

CBI-E PARENT / STUDENT CONTRACT

The Career Based Intervention Program is designed to give students the opportunity to be successful in completing their education while learning about the requirements of the world of work. The success of the students in the CBI program is dependent upon the student's desire to improve. There are definite responsibilities the student must agree and abide to in order to enroll and remain in the CBI program.

I, _____ agree to the following conditions and requirements:
(Name of student)

1. Attend school and work on time as scheduled unless excused by the teacher coordinator. **Notify Mr. Davis by 7:30 am (the day of) when absent from school at (330) 938 2183 Ext. 37355.** Failure to notify Mr. Davis of absence will result in loss of points and grade reduction. I will not miss work without reporting off to my employer. I will report off from work according to my employer's policy. Excessive absence from school and / or work will result in removal from the CBI program. (This includes "calling off" from work. If you are scheduled to work you must work.) Be dependable!
2. **Retain a job and work a minimum of 15 hours per week** or you will be removed from the CBI program (babysitting, self-employment, or working for family or relatives, will NOT be accepted forms of employment). **All jobs must issue a "formal paycheck" that shows itemized deductions (social security & tax deductions). You cannot be paid "under the table" – this is ILLEGAL. You must also have a supervisor or boss** at your place of employment. If you are not working due to extenuating circumstances approved by the teacher / coordinator **you will lose your early release privileges.** The student must then remain at school and participate in volunteer activities, other work activities, or be placed in a study hall until the end of the school day. Such activities will be approved by the teacher / coordinator. The CBI program runs for the entire school year. Employment for the entire school year is required to receive full credit. Failure to do so will result in loss of points and grade reduction for each 9 weeks that the student did not work a minimum of 15 hours per week.
3. Misconduct at the workplace will affect your grade and possibly result in your removal from the CBI program. **Being terminated by employer, for any reason(s) will result in a grade of an "F" for the nine week grading period** and removal from the program if deemed necessary by the teacher / coordinator.
4. I will cooperate with my CBI teacher / coordinator in keeping current and accurate records of my hours worked and wages. I will turn in **two pay stubs per month** and a **monthly working schedule** to Mr. Davis for verification of hours worked.
5. Leave school within ten minutes after scheduled dismissal. Return home or go to work within thirty minutes after school dismissal. Stay at home until school is dismissed when not working. **You are not allowed to be "out and about" during school hours.** Do not return to school during school hours unless given permission by a school official. Violation of this policy will result in removal from the CBI program

6. Notify the teacher / coordinator immediately if dismissed from a job or planning to find a new job. Abide by the teacher / coordinator's decision regarding school and reemployment. **You must give your current employer at least a two weeks notice if you are planning to find different employment. It is advisable to remain employed until new employment is secured.** (Remember: If you are unemployed for any reason, you will lose your early release privileges.)
7. Assume responsibility for safe transportation to and from the job site. Obey all state driving laws. Violation of driving and safety laws may result in removal from the CBI program. "Car trouble" is NOT an acceptable excuse for being late or absent from school and or work.
8. Notify the teacher / coordinator immediately of any school or work problems and accept his counseling, guidance, and any reassignments or adjustments of my work experience and schedule.
9. Know and obey all safety laws relating to the job you are working. Follow all required policies at place of work.
10. To have good personal hygiene, and be properly dressed, and to be groomed as directed by the teacher / coordinator and employer if in a paid work position.
11. I will represent myself, my school, and the CBI program as an honest hard working citizen.
12. To attend all of my classes each day. In the event I don't attend all of my classes, I will not work on that day unless excused by my CBI teacher / coordinator.
13. I will make an honest effort to succeed in all academic subjects and perform all job duties in a manner that will reflect positive credit to my school, my teachers, and me.
14. Any CBI students who are guilty of: being arrested, sexual harassment, rude or vulgar behavior, fighting, violent behavior, theft, insubordination to supervisors, profanity, and drug or alcohol use **WILL BE REMOVED** from the CBI program/
15. I understand that not fulfilling any of the above conditions may result in my dismissal from the CBI program and loss of credit(s).

CBI Student

CBI teacher / coordinator

Parent or Guardian's signature

Date

We understand and agree with the aims, rules, and policies, of the Career Based Intervention Program (CBI) and will cooperate with the school to accomplish these aims. We, therefore, give our permission for our child to be enrolled in the CBI program.