MONTABELLA COMMUNITY - AS - SCHOOLS
IN-SCHOOL PLACEMENTS

STUDENT/LEARNER INFORMATION (to be filled out by the student)

LAST NAME	FIRST	MIDDLE	STUDENT ID NUMBER
HOME TELEPHONE NUMBER ( )		PARENT'S/GUARDIAN'S NAME	
		COUNSELOR'S NAME	

CLASS SCHEDULE

CLASS	TEACHER
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Which hour are you available for an in-school work assignment?

Academic Progress (to be completed/confirmed by counselor)

1. Is student on track for graduation? ☐ Yes ☐ No
2. Is student's attendance acceptable? ☐ Yes ☐ No
3. Is placement related to student's career goal(s)? ☐ Yes ☐ No

What type of assignment/work interests you the most?

IN-SCHOOL WORK ASSIGNMENT (to be filled out by supervising staff person)

POSITION/ASSIGNMENT

SUPERVISING ADMINISTRATOR/TEACHER

IS THIS ASSIGNMENT: (check one)
☐ for the marking period ☐ for the semester ☐ for the school year

BEGINNING DATE	ENDING DATE
HOURS PER WEEK (see Note #1)	NUMBER OF CREDIT HOURS GRANTED

How will grade (letter, pass/fail, etc.) be determined? (See Note #2)

Please attach training plan which lists all job tasks and assignments which demonstrate and support skill attainment, work ethics, and attendance requirements. (See Note #2)

STUDENT RESPONSIBILITIES:

1. Complete work assignments in a timely manner.
2. Complete activity log sheets on a regular basis.
3. Complete work hours verification on a regular basis.
4. Be in assigned location on days and times scheduled.
5. Follow school's health and safety work rules.
6. Abide by all policies and procedures of the program, school district, and the school building.
7. Maintain good attendance in school.
8. Maintain grades in all subject areas.
9. Bring assignment/work problems to attention of your assigned teacher/supervisor.

PROGRAM GUIDELINES FOR IN-DISTRICT PLACEMENTS

1. Program is an integral component of the minor's educational process
2. Program operates during school day on school premises.
3. Student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
4. Credit is granted, grades are based on skill attainment, work ethics, and attendance.
5. Daily attendance is recorded.
6. Complies with Federal Trainee provisions: program is designed primarily for benefit of student; assignments progressive in nature; no wage entitlement; students do not displace district employees.
7. Students may not assist or work for independent contractors or vendors of the school district.
8. It is the school's policy NOT to unlawfully discriminate on the basis of handicap, race, religion, sex, age, height or weight, marital status, or disability.

STUDENT SIGNATURE	DATE
PRINCIPAL APPROVAL OF PROGRAM	DATE

NOTE #1: Students under the age of 14 may NOT work for more than one clock hour per school day (USDOL, FLSA)