

# TRI STAR

## CAREER COMPACT



The Ohio Department of Education and Tri Star Career Compact insures equal employment opportunities regardless of race, color, creed, national origin, handicap, or sex in compliance with state directives and federal recommendations. Tri Star Career Compact is in compliance with and will continue to comply with the provisions of Section 438 of the Rights and Privacy Act, P.L. 95-561.

### WHAT IS IT?

Early Placement is a planned and supervised experience in which a student can further develop their skills and knowledge in a specific occupational area by working instead of attending their career technical program.

### WHO CAN PARTICIPATE?

Only qualified seniors in certain career technical programs are offered this privilege/opportunity.

### WHEN CAN A STUDENT PARTICIPATE?

The fourth nine weeks of the senior year of a two-year program.

### WHAT DO I DO TO PARTICIPATE?

- A. Talk to your Tri Star instructor and obtain the necessary forms from your instructor or the Recruitment/Placement Coordinator. See the Eligibility Checklist for the paperwork you must collect and turn in.
- B. Secure a job related to the career technical program in which you are currently enrolled and talk to your employer about participation.
- C. Talk to your parents about participating and then complete the Training Agreement and collect the required documentation and signatures.
- D. Submit required paperwork at least SEVEN (7) school days before you plan to start working at your Early Placement job.
- E. Wait for approval. Your teacher will be notified when you are approved.

### MORE QUESTIONS?

Contact the Tri Star Office at 419- 586-7060 or see us at 585 E. Livingston St., Celina, OH 45822.

**POLICY FOR EARLY PLACEMENT OF STUDENTS ENROLLED IN VOCATIONAL SCHOOL IN SECONDARY PREPARATORY CLASSES, SENIOR LEVEL ONLY.**

OBJECTIVES OF EARLY PLACEMENT

- (1) To provide experience on specialized equipment not available to the student in their vocational field of study.
- (2) To provide the student with on-the-job experience in business and industry.

TIME ALLOWANCE

- (1) Students may be placed in early placement the 4th nine (9) weeks of their senior year.
- (2) Students will be permitted to work a portion of their vocational class time previously allotted to lab activities. In an O1 program students must attend related class, each day. For O2 programs the student must be in his vocational class for 20% of the regularly scheduled weekly time allotment, for the vocational class.

QUALIFICATIONS

- (1) Students wishing to participate in early placement must make the request to their vocational instructor.
- (2) The vocational instructor must complete a written evaluation of the student's vocational ability, maturity in relation to job responsibilities, and overall classroom performance.
- (3) The student is responsible for obtaining the early placement work station.
- (4) The job station obtained must relate directly to the vocational program in which the student is enrolled.
- (5) A written training agreement must be completed by the student, employer, and vocational instructor (supervising teacher).
- (6) The supervising teacher must be the student's vocational instructor
- (7) The training agreement must be approved by the supervising teacher, the student's home school principal and the vocational director.
- (8) At least two (2) evaluations must be completed by the employer and/or supervising teacher during the early placement.

Adopted: 1/24/1985  
 LEGAL REF. ORC. 3311.19; 3313.53; 3313.56; 3313.90; 3313.91; 3317.16  
 CROSS REF. JK

**TRI STAR ELIGIBILITY GUIDELINES**

The guidelines below must be met in order to qualify for Early Placement. Each guideline will be verified by the Tri Star Office.

1. On target with credits for high school graduation
2. Successfully passed the Ohio Graduation Test (OGT)
3. Complete required components of the state approved testing for your career technical program (e.g. OCTCA\*, NA3SA\*\*, or other industry based test)
4. Maintain 2.5 GPA in Tri Star program and no D's or F's in academic classes in the senior year
5. Senior in a two-year career technical program
6. Job obtained must relate directly to the career technical program in which the student is enrolled at Tri Star Career Compact
7. The place of employment MUST HAVE Bureau Of Workers' Compensation Insurance and the student must provide proof (copy should show dates insurance is in effect)
8. No more than six (6) absences for the total three (3) nine weeks prior to Early Placement
9. Displays good behavior, has no serious discipline issues and is a good representative of Tri Star as determined by school personnel
10. All fees must be paid-in-full
11. Student must provide a professional resume
12. Student must sign the agreement and get signed approval from the instructor, home school principal, employer, and parent, as well as final approval signature of Tri Star Director
13. Completed and approved/signed training agreement on file at Tri Star and the home school

\* Ohio Career Technical Competency Assessment

\*\* National Automotive Student Skills Standards Assessment

❖ IMPORTANT NOTICE ❖

A STUDENT MAY HAVE EARLY PLACEMENT PRIVILEGES REVOKED AND WILL BE RETURNED TO THEIR REGULAR SCHOOL SCHEDULE AT ANY TIME THAT IT IS DETERMINED BY THE PROGRAM TEACHER AND WORK SUPERVISOR OR TRI STAR ADMINISTRATOR THAT APPROPRIATE GRADES AND ATTENDANCE ARE NOT BEING MAINTAINED OR BECAUSE OF A SERIOUS DISCIPLINE ISSUE.



APPROVAL PROCESS

To be approved for Early Placement a student must turn in the paperwork listed below. All paperwork must be submitted TOGETHER - no separate items will be accepted. Paperwork must be submitted at least seven (7) school days prior to the date the student wants to start Early Placement, to allow time to verify that all requirements have been met. Failing to follow these directions will result in a delay of approval for release.

❖ IMPORTANT NOTICE ❖

A STUDENT MAY NOT START WORK FOR EARLY PLACEMENT UNTIL ALL PAPERWORK HAS BEEN TURNED IN AND APPROVED BY TRI STAR ADMINISTRATION.

PAPERWORK NEEDED FOR APPROVAL:

- 1. Training Agreement - The agreement must be completed and signed. Be sure all blanks are filled in and all individuals (except the Tri Star Director) have signed the agreement.
- ◆ *Incomplete forms will result in a delay of the approval process.*
- 2. A copy (or proof) of the Workers' Compensation Insurance from the place of employment. Copy must show dates insurance is in effect.
- 3. Professional resume - Complete and up-to-date

**ALL THREE ITEMS MUST BE SUBMITTED TOGETHER!**



