills you need to enter the workforce after graduation and to give you an edge over graduates who have not participated. They are also meant to give you a broader work experience.

As a result, the employer will be rotating you through different departments if you have been placed at a larger company or through different activities if you are working in a smaller company. One of the main goals of the program is to give you a good idea about the entire industry not just experience in one area.

You may enjoy some of these experiences more than others. Some of the competencies to be achieved have more hands-on activities than others. Some may seem more exciting than others. You may decide after having these different experiences that you have better information to decide on specific careers for yourself. You may eliminate some. You will be able to understand how all the processes and/or departments relate to each other within your company, who does what and why each of them is important.

Please do not become negative or make negative comments during the parts that are not of high interest to you. Have a good attitude and try to see the whole picture.

Pay close attention to the required Units of Instruction. Students must complete all items in the checklist. **Any skill that is missing a rating or is below a 2, will result in a failure to complete the program.** It is the student's responsibility to make sure this checklist is completed and sign by the Employer, Instructor, and school coordinator.

Safety and Child Labor Laws

During the time you will be performing work related to the youth apprenticeship program, you will not need a work permit. However, there may be times when you will be doing work for the company that is not related to the program. For that reason, the company may require that you get a work permit.

The type of work, tools and machinery you use will be determined by the company, Child Labor Laws, OSHA and company's insurance carrier.

Child Labor Laws regulate the time of the day that you can work, how many hours a day and week you can work and the type of work you can do. As youth apprentices, you meet the requirements to be student learners which allows you to perform some duties not otherwise allowed under Child Labor Laws. Manufacturing youth apprentices, 16 and 17 years of age, may operate metal forming, punching, and shearing power-driven machines, circular saws, bandsaws and guillotine shears and other manufacturing machines. They must be enrolled in the Youth Apprenticeship Program, receiving school credit for participating, given appropriate safety instruction, be under direct and close supervision of a qualified person, and perform work that is incidental and intermittent to their jobs. Please see your School to career coordinator for a list of exceptions by Youth Apprenticeship program area.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period. Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Worker's Compensation

You will be given comprehensive safety instructions both on the job and in the classroom. Follow those instructions carefully. Do not try to second guess the safety instructor and trainer who have seen and evaluated serious work and classroom accidents that could have been prevented. Follow the prescribed safety procedures.

If you injure yourself, even slightly, report it to your instructor or work supervisor/trainer. Small injuries have the potential to turn into major problems if left untreated.

All companies are required to provide Worker's Compensation to all employees whether they are part or full time. An accident report must be filed with the state within 24 hours of the accident if there will be any related costs. The company's Worker's Compensation Company will cover any required medical treatment (doctor or clinic visit, prescriptions, treatments) for work related injuries. If a health care professional is not willing to bill your employer directly, submit the receipts and reports to your employer for reimbursement. If a work-related injury is serious enough to make an employee miss more than three work days, worker's compensation will also reimburse you a formula-based portion of your wages. Worker's Compensation does not pay wages lost when you go to the clinic or doctor's office for the injury nor for the first two days missed.

Employers are very concerned about the safety of their employees and are quite serious about work related injuries. They will ask for detailed information about how the accident occurred and analyze how it could have been prevented. **DO NOT JOKE AROUND ABOUT WORKER'S COMPENSATION!**

Behavior

You will be considered an employee of the company you are working for and will be expected to behave as an **adult** employee. Treat the company, its employees and environment with respect. The company will provide specific expectations and behavior guidelines during orientation.

Unemployment

You are not eligible for unemployment since you are part of a limited term training program.

CLASSROOM LEARNING HIGH SCHOOL AND TECHNICAL CLASS

Behavior

In the high school and/or technical college setting, you will be expected to adhere to all school rules and regulations. Excessive disciplinary referrals and absenteeism will cause the high school/technical college to consider terminating you from the program.

Attendance

When an emergency keeps you from attending high school, you will need to follow school policy for reporting absences. If you are taking the related class at another location, **YOU** will need to call the instructor to notify them of your absence. If you cannot reach the instructor, call and leave a

message at the Dane County office at 316-1358 with your name and a message on why you cannot attend. When an emergency forces you to be late, come to school or class anyway. Failure to notify the instructor/Dane County office regarding your absence could result in lower grade(s) or termination from the program.

You should attend all classes. If you are in the related classroom outside the high school and you miss one class period you miss a week's worth of classes. For both situations, you will need to arrange to make up the classwork that you missed.

Night classes -Any more than 2-night class absences per semester will be grounds for termination from the program and will necessitate school, parent, student, and employer conference. During this conference a decision will be made as to if a student continues in the program.

School Attendance –Students can miss no more than 10 days of school during a school year. Exceptions may occur with medical documentation.

Coordination

The high school will provide a coordinating person for you. The School to Career Coordinator/Youth Apprenticeship Coordinator is the person you may relate any problems or successes to.

The employers, technical class instructors, high schools and the School to Career/Youth Apprenticeship Coordinator communicate with each other on a regular basis. They will also meet and communicate regularly with students and parents to ensure that all parents in this program are kept informed.

Your employer may ask you to successfully perform competencies many times to determine when you are able to perform without assistance. On a regular basis, we will ask that you evaluate the program. Your opinions are important to us and the future of the program. Feel free to contact the Dane County School to Career office at 316-1358 or visit our web site at www.dcsc.org if you have suggestions or questions between those evaluation times.

Grievance Procedure

Most concerns and problems can be resolved by talking to either your employer, your instructor or your school coordinator. Before completing the attached grievance procedure, you should make every effort to resolve your issues through the steps listed below. However, if you feel you have made every effort and the problem has not been resolved, you can take your issue to the Youth Apprenticeship Steering Committee. The committee is made up of three representatives—industry representative, school site representative and the Dane County Youth Apprenticeship Coordinator. This group will review your issue and make every attempt to resolve your concern within one month of receipt of this form. It may be necessary for you and/or your parents to be present at this meeting. The [grievance form](#) must be completed and mailed within 30 days after following step 2. Please ask the School to Career/Youth Apprenticeship Coordinator for a copy of this form.

	Step	Work Site	Related Classroom	H.S. Courses
If not resolved, proceed to Step 2	1	Speak to your work site mentor/coordinator & high school coordinator	Speak to your classroom instructor & high school coordinator	Speak to your high school classroom instructor
	2	Speak to your high school coordinator	Speak to your high school coordinator	Speak to your high school coordinator
If not resolved, proceed to Step 3	3	Fill out grievance form and send to Dane County School to Work Coordinator within 30 days after completing step 2	Fill out grievance form and send to the Dane County School To Work Coordinator within 30 days after completing step 2	Follow high school procedure
	4	Form reviewed by Business/Industry Advisory Steering Committee within 30 days	Form reviewed by Business/Industry Advisory Steering Committee within 30 days	
	5	Written response to form within 30 days.	Written response to form within 30 days	

If after completing steps 1-5 you are not satisfied with the decision that has been reached concerning your work based learning grievance, you may appeal to the Youth Apprenticeship Program, Department of Workforce Development, to the attention of Cathy Cray, P.O. Box 7972, Madison, WI 53707-7972.

Evaluation/Performance

You will need to achieve the same competencies in the classroom and on the worksite. You will be evaluated by both the instructor and your worksite mentor or trainer on how you achieve these competencies. These competencies have been determined by standards set by state business and industry leaders.

**Dane County Area School to Work Program
Work Based Evaluation**

Employer: _____ Student Trainee: _____
 Training Period: _____ Form Completed by: _____

Attendance/Punctuality <i>Number of days absent: _____</i>			
Always reports to work on time and misses work only in emergencies and with prior notification. <input type="checkbox"/>	Usually reports to work on time and seldom misses work. Notifies supervisor. <input type="checkbox"/>	Is often late, misses work or wants to leave early. Does not give prior notification. <input type="checkbox"/>	Has missed work or is often late without prior notification. <input type="checkbox"/>
Dependability			
Always gets tasks done as agreed upon or assigned. <input type="checkbox"/>	Usually gets tasks done as agreed upon or assigned. <input type="checkbox"/>	Rarely gets task done as agreed upon or assigned. <input type="checkbox"/>	Fails to complete task started or assigned. <input type="checkbox"/>
Appearance			
Dresses appropriately, well groomed, & good appearance. <input type="checkbox"/>	Dresses adequately, acceptable appearance. <input type="checkbox"/>	Dresses inappropriately at times, grooming needs attention. <input type="checkbox"/>	Clothing not appropriate for job, dress/grooming needs attention. <input type="checkbox"/>
Quality of Work			
Consistently does an excellent job, errors are rare. <input type="checkbox"/>	Does good work, seldom makes errors, little follow-up required. <input type="checkbox"/>	Generally follows instructions needs occasional follow-up. <input type="checkbox"/>	Careless, work is only passable, often makes mistakes. <input type="checkbox"/>
Quantity of Work			
Output is high, exceptionally fast. <input type="checkbox"/>	Fast, usually does more than is expected. <input type="checkbox"/>	Turns out the required amount, seldom more. <input type="checkbox"/>	Slow, output is frequently below required amount. <input type="checkbox"/>

Initiative			Ability to Work as a Team Player			
Goes beyond what is expected. Sees ways to improve. High degree of enthusiasm. <input type="checkbox"/>	Accomplishes what is expected with enthusiasm. Does not always need to be told what to do. <input type="checkbox"/>	Does only work, lacks constant supervision. <input type="checkbox"/>	Utilizes teamwork skills for the benefit of the company. <input type="checkbox"/>	Works well with others. <input type="checkbox"/>	Cooperates adequately with others. <input type="checkbox"/>	Has difficulty working with others. <input type="checkbox"/>
Attitude Toward Job and Company			Ability to Respond to Suggestions			
Exceptionally good team worker, positive company attitude. <input type="checkbox"/>	Ready to try new ideas, very cooperative. <input type="checkbox"/>	Usually cooperates but some reluctance to try suggestions. <input type="checkbox"/>	Makes, accepts suggestions well and utilizes it for improvement. <input type="checkbox"/>	Calm and collected under most circumstances. <input type="checkbox"/>	Poor attitude, does not respond to suggestions well. <input type="checkbox"/>	Has a bad attitude, does not respond to suggestions. <input type="checkbox"/>
Relations with the Public			Judgment			
Relations with the public outstanding, accepts feedback appropriately. <input type="checkbox"/>	Courteous and helpful to public/customers, complains rarely, receives compliments. <input type="checkbox"/>	Little interest in many good public/customers, few complaints. <input type="checkbox"/>	Handles all situations exceptionally well. <input type="checkbox"/>	Uses sound judgment when handling situations. <input type="checkbox"/>	Occasionally makes questionable decisions. <input type="checkbox"/>	Poor decision-making skills. <input type="checkbox"/>
			Loyalty			
			Strongly supports goals of employer. <input type="checkbox"/>	Goes along with employer decision. <input type="checkbox"/>	Occasionally fails to support employer policies and decisions. <input type="checkbox"/>	Does not support employer goals – a floater. <input type="checkbox"/>
			Self Confidence and Maturity			
			Always exhibits professional manners and displays confidence in performing tasks & dealing with people. <input type="checkbox"/>	Usually exhibits professional manners and displays confidence in performing tasks & dealing with people. <input type="checkbox"/>	Occasionally has difficulty performing tasks & dealing with people. <input type="checkbox"/>	Has considerable difficulty performing tasks & dealing with people. <input type="checkbox"/>
			Adaptability (Learning & Problem Solving)			
			Student learns new duties quickly and adjusts to changed conditions easily. <input type="checkbox"/>	Student learns new duties and adjusts to changes conditions if given reasonable time. <input type="checkbox"/>	Student has some difficulty learning new duties and adjusting to changed conditions when given reasonable time. <input type="checkbox"/>	Student has extreme difficulty learning new duties and adjusting to changes conditions. <input type="checkbox"/>
			Communication Skills			
			The student expresses ideas & concerns clearly and effectively. <input type="checkbox"/>	The student adequately expresses ideas & concerns. <input type="checkbox"/>	The student needs to make an effort to improve their expression of ideas & concerns. <input type="checkbox"/>	The student does not make any attempt to express ideas & concerns. <input type="checkbox"/>
			Trustworthiness			
			Can always be trusted, is reliable, honest, and truthful person. <input type="checkbox"/>	An honest & truthful person; usually reliable. <input type="checkbox"/>	An honest & truthful person but has difficulty being reliable. <input type="checkbox"/>	Honesty & trustworthiness is questionable. <input type="checkbox"/>

Please describe student's strengths and weakness: _____
 Student's goals for the next work period: _____

 Mentor Signature: _____ Trainee Signature: _____

OTHER PROGRAM INFORMATION

Grades

The grade you receive for the classroom will be based on both the classroom and lab work and will be determined by the instructor.

The evaluation you receive for the work based learning will be combination of the competencies achieved and work habits and will be determined by the mentor/trainer. The worksite will not issue a grade but will complete a performance evaluation. The School to Career/Youth Apprenticeship Coordinator will then translate this into a grade.

School Credit

You will receive credit for both the classroom instruction and the work based learning. Students who complete the two-year program will also receive advance standing from the Wisconsin Technical College System which can be applied to the specific program offered at the technical college. For example, a student who has completed the two-year Youth Apprenticeship program in Biotechnology will receive 11 advance standing credits at Madison Area Technical College, upon completion of challenge exams.

Class Grade Policy –Youth Apprenticeship Classes

A grade of C or better (unless otherwise identified by instructor) will be expected each semester in both the work based and class. A grade of D or lower will necessitate a school, parent, student, and employer class conference. For a student to receive a One-Year State Certificate, they must receive a grade of C or better in two related instruction classes. For two-year students they must receive a grade of C or better in four related instruction classes.

Academic Classes – Home High School

The Youth Apprenticeship student must pass all academic classes while participating in the Youth Apprenticeship Program. Any student who fails one or more classes will be required to exit the program.

Harassment

Harassment is unwelcome verbal or physical conduct, graphic materials, sexual or romantic advances, or other acts which interfere with a person's work or can reasonably be seen to create hostile, intimidating, or offensive environments. It can include:

- A. Physical harassment or other threat of harm against individuals or their property.
- B. Verbal abuse, whether it attacks an individual personality or on the grounds of age, race, sex, sexual orientation, ethnic background, religious beliefs, disability, or other EEO categories.
- C. Graffiti or graphics of the above nature.
- D. Unwelcome romantic or sexual advances.
- E. Implications that employment decisions will be based on accepting unwelcome sexual or romantic advances.
- F. Retaliation against any employee who has used this policy to raise concerns.

If you believe you are being harassed, by another employee, customer, or any other person in the scope of your employment, you should promptly take the following steps:

1. Politely, but firmly, tell whoever is doing the harassing to stop. State your feelings about the actions, and politely request the person to cease the harassment.
2. If the harassment continues or you have reason not to wish to confront the harasser, you should talk to your supervisor, manager, your High School – School to Career/Youth Apprenticeship Coordinator, or the Dane County School Consortium – School to Career Coordinator depending upon whom you feel most comfortable approaching.

Exiting the Program

You will need to meet expectations in the three main components of the Youth Apprenticeship Program:

- Work-based Learning (employer)
- High School Academics
- Related Technical Classes

If you are terminated or released from any of the three components, you will not be able to continue in the Youth Apprenticeship Program.

Full involvement and communication by you, your parents the company and the school can prevent a major problem. You and your parent should consider this program a long-term commitment and should request a change only if the following cannot be resolved:

- A serious health problem
- Inadequate academic progress
- Unsatisfactory apprenticeship performance

Exiting the program should occur at a semester break so that you can earn credit for a full semester, if possible. If it is necessary to consider exiting the program, the following steps should be followed:

- Parents will be notified by the School to Career/Youth Apprenticeship Coordinator
- If you have a problem, you should communicate this to your parents, mentor, a member of the school or instructor so that problem does not result in termination.

Transportation

Transportation to work and to the classes outside of the school district will be the responsibility of the student and/or parent.

Parent Conference

The mentor, your parents and you will meet on a quarterly basis to review your progress.