

HORTONVILLE HIGH SCHOOL SCHOOL TO CAREER PROGRAM AGREEMENT

The School to Career Program is designed to develop a student academically, economically, and socially. This course is an online course. As a participant in the School to Career Program, you are expected to assume the following responsibilities:

Student:

- Comply with all federal and state child labor laws.
- Observe all company rules, policies, and procedures of participating place of employment.
- Be honest, punctual, cooperative, courteous and make an honest effort to learn and abide by the rules, policies, and procedures of the Hortonville High School's School to Career program.
- Work an average of at least 10-12 hours per week for the duration of the program.
- Students must have employment secured and agreements submitted within three weeks from the first day of the school year.
- Perform and complete classroom responsibilities in a professional, timely, and efficient manner.
- Maintain academic eligibility by obtaining passing grades in all classes including the School to Career course. Failure to do so will result in loss of release time and/or removal from the School to Careers program.
- Log weekly work hours utilizing proper time tracking system as identified by the School to Career coordinator.
- Abide by school policies because School to Career students are under the jurisdiction of the school throughout the school day according to state law.
- Understand that daily attendance and punctuality at both school and work are required.
 - An unexcused absence is defined as being absent from part or all of a school day without permission or a valid reason.
 - **Multiple unexcused absences will result in removal from the class with a grade of "F" and no credit earned.**
- Understand that suspension will result in temporary or permanent dismissal from the program.
- Know that if I am absent or suspended from school, I must also be absent from work unless given special permission by the School to Career coordinator.
- Notify my manager or supervisor as early as possible when I know I will be absent from work.
- Agree not to quit or change jobs without first talking to the School to Career teacher and giving the required notice to my manager or supervisor.
- Termination from employment will result in termination from the course and the student will receive a failure grade.
- To be responsible for transportation to and from work.

Manager/Supervisor (or a designee):

- Observe all state and federal laws and regulations related to the employment of the student.
- Complete an evaluation of the student's work performance each quarter.
- Provide the student with an average of 10-12 hours of employment per week for the duration of the training agreement. Employers will be required to provide verification quarterly of hours worked.
- Pay the student minimum wage or higher for all hours worked.
- Maintain open communication with the Hortonville School to Career coordinator and report any issues or situations as soon as possible. (Attendance, performance, character etc...)

Parent/Guardian:

- Assist and support the student in adhering to the rules, policies, and procedures of the Hortonville High School's School to Career program.
- Notify Hortonville High School in advance when an absence is unavoidable.

School :

- Award students .5 credits per semester for the successful completion of the Hortonville High School’s School to Career program.
- Hortonville High School will provide a School to Career coordinator to monitor, support, and facilitate the School to Career program.

I fully understand the program rules and requirements. Failure to comply will result in disciplinary action as determined by the School to Career coordinator and school administrators.

This agreement is in effect from ____/____/____ to ____/____/____

Student Name Print

Student Signature

Date

Parent/Guardian Signature

Date

Manager/Supervisor Printed Name

Date

Manager/Supervisor Signature

Date

School to Career Coordinator Signature

Date

Hortonville High School does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education program and activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. Wisconsin statute also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation.