

# **Career Preparation**

**Operating Policies and Guidelines Packet**

**Alvarado High School**

**Agriculture Science Department**

## Student Application For Enrollment in Career Practicum Classes

Career preparation classes offers you an opportunity to learn skills you may use in high school, in a career after graduation, and as a financial means to help further your education. In addition, career and technology education is designed to provide you the opportunity to make informed occupational choices, determine educational needs and options, develop employability knowledge and skills, and acquire marketable skills. To be eligible you first need to fill out this application for enrollment into the program and return it to the Agriculture instructor or the counselor.

### Student Data

Name \_\_\_\_\_ Social Security  
Number \_\_\_\_\_

Current Grade \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent's Home Phone (\_\_\_\_) \_\_\_\_\_ Student's Home Phone(\_\_\_\_) \_\_\_\_\_

Do you have a drivers' license? \_\_\_\_\_ What would be your arrangement for transportation to your work- based training site? \_\_\_\_\_

Do you have parent/ guardian consent to participate in a career preparation training program? \_\_\_\_\_

Do you have parent/ guardian consent to work evenings and/ or weekends? \_\_\_\_\_

What are you interested in pursuing as a career? (Please answer as fully as you can at this time!)

\_\_\_\_\_

\_\_\_\_\_

If there were no training placements in this career area, would you be interested in training in another career area? Yes No

Why do you want to enroll in a Career Preparation program \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Student Information

List any work previous experience \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Name of Business \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone Number(\_\_\_\_\_) \_\_\_\_\_

If employed, do you prefer that your present employer serve as your training sponsor? \_\_\_\_

Do you plan to attend a college or technical school? \_\_\_\_\_ Where? \_\_\_\_\_

List extracurricular activities that you are involved in \_\_\_\_\_

Please indicate (by number) how many of the following classes you have taken

\_\_\_ Agriculture      \_\_\_ Business/Computer      \_\_\_ Family & Consumer Sciences

\_\_\_ CAD              \_\_\_ Electronics              \_\_\_ Building Trades

Have you had keyboarding? \_\_\_\_\_ BCIS \_\_\_\_\_

List employment skills that you possess \_\_\_\_\_

Approximately how many days have you been absent this previous school year? \_\_\_\_\_

### Fill in Your Present Class Schedule for this School Year

Class Period	Room#	Subject	Teacher
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

### Compliance Statement

Alvarado High School does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in providing educational services. The Alvarado High School will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational programs. Alvarado High School does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities.

I have carefully studied, considered, and completed all the blanks in this application. If this is accepted and I am enrolled in the program, I understand the following:

- Career Preparation is designed as a **full year course- no entering or exiting in Jan.**
- Appropriate dress at the training station and on other special occasions is necessary.
- Membership and participation is **encouraged** in the youth leadership organizations on the local, state, and national level.
- All school rules and regulations are applicable while at school and at the training station.
- Students for whom a paid work- based training placement is being sought but not finalized by the tenth day of class (after the opening of school or between placements) will be placed for unpaid training, assigned to additional career preparation classroom instruction, or rescheduled for a full day of classes other than the Career Preparation class.
- Career preparation students are responsible for their own transportation to the work- based training site.
- Attendance at the training station is **not permitted** when absent from school.
- Notification to the teacher-coordinator is **required** by 8 a.m. if the student is unable to attend school. Students who do not attend school but who go to work without the teacher's permission may consequently be withdrawn from the program with the loss of credit.
- Resigning or quitting the job **without permission** from the teacher-coordinator may result in the student being withdrawn from the program with the loss of credit.
- Being fired for misconduct, drug or alcohol abuse, or dishonesty will result in the student being withdrawn from the program with loss of credit.
- Students that are without work (other than the above circumstances) may still have early release for two weeks. If they still have not secured a job within the two weeks, they will remain at school until regular release time.
- Unpaid internships , mentor-ships, or job shadowing may be utilized to supplement training opportunities in paid work-based training sites ( training before initial placement for paid training, between placements for paid training , or to provide experience not available at the paid training site.)
- the career Preparation teacher and high school counselor **must approve the training station.**
- Students placed in the practicum program must hold a job (**does not mean you have to work on a farm or ranch**).
- Students must be employed for at least 20 hours during the week (Sunday- Saturday).
- Students briefly without work-based training placements may be given additional assignments to complete in the Career Preparation classroom or in study hall on days when there are no scheduled interviews or other training sponsor contacts.

### Statement Agreement

To provide a quality program, certain guidelines must be maintained by ALL students. These include regular attendance, acceptable dress, grooming, and behavior.

**I have read and agree to abide by the above guidelines.**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date