

INFORMATION PACKET  
FOR  
CAREER PREPARATION  
COOPERATIVE EDUCATION  
STUDENTS  
AND  
PARENTS

2021-2022  
PLANO EAST  
SENIOR HIGH SCHOOL



Tommy Guynes  
Career Preparation Teacher  
[tommy.guynes@pisd.edu](mailto:tommy.guynes@pisd.edu)

fax 469-752-9001  
<http://www.planohsjobs.com>

## CAREER PREPARATION COURSE GUIDELINES

### What is Career Preparation Cooperative Education?

Career Preparation Cooperative Education is a program that combines school and work experiences to develop employees who can enter the workforce trained and prepared to succeed. Students will engage in skilled training within a wide variety of occupations including retail, customer service, restaurant, hospitality and educational occupations. Local businesses cooperate by providing on-the-job training opportunities for students. Classroom instruction assists to prepare students for workplace success.

Students will utilize entry-level jobs which may include cashiering, selling merchandise, stocking, food preparation, office work, including entrepreneurship / management aspects. Individuals will explore various aspects of careers within specific pathways of interest. Students can also expect to acquire job skills, which will help them obtain work directly out of high school on a full or part-time basis. College and career development is emphasized.

Students are scheduled for one academic classroom period and two periods off campus. Individuals will receive 1.5 credits per semester / 3.0 credits per year for course completion.

**Class Web Support** – classroom websites recommended for employment assistance

- <http://planohsjobs.com> – weekly teacher blog about class topics: employment, current topics, local employers and career ideas

### What are the requirements in order to receive credit for Coop?

- Be employed at an approved training station throughout the school year
- Each student must turn in a Training Plan and Employer Verification Form for each job site. This Training Plan is required for course credit and represents a major grade.
- Obtain **270 hours (18 weeks first semester)** in the fall semester and **285 hours (19 weeks second semester)** in the spring semester. Students must work a minimum of **15 hours per week** – at least 10 of the 15 hours should be obtained during weekdays
- **Proof of Employment** - Students are required to show proof of employment which may include paycheck stubs, work schedule signed by the employer, work schedule with your name printed or some other proof approved by the teacher. Failure to show employment proof on Mondays each week of the school year will result in loss of hours for that pay period and may result in a failing grade for the six weeks/semester. Such documentation results in a daily grade each week.
- Each week, when documenting work hours, students can assist with this verification in several ways – picture of a work schedule, weekly work schedule signed by employer, or a bank deposit from the employer. All done on a weekly or bi-weekly basis.

- Each student **must** have a training plan on file documenting his / her present job – signed by the student, parent, employer and teacher.
- Attend class regularly - all classes
- Complete and master classwork with a minimum of 70% (Mastery of this course includes job performance and behavior)
- Must be 16 years old and have a valid social security number or other id
- Provide and adequately use reliable transportation

## How are absences from school and work handled?

One of the leading causes of job loss for young workers is poor attendance and a lack of punctuality at work. Because attendance is so important for school and job success, a good attendance record and punctuality is **expected** of Career Preparation Coop students. In addition to the requirements of the school's attendance office (refer to student handbook), **a student will not get credit for hours worked if they are absent from school and go to work without the approval of their teacher / coordinator.**

The student should also call his/her work site as soon as possible to inform the employer of his/her absence from work. Employers prefer that the student (rather than the parent) notify them of absences or late arrivals to work. If a student will be absent for several days, parents are encouraged to contact the teacher/coordinator.

Summarily, if a student is too sick to attend school, it is assumed that the individual is too sick to attend work.

The PESH tardy and make-up policies will be followed by the teacher/coordinator. The policies can be found in the student handbook and it is the **responsibility of the student** to follow these policies.

## What are the guidelines regarding the training station?

- Students are required to be **employed by Friday, September 3, 2021**, in a **qualified job**. A **Training Plan** and **Job Verification Form** must be returned to the teacher by this date – major grade. Those who are not employed by this time may expect failing grades. Students may be considered for removed from Career Preparation and scheduled into a full day of classes.
- Those returning the Training Plan and Job Verification Form by August 23 will receive a first major grade of 100. All others will receive a "0" – until such point that these two documents are returned to the teacher. This grade can be adjusted once documents have been returned.
- We have an abundance of employers in the Plano area. I suggest being open to new experiences and challenges. Your teacher visits employers weekly and has personal contacts with employers. When in doubt, refer continually to [www.planohsjobs.com](http://www.planohsjobs.com) and look for job leads. Opportunities are posted weekly!!!

- Do not put off finding employment or remain selective – your grade will suffer.
- A student must acquire a job within a **fifteen-mile radius** of the school. Employment locations will be considered on an individual basis outside this boundary.
- A student is required to work a **minimum of 15 hours per week, 10** of which should be **Monday - Friday**. When the student reaches the required number of hours for the semester, they are **still required** to be employed for the entire semester and work **at least 15 hours per week**. Failure to follow this requirement can result in a failing grade.
- A student is expected to **maintain his/her job throughout the entire school year**. However, if for justifiable reasons a change is necessary, the student must follow the correct procedures for leaving a job to prevent failure for the nine weeks. All employment changes must be discussed beforehand with the instructor.

### **Procedures for leaving a job include:**

Your teacher visits your job site very often. Transparency is important. Because of these visits and other communications with employers, it is important to understand that workplace events may already be known. You are encouraged to share information relevant to this class with your teacher.

1. Prior approval from teacher / coordinator
2. Two-week written notice – visit with the instructor for assistance
3. Job Termination Form completed and on file
4. Training Plan for new job completed and on file
5. Proof of employment by another business - Employer Verification Form

**REMEMBER:** Being fired or quitting a job without permission may result in failure for the grading period and possible dismissal from the program at the end of the semester! If relieved from employment, your instructor will discover this during a periodic visit with the manager / lack of pay stubs.

- If a student is unemployed he/she will have **two weeks** to secure another job. However, students are still held accountable for hours during those two weeks. During that time, a student must contact a minimum of three employers each day and report in writing the following:
  1. Place of business
  2. Person with whom the student talked
  3. Telephone number of the business
  4. Employer's reply - interested or not?

Students not obtaining a job within the two-week period may be removed from the co-op program and enrolled in a full day class schedule.

- If a student is fired or discharged from his/her job due to unacceptable conduct, poor performance, or for ethical reasons (i.e. theft), he/she may **fail for the nine weeks / semester and may be dismissed from the program**.

- If a student is fired, he/she must ***immediately notify the teacher***. The consequences for being fired will vary depending upon the reason for dismissal. They include but are not limited to:
  1. Removal from the program and being scheduled into a full day of classes.
  2. Receiving a failing grade for the nine-week period.
  3. Being required to sign a probationary contract in order to remain in the Career Preparation program.
- If a student **chooses to quit** her/his job **without** prior teacher approval, he/she will receive a failing grade for the current grade period. Students **must** have teacher approval prior to changing jobs.
- Students must understand that the purpose of the Career Preparation program is to give hands-on experience in the business world and to provide a transition from school to work.
- **Job-hopping is not allowed.** You must have a job ready when you quite a job.
- Students must understand and learn that problems do exist in the workplace and that they must be dealt with in an adult manner.
- Misconduct, drug and/or alcohol abuse, theft or criminal acts, or dishonesty at the training station can result in the student being withdrawn from the program with loss of credit.
- All placements must be at a training station that is an ***ongoing business*** and offers ***adult supervision at all times***. A student ***may not work alone***. A student will not be allowed to work in a business under the direct supervision of a parent or relative. Since the student's training station is viewed as an extension of the school day, all uniforms must be appropriate as determined by the Plano ISD dress code policy or the student **will not** be allowed to work in that business. Inappropriate or unprofessional dress at work is not allowed.
- A student is ***not allowed to drive on a regular basis*** as a part of the job, even with parent permission.
- A student's job site must be approved by the teacher - babysitting, door-to-door sales, home-business locations, telemarketing, vapor shops, or mall kiosk are not allowed.
- The Training Plan and Employer Verification Form with a ***business card*** will be due within two weeks of starting a new job.

## What if a student has a problem on the job or is terminated?

Students are encouraged to talk to their teacher-coordinator immediately if a situation occurs at their job. Each week students fill out hourly record forms – this provides an opportunity for the student to communicate privately to the teacher any problems that might arise on the job. The teacher is the liaison with the employer and can provide guidance and support for the student in difficult situations. If a parent has a concern, they are also encouraged to contact the teacher. If a student loses his/her job, **he/she must immediately notify the teacher and turn in the Job Termination Form within one school day**. The teacher visits employment sites each nine weeks. Do not hide the fact if you have been fired or terminated.

## How do school rules relate to work?

- All co-op students who are assigned to the in-school suspension program will serve as assigned by their sub-school principal.
- The classroom portion of Career Preparation Coop promotes a professional standard of conduct both on the campus and at the workplace. Career Preparation Coop students are expected to abide by all school and workplace policies and regulations. Students should learn early what is expected, both in class and on the job, and should adhere to those rules.
- Tardiness is a very unprofessional trait in the business world. Punctuality on the job and in class is mandatory. The Plano East tardy policy will be **strictly enforced**. This policy is in the student handbook and posted in the classroom. A student assigned detention for being tardy is expected to serve, even if scheduled to work
- Zero Hour Career Preparation students with tardy / attendance issues will be removed from this class period and scheduled to attend an additional class period later in the day.

## How are grades determined?

### Daily Grades

25% of the grade is based on daily grades such as class work and class participation

- A **weekly work schedule** will be turned in each Monday
- **Quiz grades** are offered to demonstrate individual understanding

### Major Grades

75% of the grade is determined by major grades such as tests, projects, written reports, employer evaluation, and check stub verification, etc.

- **Work Evaluation – Each nine weeks will count for three major grades.** Basically, your Work Evaluation grade will repeat every 3<sup>rd</sup>, 6<sup>th</sup> and 9<sup>th</sup> week. For every three weeks a student is unemployed, the Work Evaluation grade will be "0" – these nine weeks do not have to be consecutive.

- The Career Preparation teacher will visit your job site throughout the semester and collaborate with the employer regarding the Work Evaluation grade
  - **Expect your teacher to visit the work site.** On average, three to four visits are made each semester. Your employer evaluation accounts for three major grades.
- **Academic Performance Grade** – the instructor uses a matrix to assign a major grade based upon school performance – grades in all classes, attendance, tardies, cell phone usage and, conduct. For graduation sakes, it is important to pass all classes each grading period when wishing to work off campus for school credit.
  - Project grades and written essays

The semester or project exam is counted as 20% of the semester grade.

If a student fails the first semester, they will be subject to removal from the class.

## Missed Assignments

Make-up work is the responsibility of the student as required by the Plano ISD policy. **Students with absences** are responsible for all assignments. If the absence is excused, late work may be accepted. Assignments not returned will be marked in the gradebook as "0" until returned.

Assignments and notes are posted in Google Classroom. It is the student's responsibility to retrieve these items.

**Unexcused absences are not allowed course make-up.**

## Due Dates

Students have plenty of time in class to complete in-class assignments and projects requiring outside attention.

Ten points will be deducted from the overall grade on the first day after the due date. After five school days late, the maximum grade given to the assignment will be a 70. If an assignment is not returned, a "0" will be assigned until said work has been returned to the teacher. Once late work has been returned, a completion grade will be assigned based upon how many days it is late.

## Communication

It is the student's responsibility to email the teacher if an unforeseen event will cause to date to be missed. Your teacher is very responsive to emails; use this to your advantage. Students are encouraged to communicate freely; self-advocacy is important for any concerns or problems.

## **Tutorials**

Tutorials are available Mondays through Fridays at the student's request during 4B lunch in B1-101. If another time is preferred, the student should communicate with the teacher

## **Cell Phone Policy**

Cell phone use is not allowed during instructional lessons. Students are expected to store personal electronics / phones during class periods.

- First action - verbal warning
- Second - teacher will hold phone until the end of class. Do not argue the point
- Third - phone call to parents detailing the electronic device issue - requesting a teamed solution
- Forth - Involvement of sub-school principal is student refuses to cooperate