

Program Purpose and Overview

Florida High School High Tech (HSHT) is designed to provide youth with disabilities between the ages of 14-22 the opportunity to explore science, technology, engineering, and math (STEM) related postsecondary education, training, and careers. HSHT links youth to a broad range of academic resources and career development experiences that will enable them to meet the demands of the 21st Century workforce.

The Goals of HSHT are to:

- 1) Improve participation in education, vocational, and employment-related activities for youth with disabilities;
- 2) Increase their enrollment in postsecondary education & training, and
- 3) Increase their high school graduation rate.

The HSHT program is based on the nationally recognized *Guideposts for Success* developed by the National Collaborative on Workforce and Disability for Youth and adapted by The Able Trust. The Guideposts provide an organizational framework that focuses on high expectations and successful outcomes for youth with disabilities.

General Program Description:

- Motivating students with all types of disabilities, ages 14-22 to graduate from high school and pursue their interests and potential in STEM-related careers.
- Encouraging students interested in STEM-related careers to aim for post-secondary education, degrees, and/or certificates in their chosen field.
- Providing students with appropriate postsecondary (college, vocational, and career planning) information and guidance based on current labor market information.
- Enhancing life skills and opportunities for socialization and leadership development.
- Collaborating with business and industry to ensure students are acquiring competitive skills that are aligned with industry standards.

Examples of Specific Learning Experiences:

- **College and University Tours** – either campus visits or recruiter-led classroom presentations discussing the post-secondary education experience and resources of the educational facility.
- **Corporate Site Visits** - laboratories, manufacturing plants, and other STEM sites.
- **Job Shadowing** – students observing professionals at work.
- **Workshops** – guest speakers from professional/technical associations and centers providing career information and life experience.
- **Disability Awareness Workshops** – providing information about the Individual with Disability Education Act (IDEA), the Americans with Disabilities Act (ADA) etc.
- **Internships** – placing students in 2-6-week internship work experiences.

Program Structure

The Guideposts for Success

The Guideposts for Success were developed by the National Collaborative on Workforce and Disability for Youth and adapted by The Able Trust as the program structure for Florida HSHT. *The Guideposts* are not a curriculum but are a framework for what is needed for comprehensive transition service delivery.

The Guideposts for Success:

1. School-Based Preparatory Experiences
2. Career Preparation and Work-Based Learning Experiences
3. Youth Development and Leadership
4. Connecting Activities
5. Family Involvement and Supports
6. Communication Skills

The Guideposts must be incorporated into each HSHT program funded by The Able Trust. Although programming for each site varies depending upon the resources available in each particular community, the general foundation for programming must be based on *The Guideposts* and reflect a variety of activities that include experiences from all six areas.

A complete description of *The Guideposts* and examples of corresponding program activities are contained in the Resource section of [The Able Trust HSHT website](#).

Guideposts for Success: Documentation and Reporting Requirements

- 1) Sites must provide an outline of proposed activities for the program year at the time of contract signature. Proposed activities must include two or more activities for each of The Guideposts and expected results.
- 2) Sites must document quarterly activities and projected plans as they relate to *The Guideposts* in the HSHT Quarterly Program Report due on October 10, January 10, April 10, and July 10 of each year.

Program Expectations

Student Recruitment and Enrollment

Each site must recruit and provide orientation for a minimum of fifteen (15) students to participate in the HSHT program on an annual basis. This enrollment goal must be reached by October 31st to ensure adequate opportunity for students to gain from the HSHT experience.

Enrollment: Documentation and Reporting Requirements

- 1) A complete Florida HSHT enrollment form for every student and alumni enrolled into the program must be submitted electronically to The Able Trust via the online HSHT Enrollment webpage: <https://www.abletrust.org/high-school-high-tech-student-enrollment/>. A student is not considered enrolled until a complete enrollment form is received and approved by The Able Trust. Instructions for completing online enrollment can be found on the [HSHT website](#).
- 2) A media release used for educational or promotional purposes of The Able Trust programs signed by the parent/guardian of each student must be maintained on file at the HSHT organization. Forms are annually updated and contained on the [HSHT website](#).
- 3) Each HSHT student shall be provided with an enrollment package which contains at a minimum the following materials:
 - a. The DOE/DVR, *A Guide for School to Work Transition Service* information brochure (available on [The Able Trust HSHT website](#));
 - b. An overview of *The Able Trust/DVR Florida High School High Tech Program Student and Family Information Sheet* (available on [The Able Trust HSHT website](#); and
 - c. Contact information for the DOE/DVR unit office in the student's respective area (rehabworks.org/office_directory.shtml).

Annual Student Recognition Event

Each site will hold an annual student recognition event. This event may be a Kick-Off Event, End of Year Celebration, Summer Internship Recognition, or a combination event (i.e. Disability Employment Awareness Month events).

Student Recognition: Documentation and Reporting Requirements

- 1) Written notification of the event will be provided to The Able Trust at least 30 days prior to the event.
- 2) A summary of the event will be reported in the Quarterly Program Report in which the event occurs.

Career Experiences, Goals, and Minimum Standards

Career experiences are an important aspect of the HSHT Program. Providing HSHT students with the opportunity to gain work-based experience and exposure while still in high school provides a number of tangible benefits: gaining insight into various careers, professions, and educational pathways; gaining an understanding of different work environments; expanding professional networks and contacts; and providing an opportunity to reflect on personal career interests and skills.

It is the intent of the HSHT program that every enrolled student has the opportunity to participate in one or more meaningful career experiences during their HSHT tenure. It is expected that annually, local HSHT sites provide 50% of enrolled students opportunities that meet the *HSHT Career Experience Guidelines*.

Internship Eligibility: Documentation and Reporting Requirements

- 1) All students participating in a career experience must complete:
 - a. HSHT Career Experience Interview form (Career Experience Policy, Attachment 1);
 - b. HSHT Career Experience Reflection form (Career Experience Policy, Attachment 2);
 - and
 - c. Thank You Note (Career Experience Policy, Attachment 3).Copies of these documents should be kept on file at the HSHT host organization for review during the annual HSHT Site Visit.
- 2) Sites will complete the HSHT Career Experience Report (Attachment 4) and submit to The Able Trust with each quarterly report (October 10th, January 10th, April 10th, and July 10th). Photos depicting each student and Career Experience should be included with the report.

Business Advisory Councils

Each site will convene an active Business Advisory Council (BAC) that includes a minimum of 50% membership from the private business community (i.e. representation from businesses which are NOT government or non-profit entities). The BAC will meet two times yearly, at a minimum.

The purpose of a BAC includes, but is not limited to the following:

- 1) Provide support and champion the program in the community;
- 2) Make connections and open doors in the business community;
- 3) Be a potential source of funding;
- 4) Help secure career experiences for the students; and
- 5) Provide valuable insight into the needs of the business community.

BAC: Documentation and Reporting Requirements

- 1) Each site must report BAC membership, annual goals of the BAC, and projected meeting dates at the time of contract signature.
- 2) The meetings, memberships, activities, and outcomes must be described in the Quarterly Program Report.

Student Contact

Sites must provide the opportunity for each active, enrolled student to participate in HSHT activities (i.e. workshops, group activities, site visits) or other events an **average** of two times per month for the contract year.

Student Contact: Documentation and Reporting Requirements

- 1) A record of student attendance at group events (i.e. workshops, site visits, trips, and tours) should be documented through attendance sheets/rosters and maintained on file at the HSHT organization.

Student Graduation Rate

Sites are expected to achieve an 80% graduation rate for all active, enrolled seniors.

Student Graduation: Documentation and Reporting Requirements

- 1) The total number of graduates will be reported in the final Quarterly Online Report.
- 2) The Able Trust will use this information along with enrollment data to calculate annual graduation rates.

Florida HSHT Annual Conference

A representative from each HSHT site must participate in the Florida HSHT Annual Conference, the date and location for which are announced at the release of the annual contract. During the training, programmatic/financial reporting requirements and basic standards for program activities will be reviewed. In addition, Program Coordinators will learn about innovative statewide and national transition resources, The Able Trust youth programs and will share best practices, achievements and lessons learned. It is the responsibility of the Organization to designate travel funds for the Annual Training in the local budget.

Senior Exit Interviews

Sites will provide assistance, as requested by The Able Trust, with exit interviews of HSHT graduating seniors.

Use of Logos

Use of logos (The Able Trust, Vocational Rehabilitation, and Florida HSHT) on promotional and educational materials will be consistent with guidelines provided by The Able Trust and located on [The Able Trust HSHT website](#).

Budget

Each HSHT Organization must submit a budget for program expenses that totals the annual grant award amount. Florida DVR funds must be expended by June 30th of each year. All funds from The Able Trust portion must be expended by July 31st.

Each budget must include line items for the HSHT Program site with a minimum of three columns:

- 1) Column one itemizing the portion from Vocational Rehabilitation;
- 2) Column two itemizing funding from The Able Trust; and
- 3) Column three itemizing the amount the organization is providing to support the project.
- 4) Additional columns may be added to itemize other funds from private, community, state, and federal sources.

Travel, food, lodging and fundraising costs are NOT allowable expenses associated with the DVR portion of funds. Allowable expenses for DVR funds may include, but are not limited to: salary, benefits, school district background checks, and internship stipends.

Trips and Tours Expenditures

Trips and tours are allowable expenditures for HSHT funds and encouraged by The Able Trust. To ensure funds are used in alignment with the intended goals and outcomes of the HSHT program, the following guidelines should be followed:

- All trips and tours should relate to the Guideposts for Success, HSHT program goals, and/or HSHT program deliverables (HSHT Memorandum of Agreement).
- End-of-the-year trips and other similar celebrations may include entertainment and social aspects but must have a primary focus as described above.
- Documentation (HSHT Quarterly Reports) for trips and tours should describe the correlation to the Guideposts for Success, program goals, and deliverables; and include a description of pre- and post-activities for HSHT students.

The Able Trust will continue the practice of approving expenditures with the submission of quarterly finance reports and will use these guidelines when reviewing expenditures for HSHT trips and tours.

Budget: Documentation and Reporting Requirements

- 1) Each site must report its annual budget at the time of contract signature.
- 2) Quarterly Fiscal Reports are due to The Able Trust no later than October 10, January 10, April 10, and July 10 of each year.

Documentation & Reporting Checklist

Documentation Due to The Able Trust		
	Documentation Requirement	Due Date
	Outline of proposed activities for the program year including two or more activities for each of <i>The Guideposts for Success</i> and expected results.	At Contract Signature
	Report of BAC membership, annual goals of the BAC, and projected meeting dates	At Contract Signature
	Annual Budget	At Contract Signature
	Quarterly Fiscal Reports	October 10 January 10 April 10 July 10

	Quarterly Program Reports Including: <ul style="list-style-type: none"> • Student Enrollment Numbers • VR Referral and Eligibility Numbers • Checklist and summary of program activities as they relate to <i>The Guideposts for Success</i> • Projected plans/activities as they relate to <i>The Guideposts for Success</i> • Outstanding Program/Student Successes including a summary of Student Recognition Events (in the quarter which they occur) • Description of BAC meetings, memberships, activities, and outcomes • Student Career Experiences • Program Sustainability Efforts • Graduation and Post-Secondary Outcome Data (Fourth Quarter) 	October 10 January 10 April 10 July 10
	A complete Florida HSHT enrollment form for every student and alumni enrolled submitted via online portal	Minimum enrollment (15 students) by October 31
	Written notification of Student Recognition Events	30 days prior to event
Documentation Maintained on File at HSHT Organization		
	A signed Able Trust Media Release Form for each enrolled student	Upon enrollment
	Record of student attendance (i.e. attendance sheets, rosters) at all group events including workshops, group meetings, site visits, trips, and tours	Ongoing
	Record of individual student contact (i.e. meeting notes, phone logs, emails, letters)	Ongoing