



CHARTER SCHOOL OF  
**EXCELLENCE**

Skills Center, 1309 French Street, Erie, PA 16501 ~ (814) 651-9089 voice ~ (814) 455-1450 fax

## Skills Center Workforce Student Contract

Student Name: \_\_\_\_\_

The following contract is intended to be a binding agreement between the student and the Charter School of Excellence – Skills Center. The following expectations must be met to retain enrollment in the program at the Skills Center. Should you fail to maintain the expectations of this contract, you will be removed from the Workforce Development Program.

Students are expected to:

- Maintain 90% or better attendance, and have no more than 3 COC's per year
- Have no school suspension (cases will be dealt with on an individual basis)
- Use appropriate language for school and the work environment
- Maintain good personal hygiene practices
- Never misuse workforce cleaning products or equipment (**instant termination**)
- Stay on task and seek your supervisor upon completion of a job.
- Clock in and out on time
- Wear appropriate attire (no open-toed shoes, no jewelry in kitchen, and no book bags, purses or coats on while on work duty.
- Work to your full potential

I have read the Workforce contract and I understand what is expected of me as a Workforce student. I fully acknowledge and accept the contractual agreement within this document. I also understand and am willing to accept the consequences involved if I do not comply with this contract.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Crew Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date