

# **Student Worker Training Memorandum FY 25 (Rules and Regulations for Student Learners)**

## **Responsibilities of Student:**

- The student must keep regular attendance both in school and on the job. They cannot work on any school day where he/she fails to attend school. The student will notify the employer if they are unable to report. If a student does not remain in school and is receiving OJE/OJT funds, the funds will be terminated.
- The student will show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress, and a willingness 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.

## **Responsibilities of Parent:**

- The parent(s) will encourage the student to effectively carry out duties and responsibilities. The parent shares responsibilities for the conduct of the student while training in the program. They are also responsible for the safety and conduct of the students while traveling to and from school, the training site, and home.

## **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 see that the student is not allowed to remain in any one operation, job, or phase of the occupation beyond the period of time where such experience is of educational value.
- 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.

## **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 periodic visits to training sites to observe the student and consult with the employer as well as assist in the evaluations of the student.

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

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Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Sponsor/Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher-Coordinator Signature

\_\_\_\_\_  
Date