

Rockwall ISD Career and Technical Education Rules and Regulations for Career Preparation/Practicum Programs



Purpose of Career Preparation/Practicum Programs

The main purpose of Career Preparation/Practicum Program is to provide students, age 16+, with opportunities for obtaining experience and developing skills related to anticipated careers through on-the-job training at businesses and industries. In addition to skill development, emphasis is placed on the development of good work habits, responsibility, character, and leadership.

Transportation

Students enrolled in a Career Preparation/Practicum program must have their own transportation.

Training Stations

1. Arrangements for all training stations shall be approved by the teacher and RISD administration.
2. If the student is employed at more than one location, only one site will be approved as the official training station. Students may not switch training stations with the second place of employment.
3. Students cannot be supervised by parents or relatives. The training site can not be a home-based business.
4. The student-supervisor relationship is to remain professional at all times.
5. Training stations should not be more than 20 minutes driving time from school.
6. Students are expected to report to their training station on school holidays if scheduled by the employer.
7. Student's supervision while at training stations shall be the responsibility of the employer.
8. The teacher shall visit the training stations during the school year to discuss the student's progress.
9. Students shall not change their jobs without prior approval from the teacher.
10. Students must have the necessary skills and be able to perform the essential job duties as required by the employer.
11. Students may not work on a contract basis. Employers must handle payroll taxes for the student.
12. Students should not have social visitors at work, nor should they use the telephone for personal business except in an emergency.
13. Students must be well groomed and dressed appropriately for their jobs, based on standards set by the school and the employer.

Training Station Workload

1. Students will receive on-the-job training for the entire school year.
2. Students must be employed at an approved training station by their first school day of the year or their schedule will be changed to a regular classroom.
3. Students must work a minimum of 10 hours per week.
4. The working time spent at training stations must not adversely affect the student's performance or attendance at school.

Attendance

1. An excellent school attendance record is expected of all Career Preparation students.
2. When students must miss school, they shall contact the school, the teacher and their employer by 8:45 a.m. of that day. Failure to do so shall result in grade reduction or possible dismissal from the program for multiple instances. Per TEA rules, an absence at work on a scheduled day counts as an absence in the RISD Career Preparation course.
3. Students must make arrangements with employers well in advance for missing work during final exams, STAAR testing or other school activities.

Conduct and Discipline

1. Career Preparation/Practicum students are expected to display above average maturity and responsibility at school and work.
2. While students are under direct supervision of their employers at work, they are also representing the school as trainees and are subject to school jurisdiction and the Rockwall ISD discipline management policies.
3. Students must abide by school regulations involving student vehicles and must park only in student designated parking areas.
4. Students must not linger on campus when dismissed from school to report to training stations.

Grading and Credits

1. Evaluation of student's progress at work and school shall be coordinated by the teacher and the employer.
2. All Career Preparation/Practicum classes are full year programs. No mid-term enrollments are accepted.

Grounds for Dismissal from Career Preparation/Practicum Programs and Loss of Credit

1. Excessive absences or tardies from school or work.
2. Failure to contact teacher and/or employer when absence is unavoidable.
3. Dismissal by employer for dishonesty, absenteeism, insubordination, undependability, poor work performance, use of drugs, etc.
4. Suspension, expulsion, assignment to Alternative School, or Homebound Program.
5. Student quitting or changing jobs without prior approval of the teacher.
6. Failing school work in Career Preparation course.
7. No student shall be unemployed for more than 10 consecutive school days.

Students Dismissed From Career Preparation/Practicum Program:

1. Students are required to attend a full day at school unless they are a senior and qualify for early release or late arrival.
2. The two to three class periods previously allotted for Career Preparation/Practicum will be spent in a classroom setting determined by campus administration and counseling staff.
3. Students may lose some or all credit for the Career Preparation/Practicum course determined by district and campus administration.

In addition to above rules and regulations, student is bound by all responsibilities in the Rockwall ISD Board approved Student Handbook and Student Code of Conduct.

The deadline for employment for 2017-18 school year is **September 1, 2017**. The following documents are required by **September 1, 2017**: Work Based Training Plan Agreement; RISD CTE Rules & Regulations for Career Prep/Practicum; Verification of Employment. If not employed on September 1 or if student has not provided the required documentation, the student will be removed from the program and placed on an alternative schedule as determined by counselor.

Student Signature _____

Parent Signature _____

Date _____

Rockwall ISD does not discriminate on the basis of sex, handicap, race, color, and/or national origins in educational programs. Admission into career programs is based on age, grade, interest, aptitude and ability. Lack of English language will not be a barrier to admission and participation in any educational program.