

Career Center Agreement Form 2018-2019

According to our registration records, you are scheduled to take a class at the Area Career Center. In order to assure that all students understand St. Vincent's expectations of Career Center students, we ask you to read the following, keep it for reference and sign and return the attached page. Your signature will indicate that you understand and agree with the rules. Please return the signed portion to St. Vincent High School office by Book Day on August 14, 2018

1. Students may leave for the Area Career center only after he/she has personally signed in the main office. PM students will attend a Study Hall until 11:35, when they go to lunch. Report to the office to sign out NO EARLIER than 11:55 a.m. and report to Career Center class by 12:10. Students will be dismissed from Career Center class at 2:52 p.m. PM students do not have to sign in at the end of the day unless you return to SVHS for an activity. Student must sign back in when returning for a religious event, assembly, or activity.
2. Student must park his/her vehicle in front of the school and enter through the doors by the main office.
3. Students are not allowed to return to school with any food or drinks.
4. Students must remain in their school uniform during lunch and then change immediately prior to departure for the Career Center.
5. If a student returns to SVHS for an assembly or religious event, he/she must change into their uniform before attending the event.
6. When a student is absent for illness, a parent should call the Career Center to report the absence and also call SVHS.
7. If student(s) miss Career Center class because of a special event at SVHS, Mrs. Wheeler will call the Area Career Center and inform them that the SV Students should be excused for the day or portion of class.
8. On days when the Area Career Center is not in session, Career Center students come to SVHS for their SV classes and may then leave when all classes are over. They must sign out in the office.
9. On days when SVHS is not in session but the Area Career Center is in session, students must attend their Career Center class.
10. On days when SVHS has a special schedule, students will remain in their classes until 11:55.
11. Any student who had a cell phone confiscated during the school day will not be given the phone back until after the Career Center class has ended. The student may return to SVHS and come to the office to pay the fine and receive their cell phone.
12. Consequences for tardiness or skipping Career Center class are similar to those for SVHS classes. Consequences for not attending Area Career Center class on days St. Vincent is not in session are as follows: 1st offense- Wednesday detention 2nd Offense- Saturday detention with \$20 fine, 3rd offense- In- school suspension. In addition, if any Career Center student shows disregard for the above rules, that student will jeopardize his/her enrollment in Career center and may be withdrawn and so lose credit.

PLEASE RETURN THIS PORTION TO ST. VINCENT HIGH SCHOOL OFFICE ON BOOK DAY, AUGUST 14, 2018.

THIS IS TO INDICATE THAT I HAVE READY AND UNDERSTAND ST. VINCENT DE PAUL HIGH SCHOOL'S RULES REGARDING ATTENDANCE AT THE AREA CAREER CENTER CLASSES AND I AGREE TO ABIDE BY THESE RULES.

Student Name (Printed)

Parent Name (Printed)

Student Signature

Parent Signature

Date

Date