

# 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 7655 State Route 703, 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

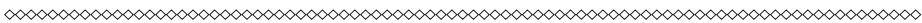
The guidelines below must be met in order to qualify for Early Placement. Each guideline will be verified by the Tri Star Office.

1. On target with credits for high school graduation
2. Successfully pass testing required for graduation: End of Course Tests or ACT test, etc. (determined by high school).
3. Complete required components of the state approved testing for your career technical program (e.g. OCTCA\*, ASE\*\*, 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 (WebXam)  
 \*\* Automotive Service Excellence - Entry Level Certification

### ◆ 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.

### ➤ NOTE ◀

**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!**

# REQUIREMENTS GOVERNING WORK EXPERIENCE

As signed on Training Agreement

A student, who is eligible to participate in Early Placement, will be required to complete a training agreement. The agreement outlines the requirements for all individuals involved in the early work experience - student, parent(s), employer, and teacher. The training agreement must be agreed upon and signed by all parties, and be kept on record at Tri Star in order for the student to begin work.

### THE STUDENT AGREES TO:

1. Conform to the regulations set forth by the school and the employer.
2. Be punctual, regular in attendance at school and on-the-job AND notify the employer AND the instructor in advance, in case of absence from school or work, and not to report to work if absent from school.
3. Carry out the training on-the-job in such a manner that will reflect credit upon the student, the school, and the employer.
4. Remain on the job and not quit unless approved by the vocational instructor/coordinator.
5. Earn credit for the course.

### THE PARENT(S) OR GUARDIAN(S) AGREES TO:

1. Assume responsibility for the personal conduct of the student.
2. Assume responsibility for the safety and transportation of the student to school and to the job.

### THE EMPLOYER AGREES TO:

1. Provide employment and training for the Tri Star student in accordance with federal, state, and local laws and regulations, including nondiscrimination against any applicant or employee because of race, color, sex, national origin, or other qualified handicaps.

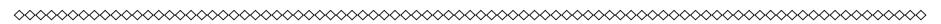
*(continued)*

### THE EMPLOYER AGREES TO: *(continued)*

2. Start the trainee at a wage of \$\_\_\_\_\_ per hour during the hours of \_\_\_\_\_ to \_\_\_\_\_ for a minimum of 15 hours per week and a maximum of \_\_\_\_\_ hours per week.
3. Arrange for the student to be closely supervised by \_\_\_\_\_, who will be contacted and responsible for the work experience of the student.
4. Rate the student's work each grading period indicating the trainee's progress on the job.
5. Cooperate and consult with the coordinator (career tech instructor) in every reasonable way to assist in the advancement of the student.
6. Give the student the status of student worker, neither displacing a regular worker now employed nor substituting for a worker that would ordinarily be needed by the employer.
7. Provide job tasks and activities which are of vocational and educational value.

### THE TEACHER AGREES TO:

1. Visit the trainee regularly on-the-job.
2. Endeavor to adjust all complaints with parties involved.
3. Notify all parties when transferring or withdrawing from a training station.
4. Enact such attendance and disciplinary regulations as necessary.
5. Keep a work agreement and a training plan on file at the student's school and place of employment.



## WORK LOG

Students are asked to keep a written account of the activities they participate in at the job site during their work experience. The work log is used to help in the evaluation of the experience. The following page is an example of a log which may be used by students.

