

TAP Student Employee

Handbook

2025-2026



Transitional Addult Program

30 North Central Park Plaza

Jacksonville, IL 62650

217-243-0065 x 1501

TAP Teachers

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Goal

- At TAP our goal is to maintain and improve independence through real life learning and experiences. We focus on functional life and vocational skills so that student employees can become as independent as possible. Our ultimate goal is for student employees to gain the skills needed to obtain meaningful employment. We also hope to instill a better understanding of what type of environment would be appropriate for them to live, when they are ready to move on from their current living situation.

Attendance

- Daily attendance is expected and crucial at TAP. TAP follows all district and state attendance requirements. Chronic absenteeism can result in removal from the program. If a student employee is not going to be at TAP they or their guardian need to call or email before 8am. Absences must be reported by:

calling the TAP phone at 217-243-0065 x 1501

or

emailing TAP staff at tap@jsd117.org

Dress Code/ Hygiene

- Good hygiene and appropriate dress are areas of focus at TAP. Student employees should shower, brush teeth, groom hair, and put on clean clothes daily. We have a shower at TAP, if a student employee comes to TAP with unacceptable hygiene they may be required to shower. Each day student employees should come dressed to interact with the public. Pajamas, tight fitting clothing, inappropriate logos, and sagging pants are not permitted. Leggings must be worn with a shirt that is fingertip length and dresses must be to the knee or longer. Comfortable shoes are required due to our active programming. If a student employee is dressed in clothing deemed inappropriate by TAP staff, staff will talk with the student employee and parent/guardian if needed. It is noted that as students gain community employment experiences they may be required to wear specific attire for the placement. Community job placement dress requirements will be communicated as needed. Multiple infractions against the dress code could result in disciplinary measures.

Behavior

- Student employees at TAP must demonstrate appropriate workplace behavior. Lying, cheating, stealing, and bullying will not be tolerated. Inappropriate behaviors will be handled on a case by case basis with involvement of appropriate administration. Consequences will be assigned according to the severity of the offense. Multiple offenses or a severe offense could result in removal from TAP with possible placement at JHS, if the student employee would like to continue their education.

Grading

- At TAP we utilize pass/fail grading. Grades are posted at the end of every quarter. Student employees earn a passing grade by maintaining consistent attendance and trying their best. If a student employee is exhibiting behaviors that would warrant a failing grade, it will be communicated to both the student employee and the parent/guardian with sufficient time to improve the grade. Two failing quarters will result in removal from the program with possible placement at JHS, if the student employee would like to continue their education.

Community Outings

- At TAP we take frequent outings in order to get real life experiences in our community. We are also fortunate to be located on The Square in downtown Jacksonville which lends itself to multiple opportunities to walk to different businesses when the want/need arises. Due to the nature of our program sometimes these outings are spur of the moment. At the back of this handbook are multiple release forms. One of these is a community outing release. This form is good for one year and allows the student employee to attend all community outings throughout that year. Some community outings may require money to be provided by the student employee/ family. If assistance is needed in order to fund these occasions please contact TAP staff.

Cell Phones

- Student employee cell phone use will be limited to their 30 minute lunch break and on community outings for safety reasons. Cell phones will be checked in upon arrival in the morning and kept in a safe location for the duration of the day with the exception of their 30 minute lunch period. Student employees are responsible for remembering to retrieve their phones at the end of the work day. Feel free to contact TAP staff in the event that a message needs to be passed on to a student employee during the work day.

Media

- The success of our business greatly depends on media releases and social media advertisement. We love to feature our student employees and allow them to be the face of our business. A media release is included at the end of this handbook in order for us to be able to use student employee photographs and first names in advertisements and media publications.

Lunch

- Student employees are provided a school lunch daily at the established rates set by the school district (free/reduced paperwork available upon request). Student employees are allowed to bring their lunch, but it needs to be either cold or require less than 5 minutes microwave time.

Extra Hours

- We try on occasion to have our business, The Crimson Corner, open for after school hours. These special hours often coincide with events that are happening on The Square. This provides customers who normally would not be able to visit during regular business hours the opportunity to support us. Although these hours are not required, they are strongly encouraged. Extra hours will be announced as far in advance as possible. Transportation will not be provided for hours outside of the regular school day. TAP afterhours opportunities will be limited to 2-5 students. Workers will be chosen based on behavior, attendance, permission form turn in, and overall daily performance.

Student Employee and Parent/Guardian Handbook Acknowledgement

By signing below I acknowledge that I have received and reviewed the TAP student employee handbook. I understand and will uphold the handbook's contents. If I have any questions or concerns those can be directed to TAP staff.

Student Employee Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Community Outing Release

By signing below I grant permission for myself/my child to attend community outings as part of the programming at TAP. This includes both bus and walking trips.

Student Employee Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Media Release

By signing below I give permission for my/my child's picture and first name to be used on social media and local media outlets for advertising and publication purposes.

Student Employee Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

How to report an absence to TAP

Option # 1

Send an email to:

tap@jsd117.org

Include your name, the date, and the reason for your absence

Option #2

Call:

217-243-0065 x1501

Leave a message stating your name, the date, and the reason for your absence

Reminders:

- ❖ You must call or email before 8am the day of the absence in order for it to be excused
- ❖ TAP students can call themselves in. This is GREAT practice for work.
- ❖ Texting or calling Bailey or Meredith is helpful, but you will also need to do option #1 or option #2



**** Remove this page and keep it handy to refer to when reporting an absence*