

The PCOE CTEWORKS Program is offered in cooperation with local high school districts to help ensure successful completion and to maintain open lines of communication and understanding, the following policies have been established.

FEES: All fees and materials needed to complete this course will be provided for High School Students. There may be additional fees or deposits per class for uniforms, materials, or immunizations as required by the course for adult students. See our website (www.cteworks.com) for a complete list of all adult student fees.

BEHAVIOR:

a. **Attitude:** A positive/cooperative attitude is required, as it is expected by the profession for which the student is being trained. Honesty and integrity are expected of students enrolled in CTEWORKS. No high school student should be enrolled in CTEWORKS unless participation has been recommended by high school personnel and the student is enrolled by his/her own choice.

b. **Attendance/Punctuality:**

Classroom: Attendance on class days is required. With prior arrangements, and at the discretion of the instructor, students may be required to make up missed days. High school students are required to attend classes on their respective campuses in order to continue in CTEWORKS. Students with poor attendance and/or poor punctuality at training sites may be dismissed from CTEWORKS classes.

Training sites: Absences and/or tardiness will be governed in accordance with individual training site policies. Students are expected to be in class or at the training site on the appointed days and on time. Students must call both their site supervisor and their instructor when expecting to be late or to miss class. Students are expected to adhere to the CTEWORKS schedule, which may differ from the high school schedule. Students with poor attendance and/or poor punctuality at training sites may be dismissed from ROP classes.

COUNSELING AND DROP PROCEDURE: It is the policy of this program to counsel and work with any student who has difficulty adhering to these regulations. In most cases, the student will first be counseled by the instructor so that the problem can be discussed and a solution sought. If the problem continues, or if any other problems occur, the parent/guardian will then be notified. The parent/guardian will be asked to assist in helping to resolve the problem and be given the opportunity to meet with the high school counselor/liaison, instructor and student. If dropped from CTEWORKS, students may be required by their high schools to attend an alternative program/school.

CALIFORNIA EDUCATION CODE VIOLATIONS: Any student who commits a 48900 Ed. Code offense may be immediately dropped from his/her CTEWORKS course with a grade of "F" and no credits. Section 48900 is reviewed in CTEWORKS classes by PCOE Administration at the beginning of each school year. Any violation included in Section 48900 in the California Education Code may result in suspension and/or dismissal from CTEWORKS and a report will be made to the student's high school and/or to law enforcement personnel. Violations include, but are not limited to, threats, fights, weapons possession, drug, tobacco, and alcohol (use, possession, or sale), robbery, theft, property damage, obscene acts including profanity, classroom disruption and defiance of authority, and harassment of any kind.

- a. **Drugs/Alcohol:** Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or any form of illegal drugs will result in immediate dismissal from CTEWORKS.
- b. **Theft/Property Damage:** Any student involved in theft or willful and/or malicious property damage will be immediately dismissed from CTEWORKS.
- c. **Forgery:** Time sheets and attendance sheets are legal documents, and any forgery of any required records, documents, permission slips, or notes will result in the student's immediate dismissal from CTEWORKS.
- d. **Loss of a Training Site in a Community Classroom Course:** Loss of training site due to student behavior may result in dismissal from CTEWORKS. The program is not obligated to provide a second training site.

TRANSPORTATION: Because of the program's regional nature, CTEWORKS will not provide transportation to and from off-campus classes nor to training sites. Transportation and liability is the responsibility of each student and his/her parent(s) or guardian(s).

OFF-CAMPUS INSTRUCTION: Community-based CTEWORKS courses have training experiences held off campus at local businesses. Please note that internships are not guaranteed, and students should not expect to be paid. If a student cannot be placed they may be dropped from the program.

ACCIDENTS AND INJURIES: While performing occupational related tasks in the classroom or on the training site, students will be covered for accidents and/or injuries by a Workers' Compensation medical insurance policy provided by CTEWORKS for non-paying internships (JVA). Students receiving training in paid internships (CVE) must be covered by the employer's Workers' Compensation insurance. All other non-occupational related task accidents and/or injuries will not be covered by CTEWORKS and must be covered by the student's family medical insurance policy or through private pay. If the student does not have an existing medical insurance policy, student insurance policy information is available through the CTEWORKS.

EVALUATIONS:

- a. **Grading:** Each instructor will issue a letter grade for high school students for all grading periods during the school year.
- b. **Evaluation and Progress Reports:** Evaluation forms or progress reports will be completed four times a year on each student by the training site supervisor and/or instructor. For high school students, deficiency notices will be issued as necessary.
- c. **Credits:** ROP will recommend credits, but high school credit will be determined by each individual high school.

CERTIFICATES OF COMPLETION: Certificates of Completion will be awarded upon successful completion of the individual course objectives as determined by the instructor.