



School-to-Work Grading System

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.

Student Signature

Date

Parent Signature

Date