

Board of Education Policy 3.3600  
Catawba County Schools Administrative Procedure

High School Apprenticeships

The Catawba County School System offers high school apprenticeships as part of the educational program to qualified students. High school apprenticeships provide students the opportunity to begin learning a trade using a system that combines on-the-job training and related technical classroom instruction. The North Carolina Department of Labor, a participating employer, and the school cooperatively put together an apprenticeship agreement that requires a specified number of hours of on-the-job training, as well as an additional amount of classroom instruction.

- Prospective apprentices must be classified as juniors or seniors, be at least 16 years of age, have a minimum GPA of 2.0 (with some companies requiring a higher GPA), and be in good standing at their schools with regard to attendance, tardies, and discipline.
- Prospective apprentices must complete the application process which will include two written recommendations from current or last semester's teachers, a counselor recommendation, as well as a record of grades, attendance, tardies, and discipline; and may be required by the prospective apprenticeship employer to undergo criminal background checks and/or drug testing.
- Prospective apprentices must be willing to commit to a training program consisting of a minimum of 2000 hours of on-the-job training, as well as related studies.
- All apprenticeship sites must be pre-approved by the Catawba County Schools Apprenticeship Coordinator and the North Carolina Department of Labor.
- All apprenticeships must be developed, coordinated, and supervised by the Catawba County Schools Career-Technical Education Department.
- Apprentices will have individual training at the time of placement regarding paperwork, work permits, and expectations.
- Wages, as well as elective credit, are received for apprenticeships.
- Apprentices must submit required paperwork as outlined in the guidelines for the apprenticeship program.
- Periodic contact with the Apprenticeship Coordinator is expected throughout the apprenticeship to report on how it is progressing. In the case of a problem or concern, the school counselor in charge of apprenticeships or the Apprenticeship Coordinator must be contacted immediately.
- At the conclusion of the high school apprenticeship, apprentices will be expected to move into an adult apprenticeship program to continue their related studies and on-the-job training.
- Apprenticeships give the potential for elective credit awarded on a numerical basis, which is computed into the student's grade point average (GPA).
- Credit is awarded for apprenticeships based on the completion of specified time and course requirements, a satisfactory evaluation(s), and completion of all required paperwork by the deadline. Failure to satisfy any program requirements can result in a failing grade.

It is the policy of the Catawba County School System not to discriminate against race, age, color, religion, sex, marital status, pregnancy, parenthood, or handicapping conditions in its educational activities or employment policies.

Approved \_\_\_\_\_

Date 11/28/2005