



## School-To-Work Program (STW) Training Regulations

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1. The student trainee must secure and retain employment **related to his/her CTE class**. All placements must be approved by the STW Coordinator and completed by the deadline of each semester or student will be removed from the program.
2. The student trainee will **not** go to work on days when he/she **does not attend a scheduled school day**, unless absence is school related.
3. The student trainee accepts the responsibility for his/her behavior while in school, on the job, and in the community. Dress neatly and appropriately for your job. Confidentiality—what is heard or viewed at the work place should remain there. Gossip inside or outside the company is unacceptable. Courtesy—if there is a need to be absent from your STW job, call the employer as early as possible. **(student calls, not parent)**
4. The student trainee will conform to all school rules and regulations.
5. The student trainee shall abide by all federal and state labor laws and the provisions stated on the training agreement.
6. The student trainee must have adult (over 18) supervision at all times while at place of employment.
7. The student trainee must average **12-15 hours and not exceed 24 hours** of work per week in order to receive credit. Also, student trainee must not work later than 10:30 p.m during the school weekdays, 11:30pm on weekends. (CLL rules)
8. **The student trainee will not work out of a private residence (i.e. home), or be a 1099 employee.**
9. The student trainee will provide his/her own transportation to and from the training station. Additionally, student will NOT drive any vehicle during work hours. (no delivery jobs allowed)
10. The student trainee will maintain a **2.5** cumulative grade point average; a minimum 2.5 grade in his/her STW related CTE class; good attendance (absences/tardiness); and a good discipline record (referrals, detentions, suspensions). Grades and attendance will be monitored weekly by coordinator.
11. The student trainee will attend **ALL** required meetings and submit signed time reports/evaluations to the coordinator by the assigned due dates. Late paperwork will adversely affect the STW grade. Missing time reports/evaluations will result in a failing STW grade.
12. An unemployed student trainee will not refuse employment at an approved training station. Such refusal will result in removal from the School to Work Program. Student will be required to remain in school a full day; counseling will add class(es) to student schedule at that time.
13. **Sports, extra-curricular activities, etc. must not interfere with work schedule and are not reasons for asking for an adjusted work schedule.**

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Student Signature

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Date

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Parent Signature

\_\_\_\_\_  
Date