

**Byron Center High School**  
**School-To- Career**  
**Placement Requirements 2024-2025**

**PARTICIPATION**

In order to participate in the STC Program, students must meet the following requirements set forth by Byron Center High School and the State Education and Labor Department. The student:

- must be a senior.
- must be on track towards graduating on time. (Ex. 17 credits entering their senior year and completing all required classes).
- must have 90% attendance in all classes prior to the STC placement.
- discipline record must be in good standing.
- must fill out a STC application and have completed the career pathway and career section of Naviance (EDP). The app must be turned in to the STC Coordinator to be reviewed for placement eligibility before a student begins.

**PLACEMENT REQUIREMENTS**

Once a student has been accepted to participate in a STC placement, the following requirements must be met. The student:

- will assist in researching or finding the most appropriate placement that best matches their career interest. (Placements with parents as supervisors, especially in home based businesses, are highly discouraged and may be denied.)
- may only participate in a total of 24 hours (this includes ALL jobs even non-STC) per week if under 18.
- Must work a minimum of 10 hours per week including 2 hours during STC hours
- may take up to three credits in a year (not more than ½ of school time or 3 classes per day).
- must provide own transportation to and from placement.
- will be monitored by school personnel and a work-site supervisor.
- must have a completed EDP (Naviance) that has career pathway supporting the placement.
- must be enrolled in a concurrent or prior related classes that supports and prepares the placement or career interest.
- must have a training agreement on file with all the required signatures in place before they can begin their placement
- must have a training plan on file, which has been developed by the student, employer, and the STC Coordinator detailing specific job tasks to be learned at the worksite.
- must have a training plan that provides evidence that the student is in a job placement related to their career pathway as evidenced by the student's educational development plan (EDP).
- must complete safety instruction appropriate to the placement and have that training documented in the training agreement.
- must continue to be in good standing in all other classes they are attending at BCHS, including academic achievement, attendance/tardiness, and behavior (see guidelines).
- must complete a daily time sheet with start and stop times, signed by supervisor and student, and turned into the coordinator and employer every two weeks. A copy of each time sheet must be filed with the employer. Any discrepancy will be reviewed by the employer and the STC Coordinator and any falsified time sheets may result in a failing grade for the marking period and removal from the program (see guidelines).
- will receive educational elective credit for their placement. Criteria will include employer evaluation, time sheets, and other assignments from the STC Coordinator.
- will notify coordinator immediately if any changes in placement occur.

**REMOVAL FROM PLACEMENT**

The STC Coordinator or employer may remove the student from their placement at any time if the requirements listed above or any additional requirements are not fulfilled to the expectations of the coordinator or employer. ***At the point of removal, the student would lose credit for that placement which may put their graduation in jeopardy.***

I have read the above requirements, and understand the criteria for the School-To-Career Program. I realize that my failure to meet these expectations could result in a failing grade, which could jeopardize my graduation.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date