Elk Grove Unified School District
***Explore CTE* Program**
Conditions of Enrollment
2017/2018

Signed Agreement Required

Student's Name:_____ **Home School:**_____

Instructor:_____ **Course:**_____ **Location:**_____

Dear Student and Parent/Guardian:

Your enrollment in *EXPLORE CTE* is designed to provide you with an opportunity to gain specific employment skills in a chosen career path. Along with *EXPLORE CTE* goes the added responsibility of leaving your home high school and, in most cases, driving to another campus and/or training location. There are also a number of expectations. You must to have an off-campus pass and adjusted your schedule to make time to attend *EXPLORE CTE*. The following rules/requirements apply:

Attendance

- In case of absence, students must call their instructor and/or training site supervisor prior to their class/job start time. High school students also must bring a note to their instructor from their parent/guardian the following classroom instructional day.
- Students are expected to attend *EXPLORE CTE* on minimum days. However, students are not required to attend on teacher in-service days.

School Campuses

- Students should be prepared to show their *EXPLORE CTE* pass when entering or exiting a campus.
- Students must follow the school rules of the campus where the *EXPLORE CTE* class is located. Remember – *EXPLORE CTE* students are guests on the campus. *EXPLORE CTE* students may be removed from class by the local administrator for failure to follow campus rules.
- Students should be at the *EXPLORE CTE* site only during class time. Do not loiter on any campus before or after scheduled class times as this creates a supervision problem for the high school.

Work-based Learning (WBL) Assignment

- Depending on the requirements of individual programs, students will be placed at a WBL site when orientation is complete and a training site is available. This time frame varies by course.
- If *EXPLORE CTE* students are involved in WBL, they must remain in the assignment for the entire semester/term to ensure receiving full credit for the class. Students who quit the assignment will be in jeopardy of failing the class.
- It is the *EXPLORE CTE* policy that students cannot earn credits by working for their parents.

Behavior

- Instructors maintain a workplace environment during classroom instruction. Students must conduct themselves in a manner appropriate to the workplace. Creating a safety hazard, being involved in a theft, forgery, or in other inappropriate behavior, including cheating, may result in removal from the class and a grade of "F" with zero credit.
- Any student who commits a 48900 Ed Code offense may be immediately dropped from his/her *EXPLORE CTE* course with a grade of "F" and no credits. Violations include threats, fights, weapon possession, drug, tobacco, and alcohol (use, possession and sale), robbery, theft, property damage, obscene acts including profanity, classroom disruption and defiance of authority, and harassment of any kind.

Transportation

- Students must provide their own transportation. Lack of transportation is not a valid excuse for an absence. Parent/guardians must complete a Student Alternate Transportation Form. Students driving their own car must also submit the Student Personal Automobile Use Form. Both forms are attached.

Accidents and Injuries

- While performing occupation-related tasks in the classroom or at the WBL site, students will be covered for accidents and/or injuries by a Workers' Compensation insurance policy provided by EGUSD. All other non-occupational related task accidents and/or injuries will not be covered by EGUSD and must be covered by the student's family medical insurance policy or through private pay.

Activity Waiver

- Parent/guardians of all *Explore CTE* students must complete the attached EGUSD Activity Waiver form.

Credits

- Students, who enroll after 10 days at a block schedule school and 20 days at a tradition schedule school, will not receive full credit – credit will be awarded on a prorated basis.

If you have any questions, please contact your *EXPLORE CTE* instructor.

I have read the rules and responsibilities required and the Explore CTE Handbook and I agree to abide by them.

Student Signature:_____ **Date:**_____

Parent Signature:_____ **Date:**_____

***EXPLORE CTE* Teacher Signature:**_____ **Date:**_____

Please return this signed form to your EXPLORE CTE teacher. Thank you.