

**Houston Independent School District
Career & Technical Education
CAREER PREPARATION/PRACTICUM
Parent/School/Student Agreement**

The Career Preparation/Practicum program is planned to develop a student academically, economically, and socially. To meet these goals, there are responsibilities the student must agree to carry out to the fullest extent. As a participant in Career Preparation/Practicum, are you willing to do the following:

1. To realize that my workstation, as a part of the Career Preparation/Practicum program, is considered a classroom laboratory and that I have the same responsibility I would for a class.
2. To know that the coordinator is the recognized authority for making adjustments or changes on the job and to not quit or change jobs unless I have specific permission from the coordinator and have followed the set procedure for obtaining such permission. I agree not to quit or change jobs without first talking the situation over with my parents and coordinator.
3. To know that it is my responsibility through the year to be appropriately dressed and groomed for the job.
4. To carry out training received through employment in such a manner that I will reflect credit upon myself and upon the Career Preparation/Practicum program.
5. To perform all my duties in a commendable manner and perform related study assignments with earnestness and sincerity.
6. To know that my participation in the Career Preparation/Practicum program does not excuse me from my obligations to any teacher and that I may be taken off the job to meet these obligations, whether they be for failure, detentions, absences, or tardiness.
7. To work toward group and individual achievement goals.
8. To actively support and participate in any approved activities of the Career Preparation/Practicum program or the related club activities, such as area and state conferences, employer-employee dinners, fundraising activities, field trips, etc.
9. To pay all normal fees and charges necessary to pay for class activities, such as club dues and the costs for banquets, conferences, field trips, training materials, etc.
10. To be regular in attendance in school and at the training station. (This includes days at the training station when school is not in session, such as teacher's meetings, winter holiday, etc.).
11. To be on time at school and at the training station.
12. To notify my employer as soon as I know I will be absent from work.
13. To notify the Career Preparation/Practicum coordinator before 9:30 a.m. on the day I will be absent from school. (Truancies from school in any form may revoke Career Preparation/Practicum privileges.)
14. To understand that administrative guidelines require that I work a minimum of 18 weeks per semester, averaging 15-20 hours per week with a total minimum of 270 hours per semester. (Students are responsible for verification of actual work hours prior to each grading period.)
15. To recognize that absence from school is an automatic absence from work.

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap, ancestry, national origin, marital status, race, religion, sex, or language proficiency in its educational or employment programs and activities.

16. To know that transportation to and from my place of employment is the responsibility of my parents, who, together with the student, assume all responsibility, accountability, and liability for all acts arising from transportation to and from work, including the operation of a motor vehicle.
17. To conduct myself in a satisfactory manner, both at the training station and in the classroom, or my training may be discontinued and I may be removed from Career Preparation/Practicum.
18. To understand that dismissal from my employment may result in a failing grade and that dismissal due to an illegal act will result in being dropped from the program and losing both job and class credit.
19. To know that if I am removed from Career Preparation/Practicum, I will receive a failing grade for both class instruction and the training station learning experience and I will lose all credit.
20. To know that a student will not be allowed to work while suspended from school.
21. To discuss with the teacher-coordinator problems and difficulties that may arise on the job.
22. To understand that excessive absences may prematurely remove students from their Career Preparation/Practicum program. (Absences from school, and therefore the job, jeopardize work-training experiences.)
23. To know that I may be suspended or dropped from the program, both the class and the job, for violation of any of the items set forth in this agreement.
24. **To understand that at least 50% of my grade each grading period will be based on my employment (paid or unpaid position).**

Student's Signature/Date

Coordinator's Signature/Date

Parent/Guardian's Signature/Date

Parent/Guardian's Signature/Date