



NORTHWEST ISD
**Career & Technical
Education**

Career Preparation I&II Manual



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Career Preparation I & II Guidelines

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TRAINING STATION GUIDELINES

1. All Career Preparation I/II students must have an approved on-the-job training station in order to receive credit for their work experience. (See Approved Training Station on Page 4). The course should span the entire school year and students are expected to be enrolled the entire school year. Students may not enroll in Career Preparation for only one semester. Upon successful completion of Career Preparation I, students will have the opportunity to enroll in Career Preparation II.
2. Students must be a minimum of 16 years old and hold valid work documentation, such as a Social Security card to enroll in Career Preparation.
3. The teacher coordinator **must** approve all training stations; therefore, students must check with his/her coordinator before accepting a job. Only one training station will be counted as the job of record.
4. In order to meet the requirements of the program, Career Preparation students must have an approved job within 15 school days from their enrollment date and will remain employed until the end of the school year. Students that have not secured employment on or before Friday, September 11, 2020 *or from their enrollment date* must be removed from the program.
5. The Job Search Verification Form on Page 3 is for students who are not employed when they enroll. The form is to be completed by all students seeking employment. Students are required to make at least **15** contacts per week. Forms are to be filled out completely and signed by a manager or supervisor at that place of business. Online applications should be printed and attached to the verification form. Verification forms are to be submitted with each week as instructed by the coordinator. If a student does not find employment at an approved training station within **15 school days** of enrollment, he/she must be removed from the program.
6. A student who becomes unemployed at any time during the school year must notify his/her teacher within 24 hours and must follow the guidelines (See Guidelines for Students Who Have Quit or Been Terminated Pg.6).
7. If a student is terminated or partakes in any activity that violates the Northwest ISD's Student Code of Conduct, the student may be removed from the program and/or receive a disciplinary referral. If terminated, students may remain in the Career Preparation I/II class until the end of the semester, but may **NOT** receive credit for the class.
8. Students must have their own reliable transportation.
9. **Students 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. Actual hours worked will be reflected on the student's grade. Hours will be verified by an official paycheck stub (See Grading Guidelines Pg. 4). For example: Week one Student A works 12.5 hours, the following week Student A works 17.5 hours, the third week Student A works 15 hours. Student A will still meet the required 45-hour minimum at the grading point.**
10. Students under the age of 18 may not be employed at a training station 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.
11. Students are not permitted to work for a parent or relative. A parent or relative may not be the direct supervisor.
12. Employers must complete a background check provided by NISD.
13. In case of a student injury, whether at their training station or outside the workplace, employers may reassign the student to another position to accommodate the student until he/she recovers. Students may also be placed at an alternative unpaid position by the coordinators. The duration of time will depend on official medical documentation.
14. Changing a job with teacher approval is limited to 2 times per year. After the limit, extenuating circumstances will be reviewed by the coordinators and principal.
15. Students will not be permitted to work for a place of business that promotes inappropriate or suggestive materials. For example: suggestive clothing, bar, behind a bar and/or club. All training stations must be approved by campus Career Preparation teacher in accordance with state and district policies.
16. **If there are questions or concerns, parents should contact the Career Preparation teacher, not the employer.**

APPROVED TRAINING STATION/WORKPLACE

An approved training station/workplace must meet the following guidelines:

1. Training station/workplace approval will be based upon TEA Occupational Guidelines; number of work hours Monday through Friday; location of business; job duties; and teacher approval. Approval guidelines at NISD may not be the same as other school districts. ***All training stations/workplaces must be located within a 20-mile radius of the student's' high school campus.***
2. Have a supervisor on duty and on location at all times. The supervisor must be directly responsible for the supervision of the trainee's performance on the job. A student may not act as their own supervisor or be self-employed.
3. Must be operated from a professional location which keeps regular hours, such as a store site, restaurant, office building etc. Must have a phone by which a student can be contacted at all times. The business must have a registered name and tax number. The training station/workplace must provide security clearance to the Career Preparation coordinator, if required. Students may not work from a personal residence, unless it is a designated place of business with a separate entrance from the home and more than one employee/supervisor is on site during the working hours.
4. Provide an official paycheck stub to include documentation of verified work hours.
5. Supervisors will complete and return the Employer Performance Review form (Pg. 5) of the student every nine weeks, or as necessary.
6. Supervisor will meet with the teacher coordinator at least once every nine weeks.

Northwest ISD
Career Preparation I/II

JOB SEARCH VERIFICATION FORM

Name of Career Preparation I/II Student

Week

THIS FORM MUST BE COMPLETED BY CAREER PREPARATION I/II STUDENTS WHO ARE NOT EMPLOYED AND ARE ACTIVELY SEEKING WORK. IT IS TO BE SUBMITTED WITH YOUR WEEKLY TRAINING REPORT TO RECEIVE CREDIT. YOU ARE REQUIRED TO MAKE A MINIMUM OF 15 CONTACTS PER WEEK. ONLINE APPLICATIONS MUST BE PRINTED AND ATTACHED TO THIS FORM. A MAXIMUM OF 45 VERIFIED APPLICATIONS WILL BE ACCEPTED.

<i>DATE</i>	<i>BUSINESS NAME</i>	<i>NAME OF PERSON CONTACTED</i>	<i>PHONE #</i>	<i>VERIFICATION SIGNATURE</i>

CAREER PREPARATION GRADING GUIDELINES

60% Summative

135 Verified Work Hours Grade, Employer
Performance Review, Project Based Assessments,
Certification Completion
135 Verified Hours = Summative grade

- Students must obtain 135 clock hours for each nine week grading period.
- Students will be given 5 grades per nine weeks based on hours worked.
- Pay stubs must be dated within the current grading period.

40% Formative

45 Verified Hours Grade each 3 Weeks,
Verified Hours Report, Journal Entries, Daily
Assignments
45 Verified Hours = formative grade

Note: Students may make up hours within 5 days of the due date for the total 135 hours for the nine weeks. However, students may not make up more than 20 hours. Example: if a student is short 20 hours as of week 8 of the grading period then that student may make up 20 of those hours within 5 days of the end of the 9th week.

Official Pay Check Stub – Pay stubs are due every pay period. Coordinator will verify pay periods at the beginning of the year. In the event that a student does not meet the minimum work hour requirement due to extenuating circumstances, the student will be given an opportunity to speak to the Career Preparation Appeal Committee that includes the student's career prep teacher, student's counselor, and a representative of the College and Career Readiness department.

Employer Performance Review – The performance review will be delivered to employers each grading period. It is the student's responsibility to return the evaluation by the due date listed. If it is not returned by the date provided, the current NISD Secondary Grading Guidelines will be followed.

Certifications – Through the Career Preparation class students will be expected to earn a minimum of 4 certifications over the course of the school year. Available certifications provided by the district include *Microsoft Office Specialist/Expert/Master* and *OSHA 10-Hour General Industry Certification*

Academic Integrity - Students are expected to submit work that fairly and accurately reflects their level of accomplishment in all classes. Any work that is not a product of the student's own efforts is considered dishonest. Students must not engage in academic dishonesty, doing so may result in the student being placed on program probation or removal from the program. The current NISD Secondary Grading Guidelines will be followed.

EMPLOYER PERFORMANCE REVIEW GRADE EXPECTATIONS

A student who is terminated as a result of a situation beyond his/her control will not be penalized. The student will have 15 school days to secure an approved training station. Any student who is unemployed will be expected to use all early release hours actively seeking employment.

1. Students who resign without the express knowledge and consent of the teacher/coordinator may result in a grade of a zero (0) on the Employer Performance Review .
2. Students who are terminated because of theft or who are, in any way, associated with a situation involving theft, or attempted theft, and are terminated as a result of such a situation, will automatically receive an Employer Performance Review grade of zero (0).
3. Students who are involved in the forgery of signatures, lying, intentional misrepresentation of facts, or the withholding of important job related information to the coordinator will automatically receive an Employee Performance Review grade of zero (0).

Grades resulting from any of the above situations will be reflected during the grading period in which the incident occurred.

NORTHWEST ISD CAREER PREPARATION I/II EMPLOYER PERFORMANCE REVIEW

Student's Name	Training Station
Teacher Phone:	Training Station Supervisor

To The Employer: To better assist you in training the above named student to become a more productive employee, we are asking that you complete this form with honesty and integrity. This evaluation is a part of the student's grade *for classroom purposes only*. Please circle the number that, in your judgment, best matches the student's skill level in the appropriate box to the right. **The scale is a measure from 10 to 2. 10 being Consistently Exceeds Expectations and 2 being Major Improvement Needed (You may use + or - to further define your scoring).**

Please refer to the back of this form for Grading Scale performance descriptions.

WORK ETHIC COMPETENCIES		GRADING SCALE				
APPEARANCE	1. Dresses appropriately for the job	10	8	6	4	2
	2. Is well groomed, uses personal hygiene	10	8	6	4	2
QUALITY	3. Completes tasks as assigned	10	8	6	4	2
	4. Keeps work area neat and clean	10	8	6	4	2
ATTITUDE	5. Possesses good organizational ability	10	8	6	4	2
	6. Has a positive attitude toward work	10	8	6	4	2
KNOWLEDGE	7. Displays enthusiasm on the job	10	8	6	4	2
	8. Possesses appropriate job skills	10	8	6	4	2
INDUSTRY	9. Understands and follows directions	10	8	6	4	2
	10. Asks questions when needed	10	8	6	4	2
INITIATIVE	11. Uses good judgment (common sense)	10	8	6	4	2
	12. Volunteers for jobs	10	8	6	4	2
HUMAN RELATIONS	13. Independently follows through on assigned tasks	10	8	6	4	2
	14. Uses time wisely	10	8	6	4	2
ATTENDANCE	15. Gets along with supervisors, co-workers, and customers	10	8	6	4	2
	16. Displays respect, manners and tact	10	8	6	4	2
ADAPTIVE	17. Can be depended upon, calls if sick or late	10	8	6	4	2
	18. Is punctual when reporting for work	10	8	6	4	2
	19. Willing to adapt and accept new tasks	10	8	6	4	2
	20. Accepts responsibility	10	8	6	4	2
Total Points Evaluation based on a 200 point scale						____/200

Signature of Evaluator _____ Date _____

Position _____

Comments _____

EMPLOYER PERFORMANCE REVIEW GRADING SCALE

Each employee is to be evaluated on each of the following performance factors using the following ratings:

10 pts – Consistently Exceeds Expectations - Employee displays at all time, without exception, a consistently high level of job related skills, abilities, initiative, and productivity. All tasks/responsibilities are completed beyond the level of expectation. Initiative and self-direction are characteristic.

8 pts – Often Exceeds Expectations- Employee displays a high level of job related skills, abilities, initiative, and productivity, exceeding requirements in some areas, but not consistently or not without exception.

6 pts – Meets Expectations - Employee displays and maintains an effective and consistent level of performance of the job responsibilities. Work output regularly achieves desired or required outcomes or expectations.

4 pts – Some Improvement Needed- Employee at this level displays inconsistency in the performance of the job responsibilities and output frequently falls below acceptable levels. Tasks may be significantly late at times or incomplete, with serious or potentially serious consequences.

2 pts -- Major Improvement Needed - Work output is consistently low, regularly fails to meet required outcomes, and error rate is high, requiring repetition of duty or completion by others. The employee may require constant supervision, and show an indifference to job responsibilities.

GUIDELINES FOR STUDENTS WHO HAVE QUIT OR BEEN TERMINATED

YOU MUST NOTIFY YOUR TEACHER/COORDINATOR WHENEVER YOU LEAVE YOUR TRAINING STATION REGARDLESS OF THE REASON.

1. Any student who resigns (quits) his/her job without proper notification/approval or who is terminated during a nine weeks' grade period (including the first or last day) from their training station of record may receive a grade of 50 for that marking period.
2. Students who resign or are terminated from their training station will have 15 school days from the date of resignation/termination to secure a new training station. Students are expected to use early release periods to actively look for employment. The employment verification form must be submitted showing a minimum of 15 different employer contacts per week (45 maximum total) until employment is secured. Failure to secure an approved training station on the 16th day will result in removal from the program and early release periods will be filled.
3. **Students who fail to notify their coordinator immediately after resigning/termination from the training station will result in an Employer Performance Review grade of a zero (0) for that nine weeks and removal from the Career Preparation I/II program at the end of the semester contingent on reason for termination. Students will remain in the Career Preparation I/II class until the end of the semester, but will NOT receive credit for the class and early release periods related to Career Preparation will be removed.**
Upon termination from a training station, the coordinator will contact the employer to review the circumstances of dismissal with the former employer to help ensure that appropriate supports are made available.
4. 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 I/II program at semester end. Students who are terminated due to theft or illegal activity will receive an employer evaluation grade of a zero (0) and will receive a disciplinary referral in accordance with the current NISD Student Handbook and Code of Conduct.
5. Changing a job with teacher approval is limited to 2 times. After the limit, only extenuating circumstances will be reviewed by the coordinators and principal.
6. Students must confer with their coordinator, provide a written two week notice to his/her current employer, and secure another job before quitting a current job.

1. **Student's Full Name** _____
2. **Today's Date** _____
3. **Last Day you Worked** _____
4. **Were you terminated or did you quit?** _____
5. **Supervisor who terminated you** _____
6. **Supervisor's phone number** _____
7. **Reason (circumstances) for your termination** _____

Student Signature

Supervisor Signature

Parent Signature

Teacher Coordinator Signature

***Students have 5 days from date of termination to have all appropriate signatures and form returned.**

ATTENDANCE RULES

Parents and Students: Please initial each item.

1. Career Preparation Education I/II 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 coordinating teacher. Calling in sick must be done no later than 8:15 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 8:15 am will result in a deduction of 40 points on their Verified Hours Report.
3. If a student misses more than half of a school day and goes to work the same day, those hours will not be counted toward their 15 weekly hours. This rule stresses the importance of regular attendance at school and implies that when illness keeps a student from attending school, the student is also too sick to report for work. Coordinators may verify with employers to ensure guidelines are being followed.
4. Suspension (OSS) from school also applies to the rule above. If a student goes to work on a day that the student is suspended, those hours will not count toward the 15 hours needed for the week.
5. If assigned ISS, it is for the **entire school day** regardless of Career Preparation release time. Just as in a job situation, this is the student's responsibility to inform their employer, **not the parents, siblings, or friends**. Any hours worked *after* the regular school day may be counted for credit.
6. Due to the unique nature of the Career Preparation program, the Special Programs Center (DAEP) is unable to service Career Preparation course work. Any Career Preparation student that is assigned to the Special Programs Center (DAEP) will be dismissed from the Career Preparation program immediately. Students are not permitted to re-enroll in the course, if and when they return to their assigned campus.
7. 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 coordinator as well as the attendance office.
8. Students can lose credit for excessive absences. The Attendance Policy in the current NISD Student Handbook and Code of Conduct will be followed.
9. If a student cannot attend school for any reason, three calls must be made by 8:15 am:
 - The Attendance Office (parents must call)
 - The Career Preparation Teacher/Coordinator (student must call)
 - The Employer (student must call)
10. Students are required to leave campus immediately after their last scheduled class period and are not permitted to remain on campus during their early release periods. Students will need to make arrangements to return to campus before/after school for tutorials or school sponsored events.

Career Preparation I/II

Training Manual

Signature Page

I, _____ (print name) have received and read the Career Preparation I/II Training Handbook and understand the responsibilities necessary to participate in the **Career Preparation I/II Program at Northwest ISD**.

Signature of Coordinator

Date

Day Phone Number

Signature of Student

Date

Day Phone Number

I have read the Career Preparation I/II 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 station, I will contact the teacher coordinator, not the employer. By signing below, I agree with all the rules and regulations and support the teacher coordinator and work supervisor in meeting all of the necessary requirements in order to succeed.

Printed Name of Parent/Guardian

Printed Name of Student

Signature of Parent

Date

Day Phone Number

Non- Discrimination Act

Northwest Independent School District Career & Technical Education Non-Discrimination Notice

The Northwest Independent School District offers career and technical education programs in Agriculture, Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communications, Business Management & Administration, Education & Training, Finance, Health Science, Human Services, Information Technology, Law, Marketing, STEM, Technology Applications/Information Technology, and Transportation, Distribution & Logistics. Admission to these programs is based on open enrollment for all pathways. School of choice academies require additional requests.

It is the policy of the Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational 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.

It is the policy of Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Northwest Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Kim Barker, at kbarker@nisdtx.org, 817-215-0004, and/or the Section 504 Coordinator, Victoria Cole, at Victoria.Cole@nisdtx.org, 817-698-1067.

Northwest Independent School District ofrece programas de educación técnica y vocacional en Agricultura, Alimentos y Recursos Naturales, Arquitectura y Construcción, Artes, Tecnología A/V y Comunicaciones, Administración y Administración de Empresas, Educación y Capacitación, Finanzas, Ciencias de la Salud, Servicios Humanos, Tecnología de la Información, Derecho, Marketing, STEM, Tecnología Aplicaciones/Información Tecnología y Transporte, Distribución y Logística. La admisión a estos programas se basa en la inscripción abierta para todas las vías. Las academias de la escuela de elección requieren solicitudes adicionales.

Es norma de Northwest Independent School District no discriminar en sus programas, servicios o actividades vocacionales por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Northwest Independent School District no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de

1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Northwest Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales. Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX, Kim Barker, en kbarker@nisdtx.org, 817-215-0004, y/o el Coordinador de la Sección 504, Victoria Cole, at victoria.cole@nisdtx.org, 817-698-1067.