

**Texas Education Agency/Houston Independent School District
Career & Technical Education Department
Parent/School/Student Agreement 2019-20**

The Tea/HISD/HAIS Practicum in Business Course is designed to develop a student academically, technically, economically, and socially. To meet these goals, there are responsibilities the student must agree to carry out to the fullest extent. As a participant in TEA/HISD/HAIS Practicum in Business Course and Internship Program.

1. Student and parent/guardian select the internship workstation location and mentor. Internship location must be approved by the teacher coordinator. All paperwork must be signed by mentor, parent/guardian, student, and teacher coordinator and submitted by the second Friday of the beginning of the school year.
2. Transportation to and from the internship workstation is the responsibility of the student and parent/guardian. The parent/guardian, together with the student, assume all responsibility, accountability, and liability for all acts arising from transportation to and from work, including the operation of a motor vehicle.
3. It is the state of Texas and HISD policy for attendance that students must checkout on Fridays at HAIS by 7:45am before traveling to their internship. Students arriving between 7:46am – 8:00am are counted *TARDY*. Students arriving after 8:00am are counted *ABSENT*.
4. The internship location cannot be located outside the 610 loop without first gaining permission from the teacher coordinator. Students must arrive at their internship work location no later than 8:30am and work until 3:30pm. Any hours worked outside of these times will count towards the HAIS required volunteer hours.
5. Lack of transportation is never a reason not to attend the internship. HISD has designated that Metro Rail and Metro Bus are reliable means of transportation. It is the student's responsibility to identify an emergency plan in case something unplanned happens to the original mode of transportation.
6. The internship workstation is considered a classroom laboratory and students have the same responsibility they would for a class. Participation in the TEA/HISD/HAIS Practicum in Business Course and Internship Program never excuses students from obligations to any teacher.
7. Students may be taken off the job if they are not in good standing to graduate, (i.e.: grades, absences, tardiness, etc.).
8. The teacher coordinator is recognized as the recognized authority for making any and all adjustments or changes concerning the internship. Students agree to first talk over any situation or concerns about their internship with parents/guardians and teacher coordinator, and work towards a mature resolution to the concern.
9. Students do NOT have permission to quit or change internships. Quitting an internship is considered the student being terminated and all penalties apply.
10. On-time, regular attendance is mandatory at school and at the internship workstation. An absence from school is an absence from work. An absence from work is an absence from school. All HISD policies concerning attendance are in force and are listed in the student code of conduct. The following disciplinary actions will be taken if an unexcused absence occurs:
 - a. 1st occurrence – Parent/Student/Teacher conference during teacher coordinator's regular school planning period and mandatory three-hour Saturday detention.
 - b. 2nd occurrence – Loss of Senior Week Privileges and Parent/Student/Teacher conference during teacher coordinator's regular school planning period.
 - c. 3rd occurrence – This is a severe violation of the HAIS student contract. Suspension and removal from the school may be considered.

11. Student is responsible for weekly verification of their work hours by the mentor and submitting this documentation to the teacher coordinator. Timesheets are state audited documents. Falsification is a Federal Offense. Absence of verification will be documented as an unexcused absence. Disciplinary action listed above will be applied.
12. Student must request permission at least two weeks before attending any off-site function for their internship occurring during regular school hours. Student must request the teacher coordinator to complete the field trip approval process. The field trip form must be signed by parents/guardian and returned to the teacher coordinator before approval is granted.
13. Student must notify their teacher coordinator by 7:30am if they will be absent from work for illness. (Truancies from school in any form may revoke senior privileges.)
14. Student must notify their mentor and teacher coordinator before gaining approval of the internship workstation of participation in school related events, such as Debate, Blood Drive, UIL competitions, sports leagues, etc. Student must provide a calendar of events at the beginning of the semester *AND* obtain permission to attend each event. Employer and teacher coordinator have the prerogative to not allow time off to attend these functions. Student must notify mentor and teacher coordinator by 7:30am the day of the event.
15. It is the student's responsibility throughout the year to be appropriately dressed and groomed for the internship. Mentors establish dress requirements.
16. Student is not allowed to use their cell phone at their internship without the explicit permission of their mentor and the teacher coordinator. Student is not allowed to use their cell phone for personal use at their internship except during personal break times.
17. Student is not allowed to have personal visitors at their workstation for any reason.
18. Student must carry out training received through the internship in a manner that will reflect credit upon yourself and upon the TEA/HISD/HAIS Practicum in Business Course.
19. Student must conduct themselves in a satisfactory manner, both at the training station and in the classroom. Student must perform all duties in a commendable manner and perform related study assignments with earnestness and sincerity.
20. Student must diligently work toward group and individual achievement goals. Student must compete and turn-in assignments early or on-time.
21. Student must actively support and participate in any approved activities of the TEA/HISD/HAIS Practicum in Business Course or the related club activities, such as area and state conferences, employer-employee dinners, fundraising activities, field trips, etc.
22. Students fired from an internship will receive an 'F' for both credits of the course and be required to secure another internship within 10 days; including having it approved by the teacher coordinator and submitting all the paperwork. Students fired due to an illegal act will result in losing both job and class credit, plus any criminal consequences the mentor/employer deems appropriate.
23. Students laid off from their workstation will have 15 school days to secure another workstation. If within 10 days the student does not find a satisfactory location, one will be assigned by the teacher coordinator (remaining days needed to process paperwork).

24. Students cannot work while suspended from school.

25. Excessive absences (more than 2) may cause removal from their TEA/HISD/HAIS workstation. Absences from school, and therefore the job, jeopardize work-training experiences. This will be considered a termination and the above penalties will be enforced. The mentor has the right to determine a student's absences are excessive.

26. Students may be suspended or dropped from the program, both the class and the job, for violation of any of the items set forth in this agreement.

27. **Students understand that at least 35% of their grade each grading period will be based on their employer's evaluation of their performance at the workstation.**

_____/_____
Print Student's Name Legibly Student's Signature _____ HISD ID# _____ Date

_____/_____
Print Guardian's Name Legibly Guardian's Signature _____ Date

_____/_____
Print Guardian's Name Legibly Guardian's Signature _____ Date

Teacher Coordinator's Signature _____ Date

* HISD Teachers do not need to provide a driver's license.