



# UTICA COMMUNITY SCHOOLS SCHOOL TO WORK APPLICATION



Last Name	Date of Birth	School
First Name	Grade entering in Fall	
Address	U. S. Citizen	Yes      No
City	Drivers License	Yes      No
Zip	Reliable Transportation	Yes      No
Student Cell Phone:		
Student's Email address:		
<u>Emergency Contact:</u> Father's Name	Father's Phone	
Mother's Name	Mother's Phone	
Sports/co-curricular activities (must not interfere with work schedule)		

Check the CTE related courses in which you are currently enrolled or have already completed

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting I/II | <input type="checkbox"/> Medical Science I       | <input type="checkbox"/> Machine Shop I/II      |
| <input type="checkbox"/> MS Office       | <input type="checkbox"/> Medical Science II      | <input type="checkbox"/> Welding                |
| <input type="checkbox"/> Cyber Security  | <input type="checkbox"/> Nursing Assistant       | <input type="checkbox"/> Engineering Technology |
| <input type="checkbox"/> Web Design I/II | <input type="checkbox"/> Future Educators        | <input type="checkbox"/> CSI CTE Classes        |
| <input type="checkbox"/> Small Business  | <input type="checkbox"/> Design /Engineering CAD | <input type="checkbox"/> Mechatronics           |
| <input type="checkbox"/> Marketing I/II  | <input type="checkbox"/> Architecture CAD        | <input type="checkbox"/> Visual Tech/Comm Art   |
| <input type="checkbox"/> School Store    | <input type="checkbox"/> Auto I/II               | <input type="checkbox"/> Computer Networking    |
| <input type="checkbox"/> MADE Academy    | <input type="checkbox"/> Construction Trades     | <input type="checkbox"/> Wood Working           |

**NOTE:** Admission to School-to-Work/Co-op requires that your related course, job placement, EDP/Educational Development Plan and career goal correlate with one another.

What course from the above list are you enrolled in for next year?
What is your career goal?

**(Only complete this section if you are using your current job)**

Business Name:	
Telephone:	EXT:
Address:	
City:	Zip:
Supervisor/Contact Name:	
Supervisor/Contact Email address:	
Student Job Title:	Hourly rate of pay:
<b><u>ATTENTION EMPLOYER:</u> You must provide the following information for this student to work in the program.</b>	
Business Liability Insurance:	
Policy Number:	
Workers Compensation Insurance:	
Policy Number:	

**PLEASE PROVIDE POTENTIAL WORK SCHEDULE HERE:**

	M	T	W	TH	F	SA	SU
Start Time							
End Time							

<b>Student's Signature</b>	<b>Date</b>	<b>Parent/Guardian's Signature</b>
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The government has made legal provisions to insure that no person is discriminated against on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status. In order to protect these rights and assure compliance, Utica Community Schools as appointed the Executive Director of Human Resources as Coordinator of Title VI, Title IX, Section 504, the Age Discrimination Act and Title II, the Americans with Disabilities Act.

Any person who feels that the rights of an individual have been violated in relationship to the provision of equal opportunity in any educational programs, activities or services or in employment may contact the Executive Director of Human Resources. Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to: Executive Director of Human Resources, Utica Community Schools Administration Service Center, 11303 Greendale, Sterling Heights, MI 48312, (586) 797-1048

**Return this application to your School-to-Work Coordinator:**

Mrs. Lelito  
Utica High School  
Eisenhower High School

Mrs. Gendelman  
Stevenson High School  
Henry Ford II High School

**NOTE: COMPLETION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO THE PROGRAM!**

[Catherine.Lelito@uticak12.org](mailto:Catherine.Lelito@uticak12.org) [Janet.Gendelman@uticak12.org](mailto:Janet.Gendelman@uticak12.org)



## School-To-Work Program (STW) Training Regulations

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1. The student trainee must secure and retain employment **related to his/her CTE class**. All placements must be approved by the STW Coordinator and completed by the deadline of each semester or student will be removed from the program.
2. The student trainee will **not** go to work on days when he/she **does not attend a scheduled school day**, unless absence is school related.
3. The student trainee accepts the responsibility for his/her behavior while in school, on the job, and in the community. Dress neatly and appropriately for your job. Confidentiality—what is heard or viewed at the work place should remain there. Gossip inside or outside the company is unacceptable. Courtesy—if there is a need to be absent from your STW job, call the employer as early as possible. **(student calls, not parent)**
4. The student trainee will conform to all school rules and regulations.
5. The student trainee shall abide by all federal and state labor laws and the provisions stated on the training agreement.
6. The student trainee must have adult (over 18) supervision at all times while at place of employment.
7. The student trainee must average **12-15 hours and not exceed 24 hours** of work per week in order to receive credit. Also, student trainee must not work later than 10:30 p.m during the school weekdays, 11:30pm on weekends. (CLL rules)
8. **The student trainee will not work out of a private residence (i.e. home), or be a 1099 employee.**
9. The student trainee will provide his/her own transportation to and from the training station. Additionally, student will NOT drive any vehicle during work hours. (no delivery jobs allowed)
10. The student trainee will maintain a **2.5** cumulative grade point average; a minimum 2.5 grade in his/her STW related CTE class; good attendance (absences/tardiness); and a good discipline record (referrals, detentions, suspensions). Grades and attendance will be monitored weekly by coordinator.
11. The student trainee will attend **ALL** required meetings and submit signed time reports/evaluations to the coordinator by the assigned due dates. Late paperwork will adversely affect the STW grade. Missing time reports/evaluations will result in a failing STW grade.
12. An unemployed student trainee will not refuse employment at an approved training station. Such refusal will result in removal from the School to Work Program. Student will be required to remain in school a full day; counseling will add class(es) to student schedule at that time.
13. **Sports, extra-curricular activities, etc. must not interfere with work schedule and are not reasons for asking for an adjusted work schedule.**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



## School-to-Work Grading System

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As you begin your STW experience, be aware that you are in full control of your grade. All requirements must be met in order to receive assigned grade.

**An "A" requires:**

1. You doing your best and excelling on the job each day.
2. Impressing your supervisor with your punctuality, responsibility and initiative.
3. Being sure your *Time Reports and Evaluations* are in by the due dates.
4. Attending all mandatory STW meetings including weekly sign-in meetings.
5. Earning a positive job evaluation.

**A "B" would be received by:**

1. Doing only what is asked of you on the job.
2. Arriving a few minutes late.
3. Turning in your *Time Reports or Evaluations* after the due date.
4. Contacting the coordinator if you will be missing a monthly meeting due to absence, follow up with meeting the next day after returning from an absence
5. Earning a positive job evaluation.

**A "C" would be received by:**

1. Doing the minimum on the job.
2. Keeping your attendance just above the point of being fired.
3. Waiting until you receive a memo to turn in your **Time Reports or Evaluations**.
4. Waiting until you receive a "**Missed Meeting**" memo before seeing me.
5. Maintaining a 2.5 or higher overall G.P.A.
6. Maintaining a 2.5 or higher in your co-op related class.
7. Earning a satisfactory/average job evaluation.

**A "D" would not be received because:**

1. All work must be of "C" level or above to receive STW credit.

**An "F" or "NC" would be received by:**

1. Getting fired from your job because of your behavior, attitude or attendance.
2. Quitting your job without the knowledge and approval of the co-op coordinator.
3. Having excessive absences in school or on the job.
4. Failing or receiving an "NC" in your related class.
5. Missing mandatory STW meetings or missing assignments.
6. Not turning in your **Time Reports or Evaluations**
7. **Refusing to attend the year-end Employer Appreciation Banquet.**
8. Earning "**unsatisfactory**" job evaluation.
9. Reporting for work but absent from school.

**Note:** Maintaining a 2.5 or higher overall G.P.A. and maintaining a 2.5 or higher in your co-op related class is required. Failure to earn a passing grade in co-op will result in removal from the program.

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Student Signature

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Date

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Parent Signature

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Date