

MISSISSIPPI CAREER PATHWAY EXPERIENCE PROGRAM

LOCAL DISTRICT RULES AND REGULATIONS

Your signature indicates an agreement to abide by the following rules and regulations.

1. CPE is a school course; therefore, I will not accept a placement unless I intend to keep it the entire school year. (Weekly student reports from the work-site will keep the CPE coordinator informed of your progress.)
2. I understand that I must be employed a minimum of 15 hours a week. *If employment is not obtained in the first 2 weeks of school, I understand I must return to regular classes.*
3. A student work-site placement must meet MDE criteria and be approved by the CPE coordinator.
4. I will always report for work at the scheduled time and will remain until the scheduled quitting time.
5. I will keep the CPE instructor informed about my academic grades.
6. I will be honest in all dealings concerning my work with money, time, merchandise, my CPE coordinator, my parents, my supervisor, and my employer in all my efforts.
7. I agree to wear the proper attire and be well groomed for the type of employment in which I am engaged.
8. I agree to work and perform all my duties in a creditable manner.
9. I will, at all times, keep the CPE coordinator informed of problems that may confront me at the work-site or in the classroom.
10. If I lose my work-site placement due to my negligence, I may be dropped from the CPE program.
11. If I lose my work-site placement through no fault of my own, I will work with the CPE coordinator to find another occupation-specific training station.
12. If I feel that my studies, physical health, or moral well-being are jeopardized because of my job, **I will consult with my parents, the CPE coordinator, and my employer before making a decision to resign.**
13. I agree to be responsible for my transportation to and from the work-site.
14. I will not receive visitors on the job, nor will I make or receive unnecessary personal telephone calls.
15. **I will leave the campus immediately following my last scheduled class. If for any reason I need to remain on campus, I will get permission from the CPE coordinator.**
16. I will conduct myself at all times in a manner that will reflect credit on my school, my fellow classmates, the CPE program, and myself.
17. **No responsibility** will be assumed by either the school or the CPE coordinator for the student while in transit to or from the work-site.

Student _____ Date _____

Parent or Guardian _____ Date _____

CPE Coordinator _____ Date _____

Career and Technical Director _____ Date _____