

# *Loyal High School School-to-Career Program Policies and Guidelines*

Loyal High School's School-to-Career (STC) Program is an opportunity for students to earn credit (1/4 per trimester) toward graduation by working during school hours. The STC program is meant to give students the ability to explore and develop workplace skills for a career they are interested in pursuing after graduation. **School to Career is a privilege, if the guidelines on this form are not followed the student will not be able to participate in the program!**

1. The student employee will receive payment from their employer for their work.
2. The student employee may submit a receipt for work apparel or equipment to the School District of Loyal for reimbursement up to \$100 once a school year. If the student is enrolled and in good standings of the Youth Apprenticeship Program, they are eligible for \$250 in reimbursement.
3. If a problem occurs at the workplace, the student employee is responsible for contacting the School-to-Career Coordinator, so the situation can be examined and proper actions can be taken.
4. **The student employee must maintain a "C" or better in all classes. If the student receives a "D" on the midterm grade posting they will be subject to weekly grade checks. If the student receives an "F" on the midterm grade posting they will be required to report to school during their STC period until their grade is improved.**
5. **If a student receives an "F" in a course they will be ineligible for STC for the next trimester.**
6. The student employee must keep an accurate record of their work experience including the number of hours that the student employee spent at the workplace, work that was completed and any other information the school-to-career coordinator requests. All work records must be submitted to the School-to-Career Coordinator on a weekly basis.
7. The Student Employee must provide their own transportation to and from the workplace.
8. The Student Employee must have attained Junior or Senior status and be able to meet graduation requirements.
9. If a student employee is absent from a day of school, he or she may not attend work. Any student found working on days they do not report to school are subject to be terminated from the program.
10. If a student employee is terminated from or quits the workplace position, they must notify the School-to-Career Coordinator immediately. The student employee must report to the office until

another place of employment can be secured. If no work can be obtained the student will not receive high school credit and will be terminated from the program.

11. If the student employee cannot work due to a health condition the School-to-Career Coordinator must be contacted immediately to make alternate arrangements.
12. Junior students are eligible for one period of School-to-Career per term. Seniors in good standings may be eligible for two periods of School-to-Career per term.
13. A student employee with one period of School-to-Career must work a minimum of 10 hours Monday – Friday. If a student employee has two hours of work release they must work a minimum of 15 hours Monday-Friday.
14. If the student does not meet the requirements of the STC program they may be terminated from the program for a trimester.
15. The Student Employee agrees to work the hours specified on the training agreement. The student will be punctual, dependable, and honest at the worksite. If the student employee is unable to go to work, they must notify the employer and the School-to-Career Coordinator.
16. The Student Employee will be courteous, respectful, demonstrate a positive attitude, and a willingness to learn at the workplace.
17. The Student Employee will comply with all rules and regulations set by Loyal High School and the place of employment

I have read the policies and guidelines that pertain to the School-to-Career program at Loyal High School. By signing below, I understand the guidelines and agree to follow them throughout the program.

Student Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_