

A PROGRAM FOR ALL STUDENTS

2018-2019 EDUCATOR REFERENCE GUIDE

The Challenge Program, Inc.'s mission is to build sustainable Business/Education partnerships while introducing students to careers in their communities. These partnerships contribute to workforce and economic development by motivating students to develop the solid work habits required to succeed in school and in their future careers.

The Challenge Program, Inc. inspires:

*Believing
Reaching
Achieving*

The Challenge Program, Inc. rewards:

*Effort
Change
Accomplishment*

CONNECTING BUSINESS AND EDUCATION

*The Challenge Program, Inc. promotes the academic advancement of all students **regardless** of previous academic performance, so they will see an opportunity to redirect themselves and compete for an award. We **challenge students in five categories** which reflect good habits for future success.*

Results:

- *Positive change in student behaviors, attitudes and grades.*
- *Propels students towards success in school and in their future careers.*

***Business Partners** raise student and educator awareness regarding career opportunities in their own communities and the education/training paths to employment.*

Results:

- *Increased career-readiness.*
- *Confidence in the local/regional job market.*
- *Assures the thriving continuation of communities.*

*The **five categories** are communicated to students as building blocks for common work standards which they should be able to perform:*

Results

- *Students become successful, contributing, productive members of their communities.*

- ★ **ATTENDANCE**
- ★ **STEM**
- ★ **COMMUNITY SERVICE**
- ★ **ACADEMIC IMPROVEMENT**
- ★ **ACADEMIC EXCELLENCE**

IT'S NOT ABOUT FIRST PLACE; IT'S THE EFFORT TO GET THERE.

Have you ever heard this from a student?
“The same kids always win, so why bother?”

We have heard this from both students and educators. TCP promotes the academic advancement of ***all students***, regardless of past academic performance, to provide them with an opportunity ***to redirect themselves and compete***. A TCP award is an earned award by a student who challenged themselves to exceed their own expectations.

As a result, we moved away from eligibility being ***only the top student*** in each category, to a **top percentage** who meet the individual award's criteria, giving more students the motivation to try. The implementation of a lottery system to choose the final winner conveys to students that ***anything is possible***.

Each award category has a set of criteria

- Finalists are selected from the top 10 % ***of students who meet the criteria – not just the top 10%***.
- Finalists are asked to take a TCP student survey (links will be provided by TCP)
- Students return a slip with their name and provided password to the school's TCP coordinator.
- These slips are placed in a drawing for the final selection of the student to receive the award.

TCP uses survey results to:

- Attract more Businesses to support more Schools.
- Attract Major Corporate Business Partners who reach more schools with support/workforce development.
- Attract Foundation and Individual donor support.
- Attract more Workforce Development activities.
- All leading to high school career readiness and graduates achieving gainful employment after graduation.

All 15 Awards MUST be DISTRIBUTED.

- 1 award per category/per grade
- No duplicates or splitting of awards is permitted.
- All TIES must be decided via a lottery drawing.
- It is possible for one student to win more than one award.

Who

- The Challenge Program, Inc. surveys educators and businesses participating in the current program twice a year.
- TCP also surveys students eligible for a TCP award.

What

Surveys collect data on the effectiveness of the student assemblies, the overall Program and the workforce connection.

Where

The Challenge Program, Inc. uses Survey Monkey to create and analyze surveys and their results.

Why

- Surveys provide information on the developing changes in educational processes, business needs and student trends, especially in the realm of communication.
- The knowledge helps us attract new business partners, foundation support and aid in the development of assembly kick-off themes.

How

- **Educators & Businesses:** Direct Survey Links are sent via email
- **Students:** Surveys are sent via emails to educators in an attached document, to be taken by students eligible to receive an award.
- This document includes instructions, slips to hand out to students and a link.
- The link leads to the Survey Monkey survey



Please do your best to make time for the SURVEYS.

Activity Title	The Program (aligns with 339/Career Standards-Readiness)	
	<ul style="list-style-type: none"> • Career Awareness and Preparation • Career Acquisition and Entrepreneurship 	<ul style="list-style-type: none"> • Career Retention and Advancement • Motivating Students
Duration	<ul style="list-style-type: none"> • September through June 	
Learning Goals Students will Learn	<ul style="list-style-type: none"> • Local career opportunities, preparation and paths to employment from the Business Partner. • 5 solid habits required for success reflected in Key Learning Areas. • Relationship between Education and Career 	
Key Learning Areas	<ul style="list-style-type: none"> • Attendance, STEM, Community Service, Academic Improvement, Academic Excellence 	
Materials You will Receive	<ul style="list-style-type: none"> • 1 Banner (70 x 24) announcing the supporting Business. • 1 poster for Student of the Year Competition to be displayed beginning January 2019. • Monthly Announcements from TCP to remind students of The Challenge Program. • Newsletters and various email announcements/updates from The Challenge Program. 	
Procedure & School Commitments	<ul style="list-style-type: none"> • Open links to online forms sent to you by TCP, fill out and submit to TCP. • Schedule fall Assembly for Program Implementation. • Hang the posters and the banners prominently in the school. • Promote TCP through in provided written/short video school announcements • Submit the winning names when/as requested (See Survey information Page 3) • Photos will be taken; Press releases will be distributed and shared with business /school. • Workforce Connection Activities (Please see next page) 	
Staff Needed	<ul style="list-style-type: none"> • 1 Primary Educator to facilitate the Program in-school and engage with the Business Partner. • 1 Alternate Educator as a back-up to the Primary Educator contact. • 1 Social Media/Website Contact 	
Grade Span	<ul style="list-style-type: none"> • 10, 11 and 12. Freshmen are welcome to view the presentation however are not eligible for awards. 	
Documentation You will Receive:	<ul style="list-style-type: none"> • Reference Guide (this document) and a full Assembly Preparation Guide (which will follow). • Links to other online forms for scheduling, school contact information, etc. • Links to online forms to submit Award Winners will be provided. • Links to Student and Educator Surveys. 	

Activity Title **Workforce Connection (339/Career Standards-Readiness)**

Description	The Challenge Program, Inc. will work to facilitate at least one special event for students to meet their business partner in a workforce setting for career development.
Learning Goals FOR STUDENTS: FOR EDUCATION:	<ul style="list-style-type: none">• Gain information regarding careers and job opportunities, attainment and retention.• How work environments differ from school, home and other social venues.• Existing local career opportunities to consider, preparation, paths to employment and promotion, salary potential.• Community Service/Volunteer opportunities.• Business Tours which can fulfill Act 48 Continuing Education Credits.• Advice on trending topics to prepare students for the workforce.
Materials These are suggested activities, however the school and business may engage in any activity they choose	<ul style="list-style-type: none">• Classroom Presentations• In-school Career Days• Tours of business facility• Volunteering• Internship/Job-Shadowing/Project-based Learning• Curriculum Advisement from Business
Procedure	<ul style="list-style-type: none">• Gain consensus between schools and businesses for their best choice of activity.• Facilitate a potential connection date, time and location• TCP Representative will Attend career events according to availability.
Staff Needed	<ul style="list-style-type: none">• Primary Educator for TCP to assist with coordination and sharing the above information.• Possible educator chaperons.
Duration	<ul style="list-style-type: none">• September through June
Grade Span	<ul style="list-style-type: none">• 10, 11, 12
Documentation	<ul style="list-style-type: none">• Photographs and Write-up in print, digital and social media• Any documentation the school requires for the career event to take place.

Awards Criteria – A Program for ALL Students

<p>ADVISEMENT FOR STUDENTS</p>	<ul style="list-style-type: none"> ➤ Choosing a winner via lottery <u>may mean and should be reiterated</u> during finalists selection process that the student at the very top of any category <u>may or may not</u> be the final winner.
<p>ADVISEMENT FOR EDUCATORS</p>	<ul style="list-style-type: none"> ➤ All 15 Awards (1 award per category/per grade) MUST be DISTRIBUTED. ➤ No duplicates or splitting of awards is permitted. ➤ All TIES must be decided via a lottery drawing. ➤ It is possible for one student to win more than one award.
<p>ATTENDANCE</p>	<ul style="list-style-type: none"> • Eligibility will begin with the Kick-Off Assembly <u>UNLESS</u> otherwise stated by the school. • FINALISTS are drawn from students with “0” absences. If no one has “0” Absences – draw from those with the least number of absences according to school policy. They will become Finalists.
<p>STEM (HIGH SCHOOLS) <i><u>NOTE: this award should not be limited to honors/advanced classes ONLY</u></i></p>	<ul style="list-style-type: none"> • <i>We strongly encourage any and all</i> classes related to science, technology, engineering/computers, math - including shop, introductory and intermediate academic levels – be included for this award so all students feel they can be eligible to compete and earn this award. • <u>FINALISTS</u> are the #1 ranked student from every included class.
<p>STEM (AVTS/CTC SCHOOLS)</p>	<ul style="list-style-type: none"> • Any Class which involves any form of STEM subject matter may be included at your discretion. • FINALISTS are the #1 ranked student from every included class. • Included classes are up to each school.
<p>COMMUNITY SERVICE</p>	<ul style="list-style-type: none"> • TCP provides COMMUNITY SERVICE forms for the convenience of tracking hours. • FINALISTS are among the students who submitted the top 10% of <u>hours</u> for the year. • An award <u>must be distributed</u> even if students do not hand-in forms. • <u>If no forms are handed in</u>, educators may use their discretion & school policy to determine the recipient.
<p>ACADEMIC IMPROVEMENT</p>	<ul style="list-style-type: none"> • Academic Improvement involves the <u>GREATEST INCREASE</u> in Year Ending to Year Ending G.P.A. regardless of beginning/ending grade level. • FINALISTS are drawn from among the top 10% of students with the greatest increase in G.P.A.
<p>ACADEMIC EXCELLENCE</p>	<ul style="list-style-type: none"> • HIGHEST OVERALL G.P.A. from the beginning to the end of the current school year. • FINALISTS are drawn from among the top 10% of students with the highest overall G.P.A.

Description	<ul style="list-style-type: none"> Awards will be presented to 5 Seniors, 5 Juniors, and 5 Sophomores.
Materials Students will receive from TCP	<ul style="list-style-type: none"> An Award Certificate w/the name of the Student, the Business, the Award Category and the School A Flyer requesting the student to send a thank you note to the Program Founder and the Business Partner. A check made out directly to the Student in the amount of \$200. The packet comes in a 9 x 12 white full window envelope
Common Procedure for Awards	<ul style="list-style-type: none"> Gather finalists and allow them to take the TCP Student Survey and select final recipient (see page 3) Submit Award Recipients vis TCP online form. Link will be provided No award recipients will be accepted via email or phone
Presentation of SENIOR Awards (Spring/2019)	<ul style="list-style-type: none"> When requested, send the date of the school's <u>scheduled</u> Senior Awards Program. We will attend evening and weekend programs at any location where the senior ceremonies are conducted. We will schedule a separate date/time to present the awards if the school requests. We will notify the business and the date/time/location. We request to be a part of the community awards distribution and close to the top of your program.
Presentation of UNDERCLASSMEN Awards (Fall/2019)	<ul style="list-style-type: none"> When requested, submit dates for the Fall 2019 Assembly kick-off. (more information will be forwarded) We will notify business of the date options and allow them to choose. Presentation of awards earned by this year's sophomores and juniors take place in the fall of 2019 when these students are juniors and seniors.
Staff Needed	<ul style="list-style-type: none"> The Educator for senior awards coordination, if different than the main TCP coordinator at the school.

Activity Title

Student of the Year

Description Open to students whether or not they have ever won an award	<ul style="list-style-type: none">• ALL STUDENTS in ALL PARTICIPATING High Schools, AVTS and CTC schools may enter their story about how TCP's Program and Challenge categories affected their outlook, behavior and attitude.• How/why our Program/Business partners helped them overcome obstacles to begin a positive path to a better future.• How the business partner and/or TCP may have inspired or assisted with future career plans.
Materials You will Receive	<ul style="list-style-type: none">• 1 poster included with the posters you receive in the fall should be displayed.• Detailed information entry hand-out for students including how to enter, guidelines, selection and responsibilities• Communication for in-school morning/afternoon announcements
Winning School	<ul style="list-style-type: none">• Press Release announcing Winner
Procedure	<ul style="list-style-type: none">• Email announcement that the contest is open.• Anonymous review of all entries by selected judges• Email announcement of names/schools of 3 finalists and 3 alternates and all honorable mentions.• Finalists will attend Crystal Owl Gala in Pittsburgh in order to be eligible to win• 2 Educators and 2 Business Reps from the Finalists schools and business partners will receive complementary tickets to Crystal Owl Gala as a show of support for the students.• Winner named at Crystal Owl Gala in Pittsburgh• Email and press release announcements of the name, school and business partner of Winner.
Staff Needed	<ul style="list-style-type: none">• Primary Educator for TCP to coordinate and share the above information
Duration	<ul style="list-style-type: none">• Competition begins at the kick-off assembly• Official entry opening /ending dates will be forwarded to the schools in early January
Grade Span	<ul style="list-style-type: none">• Grades 10, 11 and 12
Awards & Documentation	<ul style="list-style-type: none">• Each Finalist (there will be 3) will receive \$1,000 cash and an award certificate• Winner will also receive a crystal trophy• Photographs and Write-Up in print, digital and social media