

Winter Lakes High School

2021 - 2022

****Remember: This does not have to be paid employment!**

Work Experience

Tuesday & Thursday 2:00 to 3:00

Winter Lakes School

COVID-19:

- Follow all Oregon Department of Education (ODE) protocols along with Coquille School District protocols.
- Mode(s) of Instruction: hybrid, with synchronous online as needed.
- If Limited in Person Instruction (LIPI) cannot be used due to ODE matrix then Google classroom and meets will be utilized.

Contact Information

Kent Rilatos 541-824-0115 email: krilatos@csd8.info

Susan Jagers 541-824-0115 email: sjagers@csd8.info

Google office hours Monday- 1:00 to 2:00 and Tuesday 1:30 to 2:00

As needed also upon request

Course Goal: To have our Winter Lakes students gain soft skills to gain and hold employment. Demonstrate and develop skills to establish and maintain employment in their chosen field.

Course Description and Course Goals

- Work Experience class will be the class offered by Winter Lakes to put work experience hours gained by our students into credits for graduation.
- Positions can be paid or unpaid positions for unpaid positions the Coquille School district may pick up the workers compensation for the student.
- This class will go hand in hand with the Transition class offered at Winter Lakes.
- Students will Develop transition skills and employable soft skills that will be used in after high school education, training or employment goals of students. With our classroom norms and expectations practiced.
- Workplace sites can be contacted by WLHS staff to see how students are doing at site and if there are any needs that can be addressed.
- Keeping a positive attitude with learning expectations for all classroom students and teachers will be observed and evaluated daily.

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- All skills learned will be transferable skills when possible to any post high school experience they choose to be engaged in.
- Developing a resume and filling out job application skills.

Texts, Materials, and Supplies

- Work experience form filled out by supervisor and yourself if under the table or unpaid position, last pay stub year to date if in a paid position.
- Chromebooks or desktop computers will be provided in the Transition classroom also.
- Field trips into the community to use our learned skills will happen as needed and allowed to per COVID restrictions.

Grading

- Student work experience hours will accumulate and once 50 hours are reached then a credit can be awarded once hours are verified with paycheck or job summary of duties and hours.
- Every 50 quarks earned there will be a credit completion form filled out for the student.
- Grades will be determined by the teacher and staff, then shown on their monthly progress note.

Grading Scale:

Will be a pass/fail once every 50 hours are turned in and verified.

- Continued work toward the student's Transition goal in accordance with best practices in lieu of state standards.

Assignments & Homework

- In class work will have the expectation that best effort will be done and benchmarks for employment soft skills met.
- If a student is unable to attend any day, an online meeting with the class will always be an option.

Attendance, Participation, and Classroom Climate

- Attendance is vital for the success of this class and program. Participation is an important part and expectation in the Transition classroom.
- Classroom Norms will be reviewed and acknowledged by all that enter our learning environment.
- Fill out the Work Experience form below for all your hours.
- You may also turn in a year to date pay stub for hours of credit also.

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Work Experience Monthly Report

Student: _____ Date: _____ to _____

Work site placement: _____

Supervisor: _____ Phone: _____

Supervisor signature: _____ Student signature: _____

Fill out the hours worked each day total them at the end of week. With details of the work performed and what skill was demonstrated on the lines below:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
							Hours

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
							Hours

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total

Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total

Please fill out & drop off at school or mail: Kent Rilatos 1501 West Central Coquille, OR 97423.
Scan and email to: krilatos@csd8.info