**Student Expectations**

*Students in STEP will:*

- Adhere to the CCPS attendance policy
- Pay various fees associated with the program
- Engage in safety training
- Abide by all safety regulations
- Ride the school bus to and from CCST
- Dress in trade appropriate clothing
- Maintain appropriate self-discipline and exhibit maturity
- Demonstrate ability to perform various job related tasks

*Students participating in the Student Transition & Employability Program will not be eligible to sit for certification exams as is required of all other students at the School of Technology.*

**STEP @ Cecil County School of Technology**

912 Appleton Road
Elkton, MD 21921

Phone: 410.392.8885
Fax: 410.392.8884
www.ccps.org/step

Revised 4/13/18
Overview

The **Student Transition & Employability Program** at the Cecil County School of Technology will provide transition-aged youth with a range of disabilities throughout Cecil County Public Schools the opportunity to receive modified instruction based on competencies within the Maryland Career Development Framework.

**STEP** will allow students the opportunity to develop a range of employability skills in the following school based work environments: screen printing, embroidery, and engraving.

**Identified Competencies**

- Self Awareness
- Career Awareness
- Career Exploration
- Career Preparation
- Job Seeking and Advancement
- Career Satisfaction

**Requirements**

Students participating in the **Student Transition & Employability Program** must:

- Have completed State testing if receiving a Certificate of Completion (typically their Senior year).
- Be in their Junior year if earning a diploma and planning to exit before age 21.
- Be a student with an Individualized Education Program who is enrolled in a Cecil County Public High School
- Have community-based employment reflected in the Transition Plan of their IEP
- Be referred by his/her home school building coordinator & guidance counselor
- Have successfully completed the **STEP** application process

**Application Process**

1. At the student’s annual IEP meeting, during the 2nd year of high school, the team will consider the **STEP** program as part of transition planning.

2. If appropriate, the home school building coordinator will complete and submit the **STEP** referral packet to the **STEP** Coordinator.

3. **STEP** staff will review the referral packet with the home school building coordinator.

4. **STEP** Staff will observe student at the home school.

5. If approved for consideration, student and parent will attend a tour/interview at the Cecil County School of Technology.

6. The student’s home school, **STEP** staff, and the CCPS District Office will work collaboratively to determine if **STEP** is the best placement for the child.