



Career Preparation I&II Manual



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TRAINING STATION GUIDELINES

1. All Career Preparation I/II students must have an approved on-the-job training station in order to receive credit for their work experience. The course should span the entire school year and students are expected to be enrolled the entire school year. **Students may not enroll in Career Preparation for only one semester.** Upon successful completion of Career Preparation I, students will have the opportunity to enroll in Career Preparation II.
2. An approved training station/workplace must meet the following guidelines:
 - a. Training station/workplace approval will be based upon TEA Occupational Guidelines; number of work hours during the calendar week; location of business; job duties; and Career Preparation teacher/coordinator approval. Approval guidelines at NISD may not be the same as other school districts.
 - b. **All training stations/workplaces must be located within a 15-mile radius of the student's high school campus.**
 - c. Have a supervisor on duty and on location at all times. The supervisor must be directly responsible for the supervision of the trainee's performance on the job. A student may not act as their own supervisor or be self-employed.
 - d. Must be operated from a professional location which keeps regular hours, such as a store site, restaurant, office building etc. Must have a phone by which a student can be contacted at all times. The business must have a registered name and tax number. The training station/ workplace must provide security clearance to the Career Preparation teacher/coordinator, if required.
 - e. Students may not work from a personal residence, unless it is a designated place of business with a separate entrance from the home and more than one employee/supervisor is on site during the working hours (*subject to district approval*)
 - f. Provide an official paycheck stub to include documentation of verified work hours.
 - g. Career Preparation teacher/coordinators will deliver Employer Performance Reviews to Training Station Supervisors to complete electronically in order to evaluate the student every nine weeks.
3. Students must be a minimum of 16 years old and hold valid work documentation, such as a Social Security card to enroll in Career Preparation.
4. The Career Preparation teacher/coordinator **must** approve all training stations; therefore, students must check with his/her coordinator before accepting a job. **Only one training station will be counted as the job of record.**
5. In order to meet the requirements of the program, Career Preparation students must have an approved job within 15 school days from their enrollment date and will remain employed until the end of the school year. **Students that have not secured employment on or before a) the 15th day of school or b) from their 15th day from their enrollment date must be removed from the program.**

6. The electronic Job Search Verification Form (located on teacher/coordinator's Canvas page) is to be completed by all unemployed students seeking employment. Students are required to make at least **15** contacts per week. Verification forms are to be submitted each week as instructed by the coordinator. **If a student does not find employment at an approved training station within 15 school days of enrollment, he/she must be removed from the program.**
7. Changing jobs with teacher/coordinator approval is limited to 2 times per year. After the limit, the student will be removed from the Career Prep Program. In cases of extenuating circumstances, removal will be reviewed by the coordinators and principal.
8. A student who becomes unemployed at any time during the school year must notify his/her teacher/coordinator **within 24 hours** and must follow the guidelines ([See Training Station Termination/Resignation Guidelines](#)).
9. If a student is terminated or violates the [Northwest ISD Student Code of Conduct](#), the student may be removed from the program. Whether removal is immediate or deferred to the semester's end will depend on individual circumstances.
10. Students should have their own reliable transportation. Students are required to leave campus immediately after their last scheduled class period and are not permitted to remain on campus during their early release periods.
11. Career Preparation I students are required to work an average of 10 hours per week, a minimum of 180 hours per semester. Hours will be verified by an official paycheck stub. ([See Grading Guidelines](#))
12. Extended Career Preparation I & II Students are required to work an average of 15 hours per week, a minimum of 270 hours per semester. Hours will be verified by an official paycheck stub ([See Grading Guidelines](#))
13. Students under the age of 18 may not be employed at a training station where their job requires delivery, driving a vehicle off the premises, or when the majority of the employee's time is spent off site from the main location. This is a violation of State and Federal law.
14. Students are not permitted to work for a parent or relative that is the student's direct supervisor.
15. In case of a student injury, whether at their training station or outside the workplace, employers may reassign the student to another position to accommodate the student until he/she recovers. Students may also be placed at an alternative unpaid position by the coordinators. The duration of time will depend on official medical documentation.
16. All training stations must be approved by campus Career Preparation teacher/coordinator in accordance with state and district policies. Students will not be permitted to work for a place of business that promotes inappropriate or suggestive materials. *For example: suggestive clothing, bar, behind a bar and/or club, vape or smoke shops.*
17. If there are questions or concerns, parents should contact the Career Preparation teacher/coordinator, not the employer.

JOB SEARCH VERIFICATION FORM

The [job search verification form](#) must be completed by Career Preparation students who are not employed and are actively seeking work. It is to be submitted with your weekly training report to receive credit. You are required to make a minimum of 15 contacts per week. Online applications must be linked in the form. A maximum of 45 verified applications will be accepted.

This form will be completed by students who are unemployed for any reason including, but not limited to, the following:

- First 15 class days of the year with no employment secured
- Student laid off
- Student fired
- Student's place of employment closed down
- Student resigned or quit from place of employment

*****Please note: students should secure new employment and give a 2 week's notice prior to resigning from their job.*****

Job Search Verification Form

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	A	B	C	D	E	F	G	H	I
1									
2	Student Name				Student ID #				
3									
4	Application #	Date Applied	Business Name	Business Location	Applied Online	Applied In-Person	Resume Dropped Off	Link to Application Confirmation	Notes or Next Steps
5	1				☐	☐	☐		
6	2				☐	☐	☐		
7	3				☐	☐	☐		
8	4				☐	☐	☐		
9	5				☐	☐	☐		
10	6				☐	☐	☐		
11	7				☐	☐	☐		
12	8				☐	☐	☐		
13	9				☐	☐	☐		
14	10				☐	☐	☐		
15	11				☐	☐	☐		
16	12				☐	☐	☐		
17	13				☐	☐	☐		
18	14				☐	☐	☐		
19	15				☐	☐	☐		

GRADING GUIDELINES

CAREER PREPARATION I AND II

(1 work-release period)

60% Summative	40% Formative
• 90 Verified Work Hours • Performance Reviews • Project Based assessments • Certification completion	• 30 Verified Work Hours each 3 weeks • Verified Work Hours Report • Journal Entries • Daily Assignments

Hours – Students must obtain 90 clock hours for each nine week grading period.

- Students will be given 3 grades per nine weeks based on hours worked (2 Formative, 1 Summative)
- Pay stubs must be dated within the current grading period to count for hours during the grading period.

Official Paycheck Stub – Pay stubs are due every pay period. Career Prep Instructors will verify pay periods at the beginning of the year. In the event that a student does not meet the minimum work hour requirement due to extenuating circumstances, the student has the opportunity to request a committee that includes the student, parent, career prep teacher/coordinator, student's counselor, and a representative of the College and Career Readiness department.

Employer Performance Review – The performance review will be delivered to employers each grading period to be completed electronically. If it is not returned by the date provided, points will be deducted based on the current [NISD Secondary Grading Guidelines](#).

Certifications – Through the Career Preparation class students will be expected to earn a minimum of 2 certifications over the course of the school year. Available certifications provided by the district include *Microsoft Office*, OSHA 10-Hour General Industry.

Academic Integrity - Students are expected to submit work that fairly and accurately reflects their level of accomplishment in all classes. Any work that is not a product of the student's own efforts will be considered dishonest. Students must not engage in academic dishonesty, doing so may result in the student being placed on program probation or removal from the program. The current [NISD Secondary Grading Guidelines](#) will be followed.

GRADING GUIDELINES

CAREER PREPARATION I AND II - EXTENDED (2 work-release periods)

60% Summative	40% Formative
• 135 Verified Work Hours • Performance Reviews • Project Based assessments • Certification completion	• 45 Verified Work Hours each 3 weeks • Verified Work Hours Report • Journal Entries • Daily Assignments

Hours – Students must obtain 135 clock hours for each nine week grading period.

- Students will be given 3 grades per nine weeks based on hours worked (2 Formative, 1 Summative)
- Pay stubs must be dated within the current grading period to count for hours during the grading period.

Official Paycheck Stub – Pay stubs are due every pay period. The Career Prep Instructor will verify pay periods at the beginning of the year. In the event that a student does not meet the minimum work hour requirement due to extenuating circumstances, the student has the opportunity to request a committee that includes the student, parent, career prep teacher/coordinator, student's counselor, and a representative of the College and Career Readiness department.

Employer Performance Review – The performance review will be delivered to employers each grading period to be completed electronically. If it is not returned by the date provided, points will be deducted based on the current [NISD Secondary Grading Guidelines](#).

Certifications – Through the Career Preparation class students will be expected to earn a minimum of 2 certifications over the course of the school year. Available certifications provided by the district include Microsoft Office, OSHA 10-Hour General Industry.

Academic Integrity - Students are expected to submit work that fairly and accurately reflects their level of accomplishment in all classes. Any work that is not a product of the student's own efforts will be considered dishonest—including but not limited to plagiarism, cheating, and forgery of signatures. Students must not engage in academic dishonesty, doing so may result in the student being placed on program probation or removal from the program. The current [NISD Secondary Grading Guidelines](#) will be followed.

EMPLOYER PERFORMANCE REVIEW

(SAMPLE FORM - THIS FORM IS COMPLETED BY EMPLOYERS ELECTRONICALLY)

For the employer: To better assist you in training the above-named student to become a more productive employee, we are asking that you complete this form with honesty and integrity. This evaluation is a part of the student's grade **for classroom purposes only**. Please indicate the number that best matches the student's skill level in the appropriate box to the right.

Student Name _____ Training Station _____
Teacher/Phone _____ Training Supervisor: _____

Work Ethic Competencies		Grading Scale				
APPEARANCE	1. Dresses appropriately for the job	10	8	6	4	2
	2. Is well groomed, uses personal hygiene	10	8	6	4	2
QUALITY	3. Completes tasks as assigned	10	8	6	4	2
	4. Keeps work area neat and clean	10	8	6	4	2
	5. Possesses good organizational ability	10	8	6	4	2
ATTITUDE	6. Has a positive attitude toward work	10	8	6	4	2
	7. Displays enthusiasm on the job	10	8	6	4	2
KNOWLEDGE	8. Possesses appropriate job skills	10	8	6	4	2
	9. Understands and follows directions	10	8	6	4	2
	10. Asks questions when needed	10	8	6	4	2
INDUSTRY	11. Uses good judgment (common sense)	10	8	6	4	2
	12. Volunteers for jobs	10	8	6	4	2
INITIATIVE	13. Independently follows through on assigned tasks	10	8	6	4	2
	14. Uses time wisely	10	8	6	4	2
HUMAN RELATIONS	15. Gets along with supervisors, coworkers, and customers	10	8	6	4	2
	16. Displays respect, manners and tact	10	8	6	4	2
ATTENDANCE	17. Can be depended upon, calls if sick or late	10	8	6	4	2
	18. Is punctual when reporting for work	10	8	6	4	2
ADAPTIVE	19. Willing to adapt and accept new tasks	10	8	6	4	2
	20. Accepts responsibility	10	8	6	4	2
Total Points		_____		200		

Signature of Evaluator _____ Date _____ Position _____
Comments: _____

EMPLOYER PERFORMANCE REVIEW

GRADING SCALE

Each employee is to be evaluated on each of the following performance factors using the following ratings:

10 pts – Consistently Exceeds Expectations - Employee displays at all time, without exception, a consistently high level of job-related skills, abilities, initiative, and productivity. All tasks/responsibilities are completed beyond the level of expectation. Initiative and self direction are characteristic.

8 pts – Often Exceeds Expectations- Employee displays a high level of job-related skills, abilities, initiative, and productivity, exceeding requirements in some areas, but not consistently or not without exception.

6 pts – Meets Expectations - Employee displays and maintains an effective and consistent level of performance of the job responsibilities. Work output regularly achieves desired or required outcomes or expectations.

4 pts – Some Improvement Needed- Employee at this level displays inconsistency in the performance of the job responsibilities and output frequently falls below acceptable levels. Tasks may be significantly late at times or incomplete, with serious or potentially serious consequences.

2 pts – Major Improvement Needed - Work output is consistently low, regularly fails to meet required outcomes, and error rate is high, requiring repetition of duty or completion by others. The employee may require constant supervision, and show an indifference to job responsibilities.

TRAINING STATION

TERMINATION/RESIGNATION GUIDELINES

****YOU MUST NOTIFY YOUR TEACHER/COORDINATOR WITHIN 24 HOURS OF LEAVING YOUR TRAINING STATION REGARDLESS OF THE REASON.****

1. Students who are **terminated** from their training station will receive a **zero (0) on their Employer Performance Review** unless the termination was due to circumstances beyond their control, in which case no grade penalty will be assessed.
2. Students terminated from their training site for conduct that violates the Northwest ISD Student Code of Conduct may also be removed from the Career Preparation program. Disciplinary actions will be determined in accordance with district policy and may include DAEP placement, suspension, or expulsion, depending on the nature of the offense ([Northwest ISD Student Code of Conduct](#)).
3. Students who are involved in the forgery of signatures, lying, intentional misrepresentation of facts, or the withholding of important job-related information to the coordinator will automatically receive an Employee Performance Review grade of zero (0).
4. Before quitting a current job, students must confer with their Career Prep teacher/coordinator, provide a written two week notice to his/her current employer, and have another job secured.
5. **Students who fail to notify their coordinator immediately after resigning/termination from the training station will result in an Employer Performance Review grade of a zero (0) for that nine weeks** Upon termination from a training station, the coordinator will contact the employer to review the circumstances of dismissal with the former employer to help ensure that appropriate supports are made available.
6. Any student who has been **terminated twice during the same semester** will receive a **50 for the semester** and will be **removed from the Career Preparation I/II program at semester end**.
7. Grades resulting from any of the above situations will be reflected during the grading period in which the incident occurred.
8. Students who resign or are terminated from their training station will have **15 school days to secure an approved training station**. Any student who is unemployed for any reason will be expected to **use all early release hours actively seeking employment**. In addition, the student must complete the [Job Search Verification Form](#) showing evidence of a minimum of 15 different employer applications per week (45 maximum total) in order to receive credit for the weeks in which they are unemployed until employment is secured. **Failure to secure an approved training station on the 16th day will result in removal from the program and early release periods will be revoked.**
9. Changing a job with teacher/coordinator approval is limited to 2 times. After the limit, only extenuating circumstances will be reviewed by the coordinators and principal.

DAEP PLACEMENT

Due to the unique nature of the Career Preparation program and in accordance with TEA Guidelines, students assigned to the Special Programs Center (DAEP) will be dismissed from the program immediately upon placement. Students are not eligible to re-enroll upon return to their home campus.

However, in the event that a student is assigned to DAEP during the final three weeks of Semester One or in Quarter Four **and** has met all other program guidelines and requirements to earn semester credit, the student may submit a formal request via email to the Career Prep teacher for review to stay enrolled for the remainder of the semester. This request must be made within five school days of placement and will be reviewed by a committee consisting of the Career Prep teacher/coordinator, counselor or campus administrator, and a representative from the College and Career Readiness department. The committee will determine if the student is eligible to remain enrolled and complete Career Prep requirements via an alternate plan.

Students who have not met all other program guidelines and requirements to earn semester or yearly credit by the date of DAEP placement will not be eligible for this review and will be permanently removed from the program immediately.

Students who remain enrolled in Career Prep at DAEP to complete semester one or quarter four credit are not eligible for work release while at DAEP. The student will be responsible for obtaining all work hours outside of the school day to meet the minimum required work hours per quarter.

NISD CAREER PREPARATION I AND II

ATTENDANCE RULES

- Career Preparation Education I/II students should attend classes every day. Just as in a workplace, students are expected to "call in" if they will be absent or late to any class on a school day. If a student must miss class due to illness or emergency, the following contacts must be made:
 - The Attendance Office (parents must call/email/fill out form on campus website)
 - The Career Preparation Teacher/Coordinator (student must contact teacher coordinator)

Parent Initial _____ Student Initial _____

- If a student misses more than half of a school day and goes to work the same day, those hours will not be counted toward their 15 weekly hours. This rule stresses the importance of regular attendance at school and implies that when illness keeps a student from attending school, the student is also too sick to report for work. Teacher coordinators may verify with employers to ensure guidelines are being followed.

Parent Initial _____ Student Initial _____

- Suspension (OSS) from school also applies to the rule above. If a student goes to work on a day that the student is suspended, those hours will not count toward the 15 hours needed for the week.

Parent Initial _____ Student Initial _____

- If assigned ISS, it is for the **entire school day** regardless of Career Preparation release time. Just as in a job situation, this is the student's responsibility to inform their employer, **not the responsibility of parents, siblings, or friends**. Any hours worked after the regular school day may be counted for credit.

Parent Initial _____ Student Initial _____

NISD CAREER PREPARATION I AND II ATTENDANCE RULES (con't)

- Due to the unique nature of the Career Preparation program and in accordance with TEA Guidelines, students assigned to the Special Programs Center (DAEP) will be dismissed from the program immediately upon placement. Students are not eligible to re-enroll upon return to their home campus. However, in the event that a student is assigned to DAEP during the final three weeks of Semester One or in Quarter Four **and** has met all other program guidelines and requirements to earn semester credit, the student may submit a formal request via email to the Career Prep teacher for review to stay enrolled for the remainder of the semester. This request must be made within five school days of placement and will be reviewed by a committee consisting of the Career Prep teacher/coordinator, counselor or campus administrator, and a representative from the College and Career Readiness department. The committee will determine if the student is eligible to remain enrolled and complete Career Prep requirements via an alternate plan. Students who have not met all other program guidelines and requirements to earn semester or yearly credit by the date of DAEP placement will not be eligible for this review and will be permanently removed from the program immediately. Students who remain enrolled in Career Prep at DAEP to complete semester one or quarter four credit are not eligible for work release while at DAEP. The student will be responsible for obtaining all work hours outside of the school day to meet the minimum required work hours per quarter.

Parent Initial _____ Student Initial _____

- Students can lose credit for excessive absences. The Attendance Policy in the current NISD Student Handbook and Code of Conduct will be followed.

Parent Initial _____ Student Initial _____

- Students are required to leave campus immediately after their last scheduled class period and are not permitted to remain on campus during their early release periods. Students will need to make arrangements to return to campus before/after school for tutorials or school sponsored events.

Parent Initial _____ Student Initial _____

NISD CAREER PREPARATION I AND II Training Manual

SIGNATURE ACKNOWLEDGEMENT PAGE

Student:

Student Name: _____

Class Period: _____ Grade: _____ Release Time: _____

I, _____ (student name) have received and read the Career Preparation I/II Training Handbook and understand the responsibilities necessary to participate in the **Career Preparation I/II Program at Northwest ISD**.

Career Prep Student Signature: _____ Date: _____

Career Prep Coordinator Signature: _____ Date: _____

Parent:

I have read the Career Preparation I/II Handbook and understand the rules that apply to the program. I understand that it is my **child's** responsibility to follow all the program guidelines. I also agree that if a problem or concern arises at my child's training station, I will contact the teacher/coordinator, not the employer. By signing below, I agree with all the rules and regulations and support the teacher/coordinator and work supervisor in meeting all necessary requirements in order to succeed.

Printed Name of Parent/Guardian: _____

Date: _____

Parent Signature: _____

Parent Email: _____

Northwest ISD Career & Technical Education Notice of Non-Discrimination

The Northwest Independent School District offers career and technical education programs in Agriculture, Food & Natural Resources, Architecture & Construction, Arts, A/V Technology & Communications, Business, Marketing & Finance, Education & Training, Health Science, Hospitality & Tourism, Human Services, Manufacturing, Information Technology, STEM, and Transportation, Distribution & Logistics. Admission to these programs is based on open enrollment for all pathways. School of choice academies require additional requests.

It is the policy of the Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups 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.

It is the policy of Northwest Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

The Northwest Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Individuals may report concerns or questions under Title IX to Dr. Cindy Bauter, Executive Director of Student Affairs and Title IX Coordinator, 2001 Texan Dr. Justin, TX 76247, (817)215-0567, cynthia.bauter@nisdtx.org. Individuals may report concerns or questions under ADA/Section 504 to Lilia Vasquez, 504/At Risk Coordinator, 2001 Texan Dr. Justin, TX 76247, (817)698-1067, lilia.vasquez@nisdtx.org. The notice of the district nondiscrimination is located at <https://www.nisdtx.org/about-nisd/student-affairs>.

Aviso de no discriminación del Departamento de Educación para Carreras Técnicas del Northwest Independent School District

El Distrito ofrece programas de educación técnica y profesional en Agricultura, Alimentos y Recursos Naturales; Arquitectura y Construcción; Artes; Tecnología y Comunicaciones Audiovisuales; Negocios, Mercadeo y Finanzas; Educación y Formación; Ciencias de la Salud; Hotelería y Turismo; Servicios Humanos; Fabricación; Tecnología de la Información; Ciencias, Tecnología, Ingeniería y Matemáticas (STEM); y Transporte, Distribución y Logística. La admisión

a estos programas se basa en matrícula abierta para todas las trayectorias. Las escuelas de Choice Academies exigen solicitudes adicionales.

Es política de Northwest Independent School District no discriminar por motivos de raza, color, origen nacional, sexo o discapacidad en sus programas, servicios o actividades vocacionales y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados según sea necesario. por el Título VI de Ley de Derechos Civiles de 1964, con sus enmiendas; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, con sus enmiendas.

Es política de Northwest Independent School District no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus practicas laborales, tal como lo exige el Título VI de Ley de Derechos Civiles de 1964, con sus enmiendas; el Título IX de las Enmiendas de Educación de 1972; la Ley contra la Discriminación por Edad de 1975, con sus enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, con sus enmiendas.

Northwest Independent School District tomará las medidas necesarias para garantizar que la falta de dominio del idioma inglés no sea una barrera para la admisión y la participación en todos los programas vocacionales y educativos.

Las personas pueden informar inquietudes o preguntas bajo el Título IX a la Dra. Cindy Bauter, Directora Ejecutiva de Asuntos Estudiantiles y Coordinadora del Título IX, 2001 Texan Dr. Justin, TX 76247, (817)215-0567, cynthia.bauter@nisdtx.org. Las personas pueden informar inquietudes o preguntas según la ADA/Sección 504 a Lilia Vasquez, 504/At Risk Coordinator, 2001 Texan Dr. Justin, TX 76247, (817)698-1067, lilia.vasquez@nisdtx.org. El aviso de no discriminación se encuentra en <https://www.nisdtx.org/about-nisd/student-affairs>.