



P.A.E.S.

(Practical Assessment Exploration System)

“Employee”

Handbook

2023/2024

(For Students & Families)

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Welcome to the PAES Lab!

PAES stands for "*Practical Assessment Exploration System*". It is a simulated work assessment and hands-on curriculum lab where students learn by "doing" in a structured environment. In the lab, students explore 5 career field areas (Business/Marketing, Computer/Technology, Construction/Industrial, Processing/Production, and Consumer/Service) by completing tasks using real tools and equipment. Tasks start out at a basic level and build in difficulty and complexity as the student's skills increase. A real-world work environment is simulated so students become "Employees" and teachers become "Supervisors" when they walk through the door. "Employees" clock in on a computer, are given job tasks, expected to communicate professionally, learn/follow safety procedures, solve problems, stay on task, and much more in order to be good at their jobs. By going through the PAES lab students will have the opportunity to experience and practice job skills that will make them more prepared for the world of work as well as find direction for their desired career paths.

PAES is a formal "Exploratory Assessment", which means that students will be exploring different career fields but will also be assessed on their work quality, speed, professionalism/behavior, endurance, ability to solve problems, level of independence, ability to follow directions, communicate with others, and more. This information is collected to show areas of student strength, where they need improvement, to determine appropriate accommodations/assistive technology for the workplace, and their level of competitive employability skills as compared to their peers. Students attend 1 ½ hour sessions 5 days a week for one or more semesters and must complete a referral process in order to participate. Open to students of ALL ability levels.

Location and Contact Information:

The PAES Lab is shared with a cooperative of seven area school districts and is centrally located in St. Peter, MN at their Middle School building. The address is:

PAES Lab, (Room 124)

100 Lincoln Drive
St. Peter, MN 56082

Contact:

PAES Lab Classroom.....(507) 934 - 4210 Ext. #8240

Lead Classroom Teacher / Lab Supervisor: Rachel Baerbock (rbaerbock@mnved.org)

Referrals and Program Questions: Kelsey Jaycox-Hutchins (khutchins@mnved.org)

PAES Lab Hours / Daily Schedule:

****The PAES Lab is housed in St. Peter School District and follows their High School schedule.****

Time:	Semester #1	Semester #2
8:30 - 9:50 am Block #1	Green Group: (Lake Crystal)	Blue Group: (MVS)
10:00 - 11:15 am Block #2	Orange Group: (St. Peter, Cleveland, and Maple River)	
11:15 -11:30 am	PREP (15 mins.)	PREP (15 mins.)
11:30 - 12:00 pm	LUNCH	LUNCH
12:05 - 1:15 pm Block #3	Yellow Group: (SPHS and MRS)	
1:25 - 2:45 pm Block #4	Purple Group: (SPHS)	Turquoise Group: (SPHS)


Calendar:

The PAES Lab is housed in St. Peter School District and follows their High School calendar.

Calendar updates available online at: <https://www.stpetersschools.org/about/school-calendars>

2023-2024 Saint Peter Public Schools

		August 2023							September 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
16-17	New Teacher Workshop			1	2	3	4	5						1	2		
21-25	Teacher Workshop	6	7	8	9	10	11	12	3	4	5	6	7	8	9	4 Labor Day	
28	First Day of School 9-12	13	14	15	16	17	18	19	10	11	12	13	14	15	16	22 No School-Staff Development	
28-29	K-8 P/T Conferences	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
30	First Day of School K-8	27	28	29	30	31			24	25	26	27	28	29	30		
		October 2023							November 2023								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
18	Early Release	1	2	3	4	5	6	7				1	2	3	4	10 K-8 No School- P/T Conferences	
19-20	MEA Break	8	9	10	11	12	13	14	5	6	7	8	9	10	11	17 Early Release	
27	End of 1st Qtr/K-8: 40 days 9-12: 42days	15	16	17	18	19	20	21	12	13	14	15	16	17	18	23-24 Thanksgiving Break	
30	Teacher Workday-No School	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
		29	30	31					26	27	28	29	30				
		December 2023							January 2024								
		S	M	T	W	Th	F	7	S	M	T	W	Th	F	S	1-2 Winter Break	
							1	2		1	2	3	4	5	6	12 End of 2nd Qtr/K-8: 42 days 9-12: 43 days	
		3	4	5	6	7	8	9	7	8	9	10	11	12	13	15 MLK DAY	
		10	11	12	13	14	15	16	14	15	16	17	18	19	20	16 Teacher Workday-No School	
		17	18	19	20	21	22	23	21	22	23	24	25	26	27	26 Early Release Day	
		24	25	26	27	28	29	30	28	29	30	31					
		31															
		February 2024							March 2024								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	4 K-8 No School- P/T Conferences	
							1	2	3					1	2	21 End of 3rd Qtr/K-8: 44 days 9-12: 45 days	
		4	5	6	7	8	9	10	3	4	5	6	7	8	9	22 Teacher Workday- No School	
		11	12	13	14	15	16	17	10	11	12	13	14	15	16	28 Early Release Day	
		18	19	20	21	22	23	24	17	18	19	20	21	22	23	29 Good Friday	
		25	26	27	28	29			24	25	26	27	28	29	30		
									31								
		April 2024							May 2024								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	10 Early Release Day	
			1	2	3	4	5	6				1	2	3	4	27 Memorial Day	
		7	8	9	10	11	12	13	5	6	7	8	9	10	11	30 End of 4th Qtr/K-8: 44 days 9-12: 44 days	
		14	15	16	17	18	19	20	12	13	14	15	16	17	18	31 Teacher Workday/Graduation	
		21	22	23	24	25	26	27	19	20	21	22	23	24	25		
		28	29	30					26	27	28	29	30	31			
		June 2024															
		S	M	T	W	Th	F	S									
								1									
		2	3	4	5	6	7	8									
		9	10	11	12	13	14	15									
		16	17	18	19	20	21	22									
		23	24	25	26	27	28	29									
		30															



SOUTH: 934-2754
NORTH: 934-3260
MIDDLE SCHOOL: 934-4210
HIGH SCHOOL: 934-4212
DISTRICT OFFICE: 934-5703
SAINTS BUS SERVICE: 934-4690
www.stpetersschools.org

****On EARLY RELEASE days the PAES Lab will be closed to Students!****

Policy for Calendars that Differ from St. Peter Schools:

There will be differences in calendars from district to district. Please follow your district's calendar for days off. If there is a day that St. Peter High School is not in session, the PAES Lab will be closed. If your district has school on a day that the PAES lab is closed students will need to have a plan for that day in their home district. Note that the PAES lab will be closed to students on St. Peter Schools' "Early Release" days. If your district has early release or late starts students will NOT be attending the PAES lab on those days due to schedule conflicts. Students work at individual paces in the lab and the minimal schedule difference will not affect their progress or assessment.

Snow Days / School Cancellations:

If your school is unexpectedly closed due to weather or other reasons (even if St. Peter Schools are still open), students from your district will NOT attend the PAES lab that day (or time period). If St. Peter School District is closed, the PAES lab will also be closed. Please follow local news reporting for the most current school closings for both your school district and St. Peter Public Schools. Considering our geographic location, changing weather is to be expected and in the current pandemic state, school closures are common due to the fluctuation of positive cases in each area. Our students' health and safety are our top priority!

Policy for Absences / Calling In

A large part of the program is learning how to communicate, take responsibility, and be dependable in a work environment. If an "employee" is unable to attend work it is their responsibility to notify their employer. Students need to inform their school, transportation, and the PAES lab that they will be absent BEFORE their scheduled time in the lab. Please be especially considerate of notifying your transportation well before your scheduled pick-up time! IF absences and absence communication become a recurrent issue a team meeting will be called to discuss solutions and/or possible dismissal from the PAES Lab depending on the individual situation.

Know Who to Call Before You're Absent!:

PAES Lab / Classroom: (507) 934 - 4210 Ext. #8240

Your Bus / Transportation Provider's Phone Number: _____

Your School Attendance Line Phone Number: _____

Conduct Policy:

Conduct policies are put in place at businesses to inform employees of how they are expected to conduct themselves professionally within the company. Once a student enters the lab they are considered an “Employee” and the teachers in the room are “Supervisors”. In order to simulate and practice communication on the job, this is how teachers and students will be referred to/addressed while working in the lab.

Employees are expected to act in a professional manner at all times and the same goes for students in the lab. Behaviors such as verbal or physical confrontations, use of inappropriate language, sexual harassment, bullying, destruction of property, theft, neglecting safety regulations, etc. will not be tolerated. IF professional conduct becomes an issue, a team meeting will be called to discuss solutions and/or possible dismissal from the PAES Lab depending on the individual situation. If the conduct of a student endangers the safety of others they will not be able to attend the PAES lab until a meeting is held.

Dress Code:

Dress Code Policies are created to keep workers safe and to attain a desired level of professional presentation in regards to prospective customers. Personal Hygiene of workers is a matter that affects both the professional presentation of a business and the health/safety of others. Employees are expected to come to work with clean clothes, hair, and have recently bathed out of consideration for themselves and others. In order to safely complete tasks in the lab students must also wear appropriate clothing. Closed toed shoes are required to prevent injuries to feet. Long hair will need to be tied back while cooking, using tools, and sewing machines. Clothing needs to fit properly, cover the midriff/chest/backside, and be free of strings or frayed edges that could be caught in tools or equipment. Pants are recommended but not required. Clothing must be professional in appearance and be free of offensive images containing drugs, alcohol, profanity, prejudice, or nudity. Transparent clothing materials must have sufficient coverage underneath that meets the standards mentioned above.

Health / Safety Policies:

To protect the health and safety of others, all students are required to participate in safety training before using tools and equipment in the lab such as saws, sewing machines, and kitchen equipment. Safety rules and procedures must be followed at all times including the proper use of safety equipment such as safety goggles, shock protectors, etc. If a student is behaving in such a manner that is unsafe or refusing to wear safety gear while using tools or equipment they may not be allowed to use those tools or equipment in the future.

The health of all students and staff is a priority so anyone experiencing a fever of over 100.5 degrees and/or multiple COVID-19 symptoms are asked to notify the Lead Teacher as well as Rachel Fitch (SPPS School Nurse) and stay home until cleared to return. You can contact Rachel Fitch at (507) 934-4212 Ext. 5093 or RFitch@stpetersschools.org for more information about St. Peter Schools' policies regarding COVID-19. All students and staff are expected to follow masking and social distancing mandates of the St. Peter School District and/or government officials. IF infection numbers in your county/school require masking you are required to wear a mask in the PAES lab, even if Nicollet County (St. Peter) does not. Vice versa, if Nicollet County numbers are high and require masking ALL students and staff will be required to wear masks in the lab. At the moment it is not mandatory to be vaccinated but highly recommended. Be aware that even vaccinated individuals can still contract and spread different strains of the virus so changes to mandates could happen at any time. Please work together to follow distancing, hand washing, and masking mandates (as needed) to help prevent the spread of disease and be kind/patient with one another in the meantime.

Transportation / Getting to the Lab:

Students will be dropped off and picked up at Door "V" (fig. a) of the St. Peter Middle School off of Broadway Ave. It is recommended that students arrive 5-10 minutes before their scheduled time and are picked up promptly at their scheduled end time. When arriving students will either take the stairs or elevator to the east wing of the first floor (fig. b and fig. c). The PAES lab is at the end of the hallway in room #124.



St. Peter Middle School
2nd Floor



St. Peter Middle School
1st Floor

