



P.A.E.S.

(Practical Assessment Exploration System)

“Employee”

Handbook

2025/2026

(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.saintpetersschools.org/documents/district-calendars/562297>

2025-2026 Saint Peter Public Schools

		August 2025							September 2025								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
20-21	New Teacher Workshop						1	2		1	2	3	4	5	6	1	Labor Day
25-28	Teacher Workshop	3	4	5	6	7	8	9	7	8	9	10	11	12	13	2	First Day of School SPHS & OLA
27	9-12 & Rock Bend P/T Conferences - PM	10	11	12	13	14	15	16	14	15	16	17	18	19	20	2-3	K-8 P/T Entrance Conferences
		17	18	19	20	21	22	23	21	22	23	24	25	26	27	4	First Day of School K-8 & Rock Bend
		24	25	26	27	28	29	30	28	29	30					19	Staff Development Day - No School
		31															
		October 2025							November 2025								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
8	Oshawa P/T Conferences PM				1	2	3	4							1	5	End of 1st Qtr / K-8: 43 days / 9-12: 45 days
16-17	SEA Break	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	Teacher Workday - No School
31	Early Release	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	K-8, 9-12 & Rock Bend P/T Conferences - PM
		19	20	21	22	23	24	25	16	17	18	19	20	21	22	14	K-8 No School - P/T Conferences
		26	27	28	29	30	31		23	24	25	26	27	28	29	18	K-8 P/T Conferences - PM
									30							21	Early Release
																27-28	Thanksgiving Break
		December 2025							January 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
			1	2	3	4	5	6					1	2	3	1-2	Winter Break
10	Oshawa P/T Conferences PM	7	8	9	10	11	12	13	4	5	6	7	8	9	10	16	Early Release Day
22-31	Winter Break	14	15	16	17	18	19	20	11	12	13	14	15	16	17	23	End of 2nd Qtr/K-8: 41 days 9-12: 42 days
		21	22	23	24	25	26	27	18	19	20	21	22	23	24	19	SEA DAY
		28	29	30	31				25	26	27	28	29	30	31	26	Teacher Workday - No School
		February 2026							March 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
12	K-8 P/T Conferences - PM	1	2	3	4	5	6	7	1	2	3	4	5	6	7	6	Early Release Day
13	K-8 No School - P/T Conferences	8	9	10	11	12	13	14	8	9	10	11	12	13	14	20	No School
16	President's Day	15	16	17	18	19	20	21	15	16	17	18	19	20	21	27	End of 3rd Qtr/K-8: 41 days 9-12: 42 days
17	K-8 P/T Conferences - PM	22	23	24	25	26	27	28	22	23	24	25	26	27	28	30	Teacher Workday - No School
25	9-12, Rock Bend and Oshawa P/T Conferences - PM								29	30	31						
		April 2026							May 2026								
		S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
2	Early Release					1	2	3						1	2		
3-6	No School	5	6	7	8	9	10	11	3	4	5	6	7	8	9	6	9-12, Rock Bend and Oshawa P/T Conferences - PM
24	Staff Development Day - No School	12	13	14	15	16	17	18	10	11	12	13	14	15	16	8	Early Release Day
		19	20	21	22	23	24	25	17	18	19	20	21	22	23	25	Memorial Day
		26	27	28	29	30			24	25	26	27	28	29	30		
									31								
		June 2026															
		S	M	T	W	Th	F	S									
4	End of 4th Qtr/K-8: 44 days 9-12: 44 days		1	2	3	4	5	6									
5	Teacher Workday/Graduation	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.stpetersschools.org

Modified: 11.25.24

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 and in the current pandemic state, school closures are common due to the fluctuation of positive cases in each area. Our students' health and safety are our top priority!

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.

The health of all students and staff is a priority so anyone testing positive for COVID-19 symptoms are asked to notify the Lead Teacher as well as Rachel Fitch (SPPS School Nurse) and stay home until cleared to return. You can contact Rachel Fitch at (507) 934-4212 Ext. 5093 or RFitch@stpeterschools.org for more information about St. Peter Schools' policies regarding COVID-19.

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.