

Arapahoe Public Schools – School to Work Agreement

The Arapahoe Public School system realizes that one of the keys to a successful education is regular attendance in class, however, we also realize that there are times when students can gain valuable experience in a career field by having the opportunity to participate in a School to Work agreement. This agreement allows **seniors** to work outside of the school for up to three periods per day. While it is preferable that the School to Work experience takes place within a student's area of interest, it is not a requirement because of the limited number of opportunities in our area. **No credits will be earned for the period during which the work study takes place.**

The process for obtaining a School to Work situation begins with a formal request made by the student's parents that simply states their support for their child to participate in the program. The student will make a verbal presentation and will present a written request outlining their situation to the school counselor/school principal. Each request will be judged on an individual basis by the administration.

To be considered for this privilege, the student must have earned enough credits that the work study will not interfere with graduation and must meet the conditions outlined below. The student must also continue to maintain good standing with the school.

Conditions to be met for being released from school for a job:

1. Provide a parental request for the release.
2. Must have a job established and attendance at work is required.
3. Meet regularly with the principal, guidance counselor, or principal's designee to discuss goals and progress.
4. Be punctual and regular attendance record for the classes that the student is maintaining.
5. Be prepared and work hard in student's currently enrolled classes.
6. Obey the school and classroom rules.
7. Show respect for and cooperate with other students and staff as well as for those individuals associated with in their workplace setting.
8. Be in good standing regarding graduation (with a minimum of 210 credits earned at the time of application) and continue that standing throughout the work program.
9. Currently have and maintain a GPA of at least 85%. Students who have met the above requirements but do not have an 85% cumulative GPA will be interviewed and evaluated on an individual basis before being allowed into the program.

Keep in mind that this is a special privilege and may be revoked by the decision of the principal. Should that happen, the student will be enrolled in online courses through Edgenuity. The

student will be expected to be at school during the previous work release hours and will be enrolled in courses depending on the time that remains in the semester when the revocation was completed.

I have read and understand and agree with my responsibilities in regard to this issue.

Student's Signature: _____ **Date:**

Parent's Signature: _____ **Date:**

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The Arapahoe Public School District has the authority to conduct community-based training programs for its students, and _____ is willing to allow community-based training of students at its workplace according to the provision outlined below.

The Cooperating Business shall allow community-based vocational training of students in accordance with the following:

Days and Hours of Training: _____

Primary Work Activities: _____

Name of Student: _____

Name of the School Staff Member: _____

1. The School District is responsible for maintaining signed parent consent forms for all students receiving training on site.
2. The Student shall not be made or considered an employee of the Cooperating Business by reason of this training, **but may receive compensation from the Cooperating Business at the discretion of the business.**
3. **Whether the student participates in a two-period or three-period School to Work agreement, five (5) credits may be earned on a pass/fail basis per semester.-This could be a possibility; I have it 2 ways in this packet.**
4. The Cooperating Business is responsible for providing on-site space and materials for vocational training and notifying the School District staff in event of any problems or dissatisfactions.
5. Upon completion of the agreement, the Cooperating Business is not obligated to provide employment for the student.
6. The Arapahoe Public School District agrees that it will hold the Cooperating Business harmless from any claim of liability arising out of the program resulting from the negligence of the School District, its agents, employees or students.
7. The Cooperating Business agrees to hold the Arapahoe Public School District harmless from any claim of liability arising out of the negligence of the Cooperating Business, its

agents or employees in regard to the student while the student is receiving vocational training on site.

8. This agreement shall be in effect from _____ to _____.

9. Transportation will be arranged as follows:

_____.

10. Other Information:

_____.

FOR: Arapahoe Public School District

FOR: _____

DATE: _____

DATE: _____

School to Work Curriculum ***Possibilities***

Assignments to be considered/completed:

Top 10 Skills Needed for the Workplace
Four Most Sought Out Skills by Employers

Career Cluster Project – with use of a career/skills interest survey
Job Search Project

Identification of Personal Strengths and Weaknesses Project

Interviewing Etiquette and Behavior
Dress Attire

Cover Letter
Resume
Mock Interview
Thank You Letter

School to Work Evaluation Paper

I am also attaching an evaluation that we used some years ago—it needs a refreshing but I didn't want to take the time unless it's a go.
pb

