



# Ahnapee Regional Youth Apprenticeship

## Student Expectations Agreement

Initials	Topic
	<p><b>Enrollment:</b></p> <ul style="list-style-type: none"> <li>● Initial meetings, career exploration, resume building, mock interviews, and additional activities are strongly encouraged to occur the semester prior to beginning your job placement for an apprenticeship.</li> <li>● Youth Apprenticeship is a full school-year commitment of both fall and spring semesters.</li> <li>● All paperwork, job shadows, interviews, and obtaining employment must be completed by August 30<sup>th</sup> to begin Youth Apprenticeship that coming school year (ex: August 30, 2020 would be for school year 2020-2021).</li> <li>● If a student wishes to begin in the summer, all the tasks mentioned above need to be completed by June 30<sup>th</sup> (ex: June 30, 2020 would be for Summer 2020)</li> <li>● Late applications or “second semester only students” may apply for youth apprenticeship and will be considered on a case-by-case basis. This needs to be completed no later than January 1.</li> </ul>
	<p><b>Obtaining Youth Apprenticeship:</b></p> <ul style="list-style-type: none"> <li>● Employment for Youth Apprenticeship must align with the student’s future career goals. <b>Students will not be granted an apprenticeship simply because they are working part-time.</b></li> <li>● Students must meet with a Youth Apprenticeship Coordinator prior to beginning an apprenticeship to insure everything is in order.</li> <li>● Students must interview and be hired by an employer.</li> <li>● Youth Apprenticeship Coordinators are able to assist and mentor, but are not responsible for guaranteeing an apprenticeship.</li> </ul>
	<p><b>Academics:</b></p> <ul style="list-style-type: none"> <li>● Good academic standing is required to maintain your Youth Apprenticeship. At a minimum, the student should be passing all enrolled classes.</li> <li>● The student must be on-track to graduate and understand their grades will be monitored on a quarterly basis.</li> <li>● Any credit deficient student may apply for the program and will be accepted on a case-by-case basis. If the student is accepted, the student must be actively working on credit recovery.</li> <li>● Semester grades determine pass or fail for Youth Apprenticeship, however, students who fail a course at quarter may be in jeopardy of losing the privilege to be in Youth Apprenticeship.</li> <li>● Students must be enrolled in a minimum of 2 credits of coursework that correlate with their career goals and Youth Apprenticeship each year they participate in the program</li> </ul>
	<p><b>Attitude/Behavior:</b></p> <ul style="list-style-type: none"> <li>● Students need to follow rules and guidelines established by the school and employer,</li> <li>● Youth Apprenticeship students should demonstrate respect toward others at their workplace and at school.</li> <li>● If a student receives a detention, in-school suspension or out-of-school suspension, the student must notify the Youth Apprenticeship Coordinator.</li> <li>● If a student has any workplace concerns, they must notify the Youth Apprenticeship Coordinator.</li> <li>● The student and Coordinator will meet to determine the future of their Youth Apprenticeship based on any behavioral concerns identified by the employer.</li> </ul>
	<p><b>Appearance:</b></p> <ul style="list-style-type: none"> <li>● The student must adhere to the school and employer dress codes.</li> <li>● Clothing should be clean, well fitted, and appropriate for school and/or work.</li> </ul>
	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>● The student will maintain consistent and professional communication with the school, workplace, and Youth Apprenticeship Coordinator.</li> <li>● Communication can be whatever means is appropriate to convey the message most effectively.</li> </ul>

	<ul style="list-style-type: none"> <li>The student will be responsible to check their emails frequently and be able to respond appropriately and efficiently, as this communication is essential for the program.</li> </ul>
	<p><b>Hours</b></p> <ul style="list-style-type: none"> <li>The student is required to work a minimum of 450 hours per school year.</li> <li>The student is not limited to 450 hours; however, work should not impact academic performance should the student choose to work additional hours.</li> <li>Hours can be obtained beginning July 1 of the summer prior to the school year of enrollment in YA; however, a minimum of 250 hours must be completed during the school year.</li> <li>Hours must be completed prior to the end of the school year.</li> <li>A grace period for those behind on hours can be provided on a case-by-case basis.</li> <li>The students are required to continue working throughout the school year even if they complete their 450 hours prior to the end of the school year.</li> <li>Students with IEPs or 504 plans may be eligible for an extension to complete their hours. If you feel you need or qualify for extra time, please contact your YA Coordinator.</li> </ul>
	<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>No unexcused absence will be tolerated.</li> <li>Only 5 excused absences from either the workplace or from school will be tolerated per semester.</li> <li>The student, and/or workplace will agree to provide the appropriate documentation (i.e. pay stubs or timecards) that verifies the number of hours worked.</li> <li>The students must adhere to workplace attendance rules and are not excused based on the school schedules (no school doesn't necessarily mean no work).</li> <li>The student must communicate with employers for all school breaks, vacations, etc. and are not guaranteed off.</li> <li>The student should not miss enrolled courses to attend work for any reason. Students who abuse this component may be in jeopardy of losing their Youth Apprenticeship placement.</li> </ul>
	<p><b>Performance and Evaluation</b></p> <ul style="list-style-type: none"> <li>Each student will meet, at a minimum, quarterly with the Youth Apprenticeship Coordinator.</li> <li>Meetings will address performance at school and work; along with hours verification.</li> <li>These discussions will ensure continued success in the program and work to ensure curriculum and work-based learning experiences are in alignment.</li> <li>Additional meetings may occur for both positive or constructive feedback throughout the school year.</li> <li>Youth Apprenticeship grades are considered "Pass or Fail".</li> <li>Youth Apprenticeship Coordinator will make a recommendation on a pass or fail based on quarterly reviews and meeting all expectations of the program...</li> <li>A student's grade of pass or fail, as well as the number of credits given, is determined by school staff with consideration of the Coordinator's recommendation</li> <li>Students who complete the program will receive a Certificate of Occupational Proficiency from the State of Wisconsin recognizing their apprenticeship completion.</li> </ul>

### Commitment & Approval

I have read the above criteria, understand the expectations of the Youth Apprenticeship Program, and will adhere to the rules and criteria. I understand my ability to earn credits for this program is dictated by my ability to perform all the actions mentioned above. In the event I am terminated from my employer, I understand the Ahnapee Regional Youth Apprenticeship program is NOT obligated to find additional employment for me and I may be unable to participate further in the program. The determination of further participation will be dictated on termination reasons, school performance, and the evaluation of my employability skills.

Student Signature:	Date:
Parent Signature:	Date:

Coordinator Signature:

Date: