



**CAREER PREPARATION**

**STUDENT / PARENT AGREEMENT**

**(PLEASE READ CAREFULLY!!! No exceptions to these rules will be made.)**

1. All students enrolled in a Career Preparation program should have a **QUALIFYING job by the first day of school in order to remain enrolled in the program.** Approved placement includes a position in a **business environment** where the coordinator/teacher may visit at his or her discretion and observe the student at work and consult with a supervisor. **Students are not to obtain employment with relatives, and MUST receive regular paycheck stubs to turn in for a grade. In other words, the student must be on PAYROLL, not being paid cash to work a "side job".**
2. Students approved for the program who lost or do not have a job placement by the first day of school will immediately have their schedule changed to remove them from Career Preparation and Marketing Release, no exceptions. **Extensions are not going to be granted.** The teacher/coordinator will assist in finding placement but it is up to the student to acquire a job. The state requires MANDATORY paperwork to be on file for every Career Prep student with required signatures from parents and employers. If paperwork is not completed and turned in within the first 10 school days, the student will be removed from the program, and (if applicable) **MARKETING RELEASE WILL BE REMOVED** from the students schedule, and he/she will be placed in an alternative elective course.
3. According to the Texas Education Agency guidelines, a student may not be unemployed for more than a **total** of 10 days throughout the school year. **If a student in unemployed for 10 or more days, the student must inform the Career Prep teacher via email, and in person, will fail the course for the semester, and will be removed from the program. Failure will result in the loss of 2 credits, and will negatively impact the students GPA and class rank.**
4. Students will report weekly hours of work and turn in a copy of the payroll check stub via email or paper copy showing hours worked, pay rate and deductions. **Students must work an average of 15 hours per week. Failure to turn in appropriate employment verification information, such as a check stub will result in a major grade of 0.** Students check stubs provide proof of **appropriate employment status, which is a REQUIRED graded element for the course.**
5. Students must be at least 16 years of age by the first day of school to be eligible for enrollment in the program.
6. All school district policies concerning student grooming and behavior will be enforced while the student is on the job, at school, and or attending program functions.
7. Frequent absenteeism from school for any reason including chronic illness creates the possibility for loss of credit. Students are not allowed to work if they are absent from school and they must work to maintain minimum required hours set by the Texas Education Agency.
8. If students are not on the job during assigned class periods for work, they are expected to leave campus unless the coordinator has given written approval in advance. Those students found on campus without written permission will be subject to administrative discipline.
9. The students are expected to call the coordinator and employer as soon as possible if they will not be at school or on the job as scheduled. Reporting for on-the-job training on a day when the students are absent from school will be viewed as truancy from school. Prior approval must be arranged in order for a student to work after missing school on the same day.
10. Parents should understand the student's responsibility to the training station and should not expect to take the student from work for visits, vacations, etc. Parents should consult with the coordinator rather than the employer concerning training station difficulties.
11. Students are expected to maintain a passing average, and satisfactory academic standing at school and to inform the coordinator via email AND in person of any problems that might affect schoolwork because of a job placement. Grades will be checked by the coordinator, and students may be required to remain on campus until 3:30 in order to bring failing grades up to passing standards, which is 70 or higher. It will be the responsibility of the student to change work schedules to comply with these regulations. Work within the Career Preparation classroom is expected to be completed at a satisfactory level. **Failing Career Preparation 1 during either semester of Career Preparation 1 with less than a 70 will disqualify the student from participating in Career Preparation 2. Failure after the 1<sup>st</sup> semester will cause the student to be removed from the program for the second semester. The student will lose their marketing release enrollment and will be placed in an alternative elective course for the second semester.**



12. Any student who has been dismissed by their training station for violations of company policy, theft, insubordination, improper attitude, or other serious violations that may reflect on the reputation of the High School will receive a failing grade of 50 for the grading period. In the instance of theft, the coordinator will not place the student in another training station and the student will be removed from the program at the end of the semester, and will no longer be eligible to participate in the Career Prep/Marketing Release program. Students must provide their own transportation to and from their training station. Transportation will not be an issue for job placement in the program. Students must maintain a means to get to and from work at all times.
13. Students are involved in a Career Preparation education venture and are seen in the community as representatives from Pleasant Grove High School. Any misconduct while at a training station becomes a matter of school policy during the school year. Teachers, employers, and the school expect co-op students to maintain excellent conduct at all times.
14. Since Career Preparation programs are skill building programs, students are expected to stay at the same training station during the period of enrollment in the program. Any student who quits a job at an approved training station without prior consent from the coordinator will receive a failing grade of 50 for the grading period. All communication of employment termination, whether voluntary or not, must be IMMEDIATELY communicated via email AND in person to the teacher. Noncompliance with this rule will result in removal of the program, failing grade, and will disqualify students from participating in Career Prep 2.
15. Parents of Career Preparation students will consider this form as parental consent for their student to take part in all program activities as well as permission to leave school to participate in these activities.
16. Students may not accept or place personal phone calls while at their training station.
17. Family or friends are not to visit the student on their jobs at any time, especially boyfriends and girlfriends.
18. Students who were assigned to Disciplinary Alternative Education Placement (DAEP) at any time during the previous school year may not participate in the Career Preparation program.

**I HAVE READ THE ABOVE STATEMENTS AND I AGREE TO COMPLY WITH THEM.**

I UNDERSTAND THAT FAILURE TO FOLLOW ALL OF THE RULES STATED IN THE CAREER PREPARATION AGREEMENT MAY RESULT IN LOSS OF CREDIT AND REMOVAL FROM THE COURSE. IF I DO NOT FOLLOW THE RULES OUTLINED IN THE CAREER PREPARATION AGREEMENT I MAY HAVE TO STAY ON CAMPUS UNTIL THE END OF THE REGULAR SCHOOL DAY IN I.S.S. AND MAY LOSE MY EARLY RELEASE PRIVILEGE, OR BE MOVED IN TO A DIFFERENT CLASS OR STUDY SKILLS PERIOD.

It is the policy of Pleasant Grove Independent School District not to discriminate on the basis of race, age, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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