**POLICIES GOVERNING UNEMPLOYED STUDENTS**

1. If a student is released from a job because he/she has been found guilty of theft/unethical conduct, the student is released from the program with no credit.
2. Students fired from jobs for reasons other than theft/unethical conduct, even though they go to work at another job, may receive a **NINE-WEEKS / SIX WEEKS (Circle one)** grade of no higher than 60 for the grading period during which they were fired.
3. Students fired from jobs are expected to find their own employment within five school days. Grades will be reduced from the sixth day forward.
4. Students who are laid off will have ten days to find a job and the coordinator will assist them in finding a job. Grades will be reduced from the eleventh day forward.
5. If a student quits a job without permission from the coordinator, he/she will receive a **NINE-WEEKS** / **SIX** **WEEKS (Circle one)** grade of no higher than 60 for the grading period during which he/she quit the job.
6. The second time a student has been fired and/or quits without permission from the coordinator, he/she will be released from the program with loss of credit.

I understand that any time the Practicum student is not employed in an APPROVED training station; he/she must be under the supervision of the Practicum instructor from the end of the class period through the end of the school day, until a new training station is secured. The student may be exempt from this restriction if he/she has a scheduled appointment for a job interview. (Documented proof of interview is required.)

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 Parent/Guardian Signature Student’s Signature