



**EAGLE MOUNTAIN  
SAGINAW ISD**  
Career and Technology

# Career Preparation Handbook 2019-2020



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## **Non-Discrimination Act**

*It is the policy of the Eagle Mountain-Saginaw ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its Career and Technology Education 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. Eagle Mountain-Saginaw ISD will take steps to assure the lack of English language skills will not be a barrier to admission and participation in all educational and Career and Technology Education programs.*

*Es norma de Eagle Mountain-Saginaw Independent School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972 , y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Eagle Mountain-Saginaw Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.*

## **Career Preparation Enrollment Guidelines**

1. The Career Preparation course is for **paid** experience only. The training component (employment) must address all course standards and provide a variety of learning experiences that will give the student the broadest possible understanding of the business or industry.
2. Students must be enrolled in the Career Preparation class and receive a minimum of 1 release period to attend work.
3. The course will span the entire year; however, students may exit the course when extenuating circumstances require a change.
4. Students must be currently enrolled as a high school senior and hold valid work documentation, such as a Social Security card.
5. All Career Preparation students must have an approved on-the-job training site in order to receive credit for their work experience. (See Approved Training Site, pg. 5)

## **Program Compliance Standards**

Career Preparation is a Work-Based Learning Program regulated by state and federal agencies. All students enrolled in the program must meet the following compliance standards for the duration of the course.

1. Students must have an approved job on or before **Monday, August 19, 2019**, and must remain employed until the end of the school year.
2. Any student that remains unemployed as of **Friday, August 23, 2019** will be removed from the program.
3. New to district students will be provided 10 days from the date of enrollment to secure employment with an approved training site.
4. All students must meet the minimum work hour requirements in accordance with their assigned credit hours earned for the course. (See Release Periods and Minimum Work Hours, pg. 6)
5. Career Preparation teachers and students must maintain accurate records verifying student employment, hours worked, and work-site visitation including: Training Plan Agreement, Pay-Stubs, Work Schedules, and Mileage Reports. (See Required Site-Visits by Teachers, pg. 7)

## Approved Training Sites

The EMS ISD School Board determines the approval guidelines for training sites in all work-based learning programs, including Career Preparation. An approved training site must meet the following guidelines:

1. Training site approval will be based upon TEA Occupational Guidelines; number of work hours available Monday through Friday, based on operating hours; location of business; job duties and teacher approval
2. **All training sites must be located within a 12-mile radius of the EMS ISD Central Office, located at 1200 Old Decatur Road, Fort Worth, TX 76179**
3. Have a supervisor on duty and on location at all times
  - a. Students may not act as their own supervisor or be self-employed
4. Students may not work for an employer as “contracted-labor”, in which federal income taxes and security holdings are not withheld
5. Be operated from a formal location (brick and mortar storefront), that is not a residence
6. The employer must have a business phone line by which the student can be contacted at all times
7. The business must have a registered name and tax ID number
8. The training site must provide security clearance to the Career Preparation teacher to conduct periodic site-visits, if required
9. Provide an official paycheck stub and official signed documentation of verified work hours
10. Collaborate with the Career Preparation teacher to prepare the official Training Plan Agreement (TPA) for the employed student
11. Use the TPA to provide on-the-job training aligned with course standards and occupationally specific skills
12. Agree to complete and return the Employer Evaluation form on the student for every grading period
13. Meet with the Career Preparation teacher at least once every six weeks for the duration of the school year

14. Must not promote inappropriate or suggestive materials such as: suggestive clothing, bar, behind a bar and/or club, distribution of illegal substances or materials

## **Release Periods and Minimum Work Hours**

All students enrolled in Career Preparation that have verified employment with an approved training site employer will receive early release periods based on the following guidelines:

### **One-Release Period**

1. Students with one release work period are required to work an average of 10 hours per week, a minimum of 180 hours per semester, with the hours received Monday through Friday on days that school is in session.
2. School holidays, including staff development days and student holidays, may not be counted towards the minimum hours required.
3. Actual hours worked will be reflected on the student's grade. (See Grading Guidelines, pg. 9-10) Hours will be verified by an official paycheck stub.

### **Two-Release Periods**

1. Students with two release work periods are required to work an average of 15 hours per week, a minimum of 270 hours per semester. Ten (10) of the 15 hours should be worked Monday through Friday on days that school is in session. The additional five (5) hours may be worked on Saturday or Sunday.
2. School holidays, including staff development days and student holidays, may not be counted towards the minimum hours required.
3. Actual hours worked will be reflected on the student's grade. (See Grading Guidelines, pg. 9-10) Hours will be verified by an official paycheck stub.

## Program Participant Roles and Responsibilities

**Career Preparation Teacher** – coordinates the work-based learning program of study with the assistance of the training site supervisor. Evaluates student performance during classroom instruction, as well as on the job-site. Verifies student employment and compliance with program policies. Serves an advocate for student employees as needed.

**Career Preparation Student** – attends daily classroom instruction on a regular basis, actively participates in classroom instructional activities, secures and maintains employment with an approved training site, demonstrates employability skills through work experience at the training site, documents and reflects on experiences in alignment with course goals, and maintains accurate records to ensure compliance with program standards.

**Training Site Supervisor** – collaborate with the Career Preparation teacher to develop the official Training Plan Agreement, provide the student/employee with training opportunities aligned with program and industry standards and goals, evaluates student/employee performance a minimum of six (6) times throughout the duration of the school year, meets (face-to-face) with the Career Preparation teacher a minimum of six (6) times throughout the duration of the school year to discuss performance of the student/employee and/or concerns.

## Required Site-Visits by Teachers

At teacher assigned to teach courses involving work-based learning experiences, both paid and unpaid must visit each student training site at least six times each school year. Regardless of the length of a grading period, at least one training site visit must be conducted during each grading period to earn contact hours for that reporting period. (SAAH, 5.7.5)

## Prohibited Student Employee Responsibilities

Training sites may NOT require student employees enrolled in the Career Preparation program to fulfill any of the following job responsibilities in accordance with EMS ISD board policy:

1. Students may **NOT** work for an employer in which a parent or relative is the direct supervisor.
2. Students may not be employed at a training site where their job requires delivery, driving a vehicle off the premises, or the majority of the employee's time is spent off site from the main location. **This is a violation of State and Federal law and Eagle Mountain Saginaw ISD policy.**

## Transportation

Students must have their own reliable transportation to and from their job-sites. Students must contact the Career Preparation teacher immediately with any issues concerning transportation to their job-site.

## Unemployment, Termination, and Job Change Policies

*Career Preparation students MUST notify their Career Preparation teacher whenever a change in employment status occurs, regardless of the reason.*

1. Any student who resigns (quits) their job without proper notification/approval, or who is terminated from their training site, anytime during the course will receive a grade of 50 for the corresponding six weeks grading period.
2. Students who resign or are terminated from their training site will have 10 school calendars from the last day of employment to secure a new position.
3. Students must use all release periods to actively look for employment, with a minimum of 15 different employer contacts per week (45 maximum total) until employment is secured.
4. Failure to secure an approved training site on the 10<sup>th</sup> day will result in removal from the program and loss of release periods.
5. Students who fail to notify their Career Preparation teacher immediately after resigning/termination from the training site will result in an employer evaluation grade of a zero (0) for that six weeks and removal from the Career Preparation program at the end of the semester contingent on reason for termination. Students will remain in the Career Preparation class until the end of the semester and will NOT receive credit for the class. Release periods will be filled with high school courses.
6. Upon termination from a training site, the Career Preparation teacher will contact the employer to review the circumstances of dismissal with the former employer.
7. Any student who has been terminated twice during the same semester will receive a 50 for the semester and will be removed from the Career Preparation program at semester end. Students who are terminated due to theft or illegal activity will receive an employer evaluation grade of a zero (0).
8. **Voluntary changes in employment must be discussed with the Career Preparation teacher, and approval given prior to resignation.**

## Probation and Program Removal Process

Probation is a tool used by Career Preparation teachers to help students meet and maintain the high expectations of academics and behavior. Time spent at the training site is instructional engaged time, in which the student remains under the auspice of the district. As a result, the expectations for student conduct and behavior of EMS ISD extend to time spent at the training site. Violation of district expectations while at work may result in disciplinary action, up to removal from the Career Preparation program.



In addition, students may be placed on probation for various reasons including, but not limited to: academics, behavior, and excessive absences. Probation steps are as follows:

1. **Pre-probation Meeting** – the student and teacher will meet to discuss the situation; the student will formulate a plan to ensure his/her success. The student plan and meeting notes will be filed for review and parent will be contacted.
2. **Probation Meeting** – the student, teacher, and an administrator (parents are notified and encouraged to attend) will meet to discuss the situation. The student will be placed on probation and required to revisit or form a plan for success. The student plan and meeting notes will be filed for review.
3. **Progress Meetings** – the student and teacher will meet every three weeks to revisit the student’s plan of action with the goal of student achievement and growth always paramount in the decision-making process. Probation may be lifted, if and when, the Career Preparation teacher feels the terms of the probation have been met consistently in the time frame agreed upon. If, at any time, the terms of the probation are broken, removal from the Career Preparation program will be considered. The student plan and meeting notes will be filed for review.

## Grading Guidelines

Assignments, classroom activities, and experiences at the training site will be used to evaluate mastery of course objectives as stated in the official Training Plan Agreement in alignment with the policies of the EMS ISD Grading and Reporting Handbook. The following guidelines will be used to assign grades for student work.

### 60% Major

Tests  
Projects  
Verified Hours Worked (60/90 six weeks)  
Employer Evaluation

### 40% Minor

Daily Class Assignments  
Weekly Job Report and Journal  
Documentation of Progress  
3 Week Verified Hours Worked (30/45)

Verified Hours Worked grades will be reflected at the 3-week progress report. Students will be given 2 grades per six weeks based on hours worked. Students with one release period must meet the 60 work hours per six weeks requirement. Students with two release periods must meet the 90 work hours per six weeks requirement.

**Official Pay Check Stub** – Pay stubs are due every pay period. Career Preparation will verify pay periods at the beginning of the year.

**Employer Evaluation** – Due date will be provided on class calendar. It is the student’s responsibility to return the evaluation by the date provided. If not returned by the date provided, the policies of the EMS ISD Grading and Reporting Handbook will be followed.

## **Career Preparation Binder**

Students are expected to keep accurate records of their experiences in class and at their training site. Documentation of experiences will be kept in either a hardcopy binder or digital binder.

Notebooks will be graded on the following elements:

**ADMIN** – Syllabus/Handbook Access/Teacher Contact Information

**REPORT** – Weekly Job Report, Pay Stubs, Schedules

**JOURNAL** – Weekly Journal Entries

**EMPLOYER** – Employer Evaluations/Training Plan/Verified Work Hours

**ASSIGNMENTS** – Class Work/Assignments/Projects

## **Attendance Rules**

Regular attendance at school and work is essential for student success in the Career Preparation program. When illness prevents a student from attending school, then the student is also too sick to report to work. The following rules regarding attendance and participation in the Career Preparation program apply to all students.

1. Career Preparation Education students should attend classes every day. If a student must miss class due to illness or other emergency, they are required to **e-mail or call in sick to both their employer and Career Preparation teacher.**

Reporting must be done no later than 8:30 a.m. on the day of the absence. Just as in a job situation, students will be expected to call in if absent or late when they will miss **any class** on a school day. Parents are required to call the attendance office.

2. Failing to call in or e-mail by 8:30 a.m. will result in a deduction of 40 points on the student's Weekly Job Report.
3. Unless approved in advance by the Career Preparation teacher, students who miss one or more classes on a school day will not be permitted to report to their training site (job) on that same day. If a student misses more than half of a school day and reports to work the same day, those hours will not be counted toward their 10 or 15 weekly hours.
4. Students will not be permitted to report to their training site in the event of In or Out of School Suspension.
5. If a student is assigned to In-School Suspension, they will relinquish the right to leave campus for a release period and remain on campus until the end of the regular school day.

6. It is the student's responsibility to inform the employer of an absence as a result of ISS assignment, **not the Parents, Siblings, or Friends.**
7. Due to the unique nature of the Career Preparation program, the Alternative Discipline Center (ADC) is unable to offer Career Preparation course work. Any Career Preparation student that is assigned to ADC will be dismissed from the Career Preparation program while at ADC. Upon completion of the student's ADC placement re-enrollment in the Career Preparation Program will be reviewed on a case by case basis.
8. If an absence is approved due to a scheduled appointment (doctor, dentist, court, etc.) a student is required to furnish documentation to their Career Preparation teacher as well as the attendance office.
9. Students can lose credit for excessive absences. The EMS ISD Attendance Policies will be followed.
10. Students are required to leave campus immediately after their last scheduled class period and to not remain on campus during release periods. Students will need to make arrangements to return to campus before/after school for tutorials or school sponsored events.

## Grading and Attendance Signature Page

Please sign and return by: \_\_\_\_\_

I \_\_\_\_\_ (print name) have received the grading and attendance policies for the Career Preparation program. I have read, and understand, the grading policies and attendance rules for participation in the Career Preparation program. In addition, I accept responsibility for documenting experiences at the training site and following protocols for reporting attendance accurately.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the grading and attendance policies for the Career Preparation program. I understand my responsibility as a parent/guardian in supporting my student's participation in this course.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Career Preparation Student Handbook Acknowledgement

Please sign and return by: \_\_\_\_\_

I, \_\_\_\_\_ (print name) have received and read the Career Preparation Handbook and understand the responsibilities necessary to participate in the Career Preparation Program at Eagle Mountain – Saginaw ISD. I understand that this handbook is to be used as long as I am enrolled in the program and should be accessible at all times.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the Career Preparation Handbook and understand the rules that apply to the program. I understand that it is my child's responsibility to follow all the program guidelines. I also agree that if a problem or concern arises at my child's training site, I will contact the Career Preparation teacher, not the employer.

By signing below, I acknowledge receipt of the rules and regulations for the Career Preparation program.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date