

CAREER PREPARATION GUIDELINES

JOB DISMISSAL, JOB CHANGES, AND ABSENTEES

FIRED:

- Contact Coordinator immediately
- Report to Coordinator after last class each day
- Complete interview schedule sheet each day
- Student must be employed within 10 days. After ten days student will remain on campus until the end of the regular school day. Students will not maintain early release status.
- Unemployed students will be removed from the program at the end of the semester with loss of credit
- School may take discipline action, depending on the situation

LAY-OFF:

- Contact Coordinator immediately
- Report to Coordinator after last scheduled class each day
- Complete interview schedule sheet each day
- Student must be employed within 15 school days. After 15 days, student will remain on campus until the end of the regular school day. Student will not maintain early release status
- Unemployed students will be removed from the program at the end of the semester with loss of credit

CHANGING JOBS:

- Students are expected to maintain the same job the entire school year. There are acceptable reasons for a job change but all changes must be made through the Coordinator. Students changing jobs without the Coordinator's permission will result in a failing grade and possible removal from the program

QUITTING JOBS:

- A student quitting their job is not acceptable. Students will not quit their job without the Coordinators approval. If the student quits a job they will receive a failing grade, loss of course credit, removal from the program, and possible school disciplinary action.

ABSENCE FROM SCHOOL:

- "No school- No work" going to work after missing school on the same day will result in disciplinary action. Students may not work if they are absent from school.
- Partial day absences will be considered on a one to one basis. Contact the Coordinator before going to work.