

Work Experience Discipline Procedure

WORK EXPERIENCE DISCIPLINE PROCEDURE PROCESS

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

Work Experience

1. Any student that loses their Work Experience must notify the School to Work Counselor
2. No student, without an work experience site, can leave the school during the time they were scheduled for their Work Experience.
3. Any student without a Work Experience 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 work experience site can be obtained.)
4. All students must sign in and out in the Work Experience log at the main office. Failure to do so will result in the following procedure.
 - a. First offense – student must serve one day of detention. (Notification of time served will be forwarded to School to Work Counselor, by student and Detention Teacher.)
 - b. Second offense – student will have to notify Work Experience site that they will not be coming to their job site on the following day of class and stay in detention for that period.
 - c. Third offense will result in a meeting with student, parent and counselor, to discuss consequences and to notify student that the fourth offense will result in a failing grade in the course.
 - d. Fourth offense – Student will fail Work Experience class, for the quarter that they failed to sign in four times.
5. **Any student not turning in paperwork by the 3rd 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.

Student's Signature

Parent's Signature

Date

Date