

# Pleasant Grove High School

## Career Prep/Marketing Release

*(Texas Education Agency Guidelines)*

### Introduction

Career Preparation I & II provides opportunities for students to participate in a learning experience that combines classroom instruction with paid business and industry employment experiences and supports strong partnerships among school, business, and community stakeholders. The goal is to prepare students with a variety of skills for a fast-changing workplace. This instructional arrangement should be an advanced component of a student's individual program of study. Students are taught employability skills, which include job-specific skills applicable to their training station, job interview techniques, communication skills, financial and budget activities, human relations, and portfolio development. Career preparation is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

### Eligibility

- The Career Preparation course is for **paid** experience only.
- Each Career Preparation course must consist of student participation in career preparation training appropriate to the instructional program plus participation in related CTE classroom instruction. The course should **span the entire school year**, and classroom instruction must average one class period each day for every school week. A student is expected to be enrolled the entire school year; however, in accordance with local district policy, a student may enter or exit the course when extenuating circumstances require such a change.
- A student must be a minimum age of 16 and hold valid work documentation, such as a Social Security card, to enroll in any of the Career Preparation learning experiences.
- Students unemployed for more than 15 consecutive school days are not eligible for contact hours.
- A student must **not** be enrolled in a Career Preparation course or any setting that does not allow a student to be enrolled for the entire school year, such as credit recovery.
- A student must be a minimum age of 16 and hold valid work documentation such as a Social Security card to enroll in any of the practicum learning experiences that have a **paid** component.
- Students unemployed for more than 15 consecutive school days in a **paid** practicum learning experience must be placed in an unpaid learning experience.
- All students must be employed and receiving a minimum of 15 work hours a week.
- All students will sign and return the Training Plan Agreement.
- All students will provide work "Business" documentation of employment. **Documents in the form of pay checks or paycheck stubs are required.**
- Students receiving cash for employment are **not** eligible.

- Students that have been removed from the Marketing Release Program are **not** allowed to re-enroll in Career Prep I or Career Prep II at any time.

## **Additional Requirements for Students Participating in Paid Learning Experiences**

For a student participating in **paid** experiences, employment must begin within 15 school days of the student's enrollment date. If a student's employment ends before the end of the school year, contact hours may be counted without interruption provided the student's **paid** training resumes within 15 school days and a written training plan is on file within 15 school days of employment.

## **Problems and Solutions**

A Problems and Solutions course must be cooperatively planned by the student and teacher, continuously supervised by the teacher, and conducted by the student with the guidance and support of a mentor or interdisciplinary team.

## **Required Site Visit by Teacher**

The teacher assigned to teach the courses must visit each student training site at least six times each school year.

A student in **paid** work-based instruction may be counted for contact hours on the first day of enrollment, provided a training plan for the student is on file within 15 school days of the student's employment date.

## **Training Plan Requirements and Date on Which Students May Earn Contact Hours**

Written training plans must be on file for any student participating in either a paid or unpaid learning experience at an approved training site except for a student participating in an unpaid practicum for which the teacher of record provides all training. Training plan forms are available at

[http://tea.texas.gov/Curriculum\\_and\\_Instructional\\_Programs/Learning\\_Support\\_and\\_Programs/Career\\_and\\_Technical\\_Education/Career\\_and\\_Technical\\_Education\\_-\\_Career\\_Preparation\\_and\\_Practicum\\_Courses/](http://tea.texas.gov/Curriculum_and_Instructional_Programs/Learning_Support_and_Programs/Career_and_Technical_Education/Career_and_Technical_Education_-_Career_Preparation_and_Practicum_Courses/).

Teacher will provide students with Training Plan.

It is the policy of Pleasant Grove Independent School District not to discriminate on the basis of race, age, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.