

**MODESTO CITY SCHOOLS
CITIZENSHIP MARK GUIDELINES
(Board Policy 5132, Student Conduct Code, 7-12)**

Course Title: WORK EXPERIENCE

Teacher: Robin Rodrigues

1. **Attends class Weekly:** *Class meets **only once** a week at lunch, therefore attendance is critical. **Two or more unexcused absences** may result in dismissal from class. Student must sign in and stay for the entire period, until class is excused. Failure to do so will result in no credit for attendance.*
2. **Comes to class on time:** *Students are expected to be on time each week during the lunch period. Participation points are given for students on time. There will be no make-up of participation assignment (10 points).*
3. **Turns in assignments/calendars/evaluations on time.** *Two days will be provided for each **EXCUSED** absence to make-up work. No make-up will be allowed for unexcused absence.*
 - *Each month, a calendar and check stub will need to be submitted to verify your employment and hours worked. **STUDENTS WILL NOT BE ALLOWED TO MISS CLASS BECAUSE OF WORK.***
 - *Each quarter, an Employment Evaluation will need to be completed and submitted.*
 - *10% will be deducted from grade, each day an assignment is late.*
4. **Shows respect for others:** *My classroom is an area of free ideas and discussion. Students are expected to respect the individual rights of others.*
5. **Does not disrupt class, exercises good conduct:** *My goal is for the students to learn as much as possible about the work experience curriculum. If a student's conduct impedes this goal, an unsatisfactory citizenship will result. All cell phones must not be visible during class.*
6. **Cheating:** *Students may only sign themselves in for class. If a student is signed in by another student, a referral will be issued and a "U" citizenship given. All work must be completed by the student whose name is on the paper. **DO YOUR OWN WORK.***
7. **Other rules unique to this classroom:** *Student must be employed with a current work permit in order to be enrolled in Work Experience. Any change in work situation must be immediately reported to Mr. Ippolito. Failure to notify me immediately will result in being dropped from WEX. No Extra Credit given.*

EXPECTATIONS FOR SATISFACTORY CITIZENSHIP MARKS

- Politeness, Respect, and Sensitivity towards others.
- Tolerance of others opinions.
- Involvement in class discussions.
- Willingness to do the best possible job every day.

By signing below, I _____ have read and reviewed all course expectations with my child and understand all requirements and policies of this course.

Parent / Guardian Signature _____ Date _____ Relationship _____

MODESTO CITY SCHOOLS
COURSE INFORMATION SHEET
Thomas Downey High School

COURSE TITLE: WORK EXPERIENCE ED.

TEACHER: Mr. Ippolito

TEXTBOOK: *N/A*

Method of Grading and Scale:

100% - 90% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
59% and Below = F

OTHER REQUIRED MATERIALS:

Bring a pen/pencil and paper to class each week and your one to one device.

EXTRA CREDIT POLICY:

There are no extra-credit assignment.

MAJOR UNITS OF INSTRUCTION:

Labor Laws, Finding a Job, Keeping a Job, Sexual Harassment in the Workplace, Working with Employees and Employers, Career Opportunities, Financial Awareness, Safety, etc.

Make-up Practices: Students whose absence is excused shall be allowed two days for each day of absence to make-up work. Responsibility for making up missed work lies with the student. Refer to the Student Conduct Code regarding make-up practices for other types of absences.

GRADING/EVALUATION POLICY:

Types of Evaluation and Weighted Value:

Daily Assignments = 40%
Monthly Calendar Sheets = 40%
Evaluations = 20%

Other:

Missing work receives a zero for a grade.

Description of Final examination (including Weighted value in semester grade): *N/A*

Homework Practices (including frequency):

Homework will be assigned when assignments are not completed during the class period or as needed to further teach a concept. Generally work is due by Friday of the week of class.

Other:

In order to remain enrolled in Work Experience Education, a student must have a valid work permit at their place of work. Any change in work location or situation, must be reported immediately to Mr. Ippolito. Students will receive approximately .5 elective credit for each week enrolled in two sections of Work Experience.

