

## INTERNSHIP DISCIPLINE PROCEDURE PROCESS

The following procedure must be followed if student loses their internship site or if student fails to sign in and out each day they are scheduled for internship:

### Internship

1. Any student that loses their Internship must notify the School to Work Counselor
2. No student, without a Internship site, can leave the school during the time they were scheduled for their Internship.
3. Any student without a Internship site must check in with the School to Work Counselor at the beginning of the scheduled class and spend the time in the detention room. (This will not count as an act of discipline, but as a safe place to for the student to work until another internship site can be obtained.)
4. All students must sign in and out in the Internship log at the main office. Failure to do so will result in the following procedure:
  - First Offense:** 3 Office detentions; parents notified by the teacher
  - Second Offense:** In-School Suspension; parent conference with the Dean of Student Life and the Dean of Student Support
  - Third Offense/subsequent:** ISS; Parent conference with the student, the Dean of Student Life and Student Support Services; further evaluation and intervention through Student Support Services. ISS and/or OSS are options at this point and are at the discretion of the Principal or Dean of Student Life.
5. **Any student not turning in paperwork by the 3<sup>rd</sup> week of class will be dropped from the program and a study period will be assigned.**

I have read and understand the requirements of this internship class and realize the importance of signing in and out each day of my internship.

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Student's Signature

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Parent's Signature

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Date

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Date