

# SAMPLE

## Satellite Training Program Implementation Plan The Crossing - (Business Name)

1. **Program Vision:** Introduce, train, equip, and prepare Crossing students for the \_\_\_\_\_ industry at \_\_\_\_\_ (“Host”) in order for students to become contributing members of their community who are ready to secure non-poverty employment and continuing education or additional industry certifications upon graduation. Ideally, Host would select and employ qualified candidates from this program.
2. **Program Mission:** Empowering struggling students to become contributing members of their communities through Academics, Job Training and Faith-based Character Education.
3. **Rationale:** The Crossing’s model is to implement competency-based educational methods to ensure students are prepared for non-poverty employment upon graduation from high school. This program will allow students to hone their competencies in a live work environment.
4. **Purpose:** Establish structure and terms for a minimum of 10 students to participate in a work-based learning program with Host beginning August 2022.
5. **Contract Highlights:**
  - a. Crossing holds insurance and liability on unpaid students
  - b. Host would hold insurance and liability on any **paid** students
  - c. Suggested scholarship tuition support for Crossing students donated via the Scholarship Granting Organization program, which provides a 50% Indiana State Tax credit to the donor.
  - d. Crossing will allocate an employee, to complete regular site visits OR work onsite, w/ student learners, host supervisors and management personnel
  - e. Program will follow Crossing school hours
  - f. 2 sessions are available daily
    - i. 8:00 -11:00 and 12:00 - 3:00 (Transportation times may be a factor)
  - g. All students will be a minimum of 16 years old
  - h. Program falls under Department of Labor Student Learners Exemption
  - i. Student must be drug free to be paid by the company
6. **Scholarship Pledge:** Host pledges to support student scholarships by donating a one time donation of \$\_\_\_\_\_ for the school year OR donating \$\_\_\_\_\_ monthly / each semester (Circle one).

# SAMPLE

## 7. Program Metrics

- a. Students are “leveled up” via Crossing proprietary tracking system
- b. Host daily/weekly/monthly production, safety and quality metrics achieved
- c. Graduates placed (by Crossing) in non-poverty job/career path (Ideally Host)

## 8. List Previous Steps to Build Partnership:

---

---

---

---

## 9. Prior to Implementation - Follow Satellite Launch List:

- \_\_\_ Initial Company Meetings (Idea Phase)
- \_\_\_ Website Interest Form Completed
- \_\_\_ Contract (submitted to business partner)
- \_\_\_ Implementation Plan (completed with partner and submitted at time of contract)  
(co-develop and document job skills and level systems)
- \_\_\_ Develop an Implementation Calendar w/ Timelines and Deliverables
- \_\_\_ Co-recruit Students (schools and community)
- \_\_\_ Gather Community Resources  
(churches, grant partners, additional biz partners, etc.)
- \_\_\_ Student Tours of Facility and Program
- \_\_\_ Student “Interview” and “Selection” Process
- \_\_\_ Onboard Crossing Staff Member
- \_\_\_ Meet Implementation Calendar Deadlines
- \_\_\_ Launch Program

# SAMPLE

## 10. Staffing & Supervision:

- a. \_\_\_\_ Crossing staff will supervise student learners on a daily basis **OR**
- b. \_\_\_\_ Crossing staff will regularly do site visits to observe students in the work environment and support the training, coaching, and accountability model of Host management
  - i. Crossing will meet with Host managers \_\_\_\_\_ times per week

## 9. Main Contacts

- a. The Crossing shall coordinate performance of the Work, including any changes to the agreed upon Work Calendar or WBL Program, with:

Name:

Phone:

- b. Host shall coordinate performance of the Work, including any concerns regarding performance of the Work, with:

Name: \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

## 2. Student Participation:

- a. Initially, students will work in the \_\_\_\_\_ department
- b. Students will participate on \_\_\_\_\_ days of the week
- c. Students will begin shift (approx. 3 hours) at \_\_\_\_\_ and end their shift at \_\_\_\_\_
- d. Program will begin on \_\_\_\_\_ day of \_\_\_\_\_ month and follow the agreed upon calendar

3.

i.

## 4. Character Education and Curriculum

- a. Host will provide a small classroom space for Daily Huddles, weekly Work-Based Learning curriculum and character education programming. All participating students will be required to work with Crossing staff on curriculum and character education one day per week.

# SAMPLE

## 5. Safety & Training

- a. Students will participate in \_\_\_\_\_ trainings administered by Host prior to beginning work
  - i. Suggested Trainings include:
    1. Company onboarding
    2. Safety, including Forklift Etiquette and basic OSHA
    3. Injury Protocols
    4. Communication protocols
    5. Workflow training
- b. **STUDENT INJURY EMERGENCY PROCEDURES**
  - i. In the event of an injured student, the following procedures should be followed:
    1. Major Injury: If, in the opinion of a staff member, a student's condition appears to be serious or a life or death situation, 911 should be contacted immediately.
      - o Next, Call Crossing to report: Lisa Heeter (574-971-0361) or Ryan Hill (574-286-8191) or
    2. Minor Injury: If the injury is minor, log the incident and report the case to the Director of HR as well as Crossing site staff.
      - o ADDITIONALLY, Report the student injury to the Director of Operations at the Crossing, [Lheeter@crossingcec.com](mailto:Lheeter@crossingcec.com) before the close of business that day.
    3. All Injuries: A member of the Crossing administration will contact the parents of the injured student(s) and complete all follow-up with the family on behalf of both organizations.
    4. Organizations will work together to ensure proper insurance is filed utilizing Crossing's insurance policy ([lheeter@crossingcec.com](mailto:lheeter@crossingcec.com)).

## 6. Disciplinary Model (Redirect, Remove, Reintegrate) {If CPI onsite (Redirect, Report to CPI), Remove, Reintegrate}

- a. Redirect - Host management redirects student
  - i. Host will inform Crossing staff of redirections and Crossing staff will log in PowerSchool
- b. Report - (If Crossing staff member onsite at the time.)
- c. Removal - Host management removes student, at-will, for the day if student violates a rule or protocol deemed appropriate for removal
- d. Reintegrate - Host manager(s) and Crossing staff will meet with the student to discuss the student's ability to reintegrate into the program.
  - i. If reintegration is possible, student will return to program

# SAMPLE

1. Reduction of Level (includes incentives) or other Crossing internal disciplinary systems may be used by Crossing to motivate the student
  - ii. IF reintegration is not possible, student will be permanently removed from the program.
- e. Non-negotiables & Expulsion Protocol

## 7. Scope of Work and Preparation:

- a. Students will be able to do the following skills prior to being placed at the partners business by participating in the Crossing Work-Based Learning level system.
  - i. List skills needed here
  - ii.
- b. Students placed at the business partnership will perform the following work and learn the following skills
  - i. List work and skills
  - ii.

## 8. Production Goals, Job Skills, Student Evaluation, and Tracking

- a. Work-based Learning Tracking Completion
  - i. Student Performance Management and Tracking
    1. Host and Crossing collaborate on tracking documents for students to meet both Host and Crossing needs
    2. Host may use company evaluation systems to train students
- b. Production Requirements for students  
Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_
- c. Student Placed in Employment
  - i. Each student will develop a post grad plan with Crossing staff

Student Name	HR Visit	Plant Tour	Application	Interview	Orientation	30 Day Review	Toyota Material Handling Experience Pro Training #1	Toyota Material Handling Experience Pro Training #2	Toyota Material Handling Experience Pro Training #3	Toyota Material Handling Experience Field Training #1	Toyota Material Handling Experience Field Training #2	Toyota Material Handling Experience Field Training #3	Toyota Material Handling Experience Field Training #4	Toyota Material Handling Experience Field Deployment #1	Toyota Material Handling Experience Field Deployment #2	Toyota Material Handling Experience Field Deployment #3	Toyota Material Handling Experience Field Deployment #4	Overall Status	Level 1	Level 2	Level 3	
Student Sample	x	x	x	x	x	x	x	x	x	x								2		3	2	0
Aguilera Aziza																				0	0	0
Aguilera, Moises																				0	0	0
Anderson, Tahnaja																				0	0	0
Archuleta, Mireya																				0	0	0