

RULES FOR PRACTICUM COURSES
2017-2018

1. I understand that my absences **cannot** exceed school policy.
2. I understand that if I am terminated from my training station, I will be removed from the practicum program and will **lose** my credits in the practicum class.
3. I understand that **I must keep my job for the full school year**. If I quit or change jobs without the written consent of my teacher-coordinator, I may be dropped from the program. Failure to meet employer's expectations can result in termination.
4. If I feel that my studies, physical health, or moral well-being are jeopardized because of my job, I will consult with my parents, my teacher-coordinator and with my employer before making a decision to resign.
5. I must maintain overall good grades to stay in the program. Failing any class for a semester will result in my removal from the program.
6. I will report for work at the scheduled time. If I find that I am unavoidably detained, ill, or unable to report for school, I will call my teacher-coordinator by 8:00 am. I will also call my employer and tell him/her that I will be unable to come to work. If I do not call my teacher-coordinator, I will receive a written warning and my parent/guardian will be notified. This will also affect my classroom performance grade.
7. If I do not attend school for all of my scheduled periods of the day, I cannot go to work, unless very unusual circumstances exist, in which case I will obtain written approval from my cooperative teacher. For any infraction of this rule, 10 points will be subtracted from my employer evaluation.
8. I will leave campus **immediately** after dismissal from my last assigned class. If I am unable to do so, I will make necessary arrangements with my teacher-coordinator. If I work in the morning and arrive on campus early, I will go to my practicum teacher's classroom. If I return to campus during my work-coop periods, I will notify my teacher-coordinator. Failure to comply will result in a 1 hour detention.
9. I must receive training on the job a **minimum of 15 hours per week** each week of the school year and must remain on my job until one week prior to graduation exercises.
10. If I am assigned to ISS more than 5 days in a row, I will be removed from the practicum program.
11. If I am assigned AEC, I will be removed from the practicum program.
12. I understand that by being in the work program, I am held at a higher standard and must act like an adult to be treated like an adult. If I am written up by my teacher-coordinator more than **twice** during the school year, I **may** be **removed** from the program and **credits may be lost!**

I have read this agreement and understand the provisions under which I will be trained in a practicum program.

Student Signature

Date

Parent Signature

Date