STUDENT WORKER
T R A I N I N G M E M O R A N D U M
(RULES & REGULATIONS FOR STUDENT LEARNER)
FY19

Responsibilities of the Student Learner:

The student learner will keep regular attendance, both in school and on the job, and cannot work on any school day that he/she fails to attend school; he/she will notify the school and employer if unable to report.

- The student's OJE/OJT funds will be terminated if he/she does not remain in school.
- The student will show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, good dress, and a willingness to learn.
- The student will consult the teacher-coordinator about any difficulties arising at the training site.
- The student will conform to the rules and regulations of the training site.
- The student will furnish the teacher-coordinator with all necessary information and complete all necessary reports.

Responsibilities of the Parent(s):

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

Responsibilities of the Training Sponsor/Employer:

- The training 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 that will contribute to the attainment of the student's career objective.
- The training sponsor/employer will assist in evaluating the student.

- The training sponsor/employer will provide time for consultation with the teacher-coordinator concerning the student.
- The training sponsor/employer will provide instructional material and occupational guidance for the student as needed and available.

Responsibilities of the School:

- The school administration will employ and retain a qualified teacher-coordinator.
- The school administration will allow the teacher-coordinator sufficient time to provide the related instruction and to carry on necessary coordinating activities.

Responsibilities of the Teacher-Coordinator:

- The teacher-coordinator will coordinate related classroom instruction and on-the-job training to improve job performance and to better prepare the student for his/her occupational career objective.
- The teacher-coordinator will see that the necessary related classroom instruction is provided.
- The teacher-coordinator will make periodic visits as necessary to the training site to observe the student and consult with the employer or training sponsor.
- The teacher-coordinator will assist in evaluation 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 Name	**Date**	**Training Sponsor/Employer**	**Date**
_____		_____	
Parent/Guardian Name	**Date**	**Teacher-Coordinator**	**Date**