

## (CE)2 PROGRAM EXPECTATIONS

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Cell

\_\_\_\_\_  
Parent Cell

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### CLASSROOM EXPECTATIONS/ REQUIREMENTS

- Is willing, without exception, to complete job site requirements.
- UA test upon entering CE2 – be and stay clean. Monthly random testing may be done.
- Attend regularly and on time. Daily attendance is expected and required.
- Appropriate school/classroom/job site behavior - follow district, school, bus and (CE)2 rules
- Respect/integrity for yourself, other students, your employers and our bus drivers – no sexist, racist, homophobic remarks will be tolerated.
- Limited cell phone use in class. Kept in cubby. Away until we say.
- Parents and students will attend one conference with (CE)2 teachers Fall semester. (May be Google Meets)

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### ACADEMICS - Required Credits = 26

- Graduation requirements = 26 credits.
- Earn a minimum of 0.5 academic credits per job site. Failure to do so: 1<sup>st</sup> offense = academic contract, 2<sup>nd</sup> offense = Removed from CE2.
- Weekly In-Center Day
  - One person per desk/computer.
  - Academic Integrity/Plagiarism – Failure to submit your own work = Conference/Reassigned class.
  - Stay on task – Effective use of all your time – in center/AM & PM.
  - **YOU HAVE HOMEWORK EVERY NIGHT IN (CE)2. PARENTS PLEASE REINFORCE.**

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### JOBSITES – Elective Credit and/or Fine Arts Credits

- Must attend the assigned job site. Employers will call if you are not there when expected.
- You will take school provided transportation to and from job sites. All students must check in at (CE)2 before reporting to their job sites.
- Job site Time Sheet– Time sheet must be filled out daily. Due one week after completion of the job site. Filled out correctly and completely.
- Appropriate dress and make-up. No midriffs, cleavage, crop tops, PJs, torn up jeans, sag or underwear showing. (Job appropriate attire) Good clean hygiene is a must.
- When absent, call the job site by 9:30 AM. **IF YOU FAIL TO CALL IN 2 ABSENCES, YOU WILL BE FIRED FROM YOUR JOB. NO CREDIT WILL BE EARNED. YOU WILL ALSO BE PLACED ON A CONTRACT. SECOND OFFENSE = YOU ARE OUT OF (CE)2 THAT DAY!**
- Appropriate bus behavior – be on time to catch the bus.
- **No** electronic devices, especially cell phones, at job sites.
- Taking the bus to job site, but not reporting to job site:
  - 1<sup>st</sup> offense -. removal from (CE)2 program.

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### ACKNOWLEDGEMENTS

- Per supervisor permission, students are allowed to leave the job site for a break or lunch nearby the internship.
- Students may not get in vehicles that are not internship related (CE2 bus, staff vehicles, etc.). On rare occasions staff members may transport students to and from internships. 1<sup>st</sup> offense -. removal from (CE)2 program.
- You will experience real life situations at internships. If at any point you feel unsafe, uncomfortable, etc., it is your responsibility to communicate immediately with CE2 staff.

\*\*\*ALWAYS DO THE RIGHT THING!!!\*\*\*