

MID-EAST CAREER AND TECHNOLOGY CENTERS

SCHOOL-TO-APPRENTICESHIP

GUIDELINES



Shannon Kenily, Coordinator of Business Partnerships and Placement

GENERAL DESCRIPTION

The School-to-Apprenticeship Program offers you an excellent opportunity to “earn while you learn”. Because you are a very select group of students, our expectations are higher for you than for other students.

GUIDELINES:

_____ On target for graduation

_____ Maintain a “B” GPA (no individual class grade can be lower than a “C”).

_____ Attendance: Students must maintain good standing in regards to attendance. A student currently eligible for a certificate of completion/participation is considered to be in good standing (please see the Student Handbook section titled “Certificate Requirements”).

Mid-East Career and Technology Centers Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its programs, activities or employment.

MANDATORY REQUIREMENTS

- Due to recent changes in our accountability requirements, students will now be required to report their hours worked.
- Observe safety rules at all times and do not participate in any form of horseplay.
- If you do not feel the work area is safe, notify your supervisor immediately.
- If you are less than 18 yrs. of age, there may be restrictions on the equipment you can operate – check with your supervisor if you have any questions.
- If you are absent from work, contact your employer immediately and then call your instructor at (740) 454-0101. During the school year, you must also contact your school attendance office as well.
- All school rules and regulations apply while you are working throughout your senior year. For example, you are not permitted to use tobacco while participating in the School-to-Apprenticeship Program. This is a school-sponsored program, and you will be removed if caught using tobacco or other rule violations while at work or in school.
- In case of school closing due to inclement weather, you should evaluate road and weather conditions near your departure and communicate your decision with the attendance office and your employer.
- Complete Student Weekly Report Forms before returning to campus. These must be submitted to your career-technical instructor.
- Discipline infractions will be taken into consideration. Exceptions must be approved by the Coordinator of Business Partnerships and Placement with input from Administration/Instructors based upon extenuating circumstances.
- If you are removed from the School-to-Apprenticeship Program, you may not be eligible for Internship Program.
- If you car pool, all parties must be aware of and willing to accept the responsibilities associated with such arrangements. However, if needed, students must be able to provide their own reliable transportation on a daily basis.
- The student will be compensated at minimum wage or higher. All jobs must be with reputable employers covered by Workman's Compensation.

Failure to comply with these and other school/employer rules will result in either temporary or permanent removal from the School-to-Apprenticeship Program.

