

Student Worker Training Memorandum

(Rules and Regulations for Student Workers)

Responsibilities of the Student:

- The student must keep regular attendance both in school and on the job. They cannot work on any school day when he/she does not attend school. The student must notify the employers as soon as possible if they are unable to report. If a student is receiving OJE/OJT funds and the student misses more than 5 consecutive days of school or withdraws from school, the funds will be terminated.
- The student will demonstrate honesty, punctuality, courtesy, a cooperative attitude, good personal hygiene, wear clean clothing, and be willing to learn.
- The students will consult with the teacher-coordinator about any difficulties at the training site as well as provide the teacher with all necessary information, including reports (i.e., quarterly progress reports).

*Student Signature: _____

Responsibilities of the Parent:

- Parent(s) will encourage the student to abide by the student responsibilities listed above.
- The parent shares responsibility for the conduct of the student while in the training program.
- Parents are responsible for the safety and conduct of the students while traveling to and from the school, the training site, and home when school transportation has not been arranged.
- The parent will consult with the teacher-coordinator about any difficulties at the training site/place of employment. **All communication about the training site/place of employment must go through the teacher-coordinator, not the employer.**

*Parent Signature: _____

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Responsibilities of the Sponsor/Employer:

- The sponsor/employer will endeavor to employ the student for at least the minimum number of hours each day and each week for the entire agreed-upon training period.
- The training sponsor/employer will adhere to all federal and state regulations regarding employment, child labor laws, minimum wages, and other applicable regulations.
- The training sponsor/employer will consult the teacher-coordinator about any difficulties arising at the training site and before any student trainee is terminated.
- The training sponsor/employer will provide experiences, instructional material, and occupational guidance that will contribute to the attainment of the student's career objective.
- The training sponsor/employer will assist in evaluating and consulting with the teacher-coordinator about the student. They will also consult if any difficulties arise at the training site and before any student is terminated.

***Employer Signature:** _____

Responsibilities of the School and Teacher/Coordinator:

- The school administration will allow the teacher coordinator sufficient time to provide the related instruction and to carry on necessary coordinating activities
- The teacher-coordinator will coordinate classroom-related instruction and on-the-job training to improve job performance and to prepare students for his/her occupational career.
- The teacher-coordinator will make at least quarterly visits to training sites to observe the student and consult with the employer, as well as assist in the evaluation of the student.

***Teacher /Coordinator Signature:** _____

This agreement may be terminated by mutual consent of the training sponsor and the teacher-coordinator. It is understood that the parties participating in this agreement will not discriminate in employment opportunities based on race, religion, color, sex, or national origin.