



P.A.E.S.

(Practical Assessment Exploration System)

“Employee”

Handbook

2026/2027

(For Students & Families)

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Welcome to the PAES Lab!

PAES stands for “*Practical Assessment Exploration System*”. It is a simulated work assessment and hands-on curriculum lab where students learn by “doing” in a structured environment. In the lab, students explore 5 career field areas (Business/Marketing, Computer/Technology, Construction/Industrial, Processing/Production, and Consumer/Service) by completing tasks using real tools and equipment. Tasks start out at a basic level and build in difficulty and complexity as the student's skills increase. A real-world work environment is simulated so students become "Employees" and teachers become "Supervisors" when they walk through the door. “Employees” clock in on a computer, are given job tasks, expected to communicate professionally, learn/follow safety procedures, solve problems, stay on task, and much more in order to be good at their jobs. By going through the PAES lab students will have the opportunity to experience and practice job skills that will make them more prepared for the world of work as well as find direction for their desired career paths.

PAES is a formal “Exploratory Assessment”, which means that students will be exploring different career fields but will also be assessed on their work quality, speed, professionalism/behavior, endurance, ability to solve problems, level of independence, ability to follow directions, communicate with others, and more. This information is collected to show areas of student strength, where they need improvement, to determine appropriate accommodations/assistive technology for the workplace, and their level of competitive employability skills as compared to their peers. Students attend 1 ½ hour sessions 5 days a week for one or more semesters and must complete a referral process in order to participate. Open to students of ALL ability levels.

Location and Contact Information:

The PAES Lab is shared with a cooperative of seven area school districts and is centrally located in St. Peter, MN at their Middle School building. The address is:

PAES Lab, (Room 124)
 100 Lincoln Drive
 St. Peter, MN 56082

Contact:

PAES Lab Classroom.....(507) 934 - 4210 Ext. #8240

Lead Classroom Teacher / Lab Supervisor: Shawn Simonson (ssimonson@mnved.org)

Referrals and Program Questions: Kelsey Jaycox-Hutchins (khutchins@mnved.org)

PAES Lab Hours / Daily Schedule:

****The PAES Lab is housed in St. Peter School District and follows their High School schedule.****

Time:	Semester #1	Semester #2
8:30 - 9:50 am Block #1	Green Group:	Blue Group:
10:00 - 11:15 am Block #2	Orange Group:	
11:15 -11:30 am	PREP (15 mins.)	PREP (15 mins.)
11:30 - 12:00 pm	LUNCH	LUNCH
12:05 - 1:15 pm Block #3	Yellow Group:	
1:15 - 1:40 pm	PREP (40 mins.)	
1:40 - 3:00 pm Block #4	Purple Group:	Turquoise Group:

Calendar:

Calendar updates available online at:

<https://www.saintpeterschools.org/documents/district-calendars/562297>

2026-2027 Saint Peter Public Schools

August 2026		September 2026															
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
26-27	New Teacher Workshop									1				1-3	Teacher Workshop		
31	Teacher Workshop								6	7	8	9	10	11	12	2	9-12, Rock Bend & OLA P/T Conferences - PM
	2	3	4	5	6	7	8								7	Labor Day	
	9	10	11	12	13	14	15	13	14	15	16	17	18	19	8	First Day of School SPS & OLA	
	16	17	18	19	20	21	22	20	21	22	23	24	25	26	10	First Day of School K-8 & Rock Bend	
	23	24	25	26	27	28	29	27	28	29	30						
	30	31															

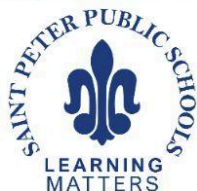
October 2026		November 2026																
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
2	No School-Staff Development													9	End of 1st Qtr/K-8: 40 days & 9-12: 42 days			
12	9-12, Rock Bend & OLA P/T Conferences - PM								1	2	3	4	5	6	7	10	Teacher Workday-No School	
15-16	MEA Break								4	5	6	7	8	9	10	12	K-8 P/T Conferences - PM	
30	Early Release								11	12	13	14	15	16	17	13	K-8 No School - P/T Conferences	
	11	12	13	14	15	16	17			8	9	10	11	12	13	14	17	K-8 P/T Conferences - PM
	18	19	20	21	22	23	24			15	16	17	18	19	20	21	25	Early Release
	18	19	20	21	22	23	24			22	23	24	25	26	27	28	26-27	Thanksgiving Break
	25	26	27	28	29	30	31			29	30							

December 2026		January 2027																
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
9	9-12, Rock Bend & OLA P/T Conferences - PM													1	Winter Break			
24-31	Winter Break								1	2	3	4	5	15	Early Release Day			
	6	7	8	9	10	11	12			3	4	5	6	7	8	9	18	MILK DAY
	13	14	15	16	17	18	19			10	11	12	13	14	15	16	22	End of 2nd Qtr/K-8: 42 days & 9-12: 43 days
	20	21	22	23	24	25	26			17	18	19	20	21	22	23	25	Teacher Workday-No School
	27	28	29	30	31					24	25	26	27	28	29	30		
										31								

February 2027		March 2027																
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
12	No School-Staff Development													2	K-8 P/T Conferences - PM			
25	K-8 P/T Conferences - PM								1	2	3	4	5	6	8	9-12, Rock Bend & OLA P/T Conferences - PM		
26	K-8 No School - P/T Conferences								7	8	9	10	11	12	13	10	No School	
	7	8	9	10	11	12	13			14	15	16	17	18	19	20	25	Early Release Day
	14	15	16	17	18	19	20			21	22	23	24	25	26	27	26	No School
	21	22	23	24	25	26	27			28	29	30	31					
	28																	

April 2027		May 2027																
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
1	End of 3rd Qtr/K-8: 44 days & 9-12: 45 days													14	Early Release Day			
2	Teacher Workday-No School													31	Memorial Day			
16	Early Release																	
	4	5	6	7	8	9	10											
	11	12	13	14	15	16	17											
	18	19	20	21	22	23	24											
	25	26	27	28	29	30												

June 2027							
S	M	T	W	Th	F	S	
3	End of 4th Qtr/K-8: 43 days & 9-12: 43 days						
4	Teacher Workday/Graduation						
	1	2	3	4	5		
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			



SOUTH: 934-2754
 NORTH: 934-3260
 MIDDLE SCHOOL: 934-4210
 HIGH SCHOOL: 934-4212
 DISTRICT OFFICE: 934-5703
 SAINTS BUS SERVICE: 934-4690
www.stpeterschools.org

FINAL - updated 4.15.26

THE SCHOOL BOARD RESERVES THE RIGHT TO CHANGE OR MODIFY THE CALENDAR.

****On EARLY RELEASE days the PAES Lab will be closed to Students!****

Policy for Calendars that Differ from St. Peter Schools:

There will be differences in calendars from district to district. Please follow your district's calendar for days off. If there is a day that St. Peter High School is not in session, the PAES Lab will be closed. If your district has school on a day that the PAES lab is closed students will need to have a plan for that day in their home district. Note that the PAES lab will be closed to students on St. Peter Schools' "Early Release" days. If your district has early release or late starts students will NOT be attending the PAES lab on those days due to schedule conflicts. Students work at individual paces in the lab and the minimal schedule difference will not affect their progress or assessment.

Snow Days / School Cancellations:

If your school is unexpectedly closed due to weather or other reasons (even if St. Peter Schools are still open), students from your district will NOT attend the PAES lab that day (or time period). If St. Peter School District is closed, the PAES lab will also be closed. Please follow local news reporting for the most current school closings for both your school district and St. Peter Public Schools. Considering our geographic location, changing weather is to be expected.

Policy for Absences / Calling In

A large part of the program is learning how to communicate, take responsibility, and be dependable in a work environment. If an "employee" is unable to attend work it is their responsibility to notify their employer. Students need to inform their school and the PAES lab that they will be absent BEFORE their scheduled time in the lab. Also, please be especially considerate of notifying your transportation well before your scheduled pick-up time if the student is being transported directly from or to home! IF absences and absence communication become a recurrent issue a team meeting will be called to discuss solutions and/or possible dismissal from the PAES Lab depending on the individual situation.

Know Who to Call Before You're Absent!:

PAES Lab / Classroom: (507) 934 - 4210 Ext. #8240

Your Bus / Transportation Provider's Phone Number: _____

Your School Attendance Line Phone Number: _____

Conduct Policy:

Conduct policies are put in place at businesses to inform employees of how they are expected to conduct themselves professionally within the company. Once a student enters the lab they are considered an “Employee” and the teachers in the room are “Supervisors”. In order to simulate and practice communication on the job, this is how teachers and students will be referred to/addressed while working in the lab.

Employees are expected to act in a professional manner at all times and the same goes for students in the lab. Behaviors such as verbal or physical confrontations, use of inappropriate language, sexual harassment, bullying, destruction of property, theft, neglecting safety regulations, etc. will not be tolerated. IF professional conduct becomes an issue, a team meeting will be called to discuss solutions and/or possible dismissal from the PAES Lab depending on the individual situation. If the conduct of a student endangers the safety of others they will not be able to attend the PAES lab until a meeting is held.

Dress Code:

Dress Code Policies are created to keep workers safe and to attain a desired level of professional presentation in regards to prospective customers. Personal Hygiene of workers is a matter that affects both the professional presentation of a business and the health/safety of others. Employees are expected to come to work with clean clothes, hair, and have recently bathed out of consideration for themselves and others. In order to safely complete tasks in the lab students must also wear appropriate clothing. Closed toed shoes are required to prevent injuries to feet. Long hair will need to be tied back while cooking, using tools, and sewing machines. Clothing needs to fit properly, cover the midriff/chest/backside, and be free of strings or frayed edges that could be caught in tools or equipment. Pants are recommended but not required. Clothing must be professional in appearance and be free of offensive images containing drugs, alcohol, profanity, prejudice, or nudity. Transparent clothing materials must have sufficient coverage underneath that meets the standards mentioned above.

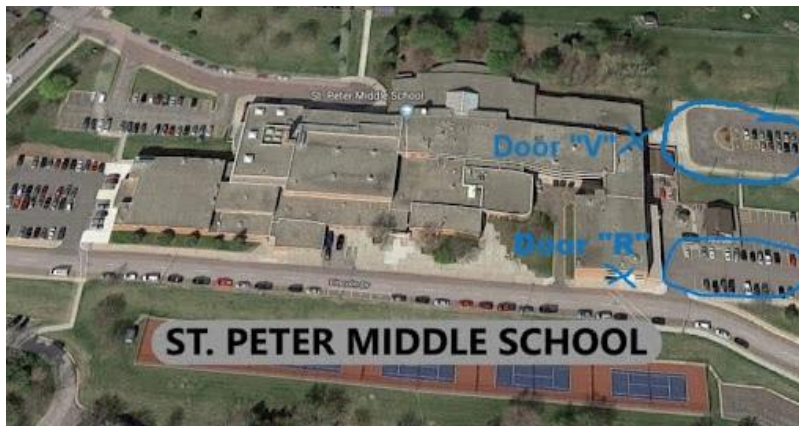
Health / Safety Policies:

To protect the health and safety of others, all students are required to participate in safety training before using tools and equipment in the lab such as saws, sewing machines, and kitchen equipment. Safety rules and procedures must be followed at all times including the proper use of safety equipment such as safety goggles, shock protectors, etc. If a student is behaving in such a manner that is unsafe or refusing to wear safety gear while using tools or equipment they may not be allowed to use those

tools or equipment in the future. If a student is sick they must stay home until symptoms are no longer present.

Transportation / Getting to the Lab:

Students will be dropped off and picked up at either Door "V" (fig. a) or Door "R" of the St. Peter Middle School off of Broadway Ave. It is recommended that groups with a member in a wheelchair enter in Door "V" to use the elevator that will take them to the east wing of the first floor (fig. b and fig. c). Other groups may park in the lower parking lot and enter at Door "R" to go directly into the lab on the first level. The PAES lab is at the end of the hallway in room #124. It is recommended that students arrive at their scheduled start time and are picked up promptly at their scheduled end time. Staff and students should gather at door R and wait for staff to let them in if entering from the lower level.



St. Peter Middle School
2nd Floor

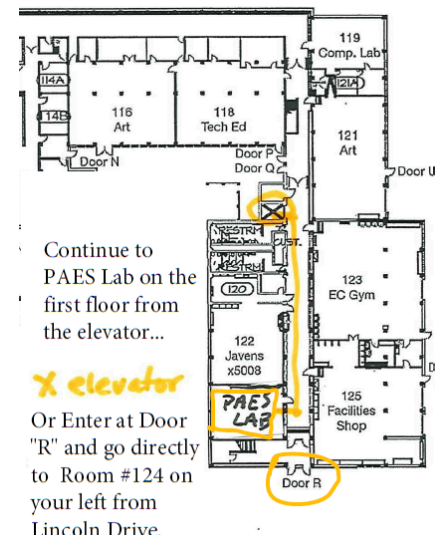


Enter @ Door "V" on the 2nd Floor and proceed to the staircase or elevator.

X- elevator

Or enter @ Door "R" on the 1st Floor to go directly to the Lab...

St. Peter Middle School
1st Floor



Continue to PAES Lab on the first floor from the elevator...

X elevator

Or Enter at Door "R" and go directly to Room #124 on your left from Lincoln Drive.