



Career & Technical Instruction Program
WORK BASED LEARNING WORKSTATION POLICIES AND RULES

1. All workstation students must be in good standings with the school. That is, you must not have violated any school rules.
2. You must check in at the beginning of your workstation period. Failure to clock in each day will result in you being counted absent for that day.
3. You must be on time for your workstation. The tardy rule applies to workstation students also. The teacher that you are assigned to work with will expect you to follow the rules just as other students in his/her class.
4. You must clock-out each day at the end of your workstation period. You may leave your work site 5 minutes before the bell rings. You are not to leave any earlier than stated.
5. If you are sent on an errand, you must complete the errand in a timely manner and return directly to your supervising teacher. You should not talk to other students, play, or interrupt another teacher or the learning process of other students. See student handbook for consequences of rules violations.
6. If there are problems, you must report them to your supervising teacher and/or me immediately.
7. You will receive three evaluations this semester (6week intervals). Final grade will be determined by averaging the three evaluations.

Being a teachers' aide or being on a workstation is a privilege not given to all students. Please do not lose your privilege by violating school rules or any of these rules.

CTI Program Coordinator Date

CTI Student Signature Date

Work Site Supervisor Date