



## School to Work Experience

**Course Description:** The School to Work Experience is intended to provide Hempfield High School students with opportunities to develop requisite skills needed for the transition from high school to the world of work.

### Eligibility Criteria

- Open to Juniors and Seniors
- Student must have a 2.0 GPA or higher
- Student must have a good disciplinary record
- Student must have positive attendance record
- 

### Placement

- Student is responsible for securing a School to Work position
- Student requests School to Work during the Course Selection process
- **Students will be employed during school hours**  
**(must document a minimum of 5 hours per week between the hours of 7:30am-3pm)**
- Students applying for School to Work must demonstrate:
  - a positive attendance record
  - have a good disciplinary record (no out of school suspensions during the time the student is enrolled in the course)
  - have a 2.0 GPA or higher
- Students must be on track for graduation based on credits earned
- Work experiences must be approved by:
  - Parents/Guardians
  - Employer
  - School Counselor

### Grading

A grade will be awarded for School to Work experience with 1.0 credit noted on the transcript. Course grade will be determined by the following criteria:

- Survey: 50 points
- Site Supervisor Evaluation to include hours completed: 50 points evaluation & 50 points hours worked

### Transportation/Liability

Students are responsible for their own transportation to and from the site on a daily basis. The student and his/her parent/guardian assume liability during travel to and from the work site. Students must have personal insurance coverage.

### Site Supervisor's Role

The site supervisor is also responsible for filling out an evaluation at the end of the semester, to include verification of hours worked. This evaluation will be incorporated into the student grade.

### **Activity**

The job specific activities in which a student may participate will be determined by the participating business or organization in cooperation with the student, parents, and school. No student may participate in activities that would be considered unusually dangerous or inappropriate for his/her age level.

### **Student Responsibility**

Student is responsible for obtaining the site supervisor's verification and signature on the School to Work contract. Student should advise site supervisor of any changes in their school schedule (early dismissal, final exams etc.) If the student cannot attend work for any reason, he/she is responsible for calling the supervisor and informing him/her of the absence. If a student is absent from school, they should also contact the employer and report the absence for that day. Please remember your behavior and attitude represent Hempfield High School to our community and business partners.

### **Termination**

A student may be terminated from the job by the site supervisor or from the School to Work Contract by school personnel for failure to adhere to the contract and course requirements. Termination will result in the student receiving a WF (Withdraw Fail) and no course credit will be awarded. Should a student fail to adhere to the course requirements, resulting in course failure, he/she may not continue in the program for the duration of the school year.

### **Deadlines**

Survey completion and Supervisor Evaluation are **due to the Guidance Office one week prior to the end of the semester**. Failing to have these required documents completed **on time** could result in a failing grade for the semester and no credit for School to Work.



**SCHOOL TO WORK CONTRACT**  
**(Return this form to HHS Guidance Office)**

Student Name (Print) \_\_\_\_\_ Current Grade \_\_\_\_\_

Student Email Address: \_\_\_\_\_

**SEMESTER**    **1st**     **2nd**     **BLOCK**    **1st**     **2nd**     **3rd**     **4th**     **5th**

Name of Workplace: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
(for workplace)

Job Position \_\_\_\_\_

Work Supervisor Name \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor's Email \_\_\_\_\_

Proposed Weekly Work Schedule \_\_\_\_\_  
(ex : MWF 1 :00- 3 :00)

**REQUIRED FOR ALL STUDENTS IN SCHOOL TO WORK:**

Student's Medical Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

**By signing below, I have read and understand the terms of the School to Career Contract**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Site Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

The above company will not discriminate on the basis of race, color, national origin, sex, handicap, or because a person is disabled. This policy of non-discrimination extends to all other legally protected classifications. Publications of this policy is in accordance with the state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973. The School District will not discriminate on the basis of race, color, national origin, sex, or handicap in its admission procedure, educational programs and activities, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Chris Adams, Superintendent Hempfield School District.