

Student Name: \_\_\_\_\_

Class of: \_\_\_\_\_.

**Wahoo High School's  
Career Academy (SENCAP) Student Expectations & Permission Form  
2010-2011**

Following are the Wahoo High School expectations for students in all Career Academy (SENCAP) program courses offered this year.

1. Students are responsible for transportation to & from the Career Academy sites.
2. Students are to transport themselves directly to and from the sites. This means, no stopping at home or at the local gas station, going out to lunch, etc. Disciplinary measures will be taken for students in violation of this rule, which may result in withdrawal from the program resulting in the loss of tuition and other costs associated with the Career Academy Program.
3. Students are responsible to meet the Career Academy attendance policies. Excessive tardies, or absences will result in being dropped from the program, which in turn may result in the loss of tuition and other costs paid by the student. For example, the BNA course requires 100 contact hours, so if students do not fulfill the contact hour requirement set by Career Academy, the result may be loss of credit, withdrawal from the program, or ineligibility for certification.
4. Students are responsible for contacting their teacher PRIOR to any planned absence (e.g., dental appointments, extra-curricular activities, vacation with family, etc.) and making arrangements to meet the coursework that needs to be completed during the absence. WHS staff will not contact the SENCAP teacher.
5. Students are responsible to contact their site teacher in cases of illness, and again, making arrangements with the teacher to make-up coursework, testing conflicts, etc. WHS staff will not contact the SENCAP teacher regarding illness, testing issues, etc. It is recommended the students ensure they receive the teacher's email or a phone number where they can be reached in case of illness or emergency.
6. Students should always check the syllabus and mark test dates on their personal calendar or organizer at the beginning of each semester to anticipate test dates and other events like Test Dates, Career Fairs, Job Shadowing, etc. against WHS calendar and Daily Bulletin.
7. Students are responsible to meet any testing and assignment deadlines. For example, the Medical Terminology classes tests every Friday. These tests must be completed by 3 p.m.
8. Should WHS not have class on a Career Academy test date, the student is:
  - 1) Responsible to take the test on the planned test date.
  - 2) Responsible to make prior arrangements with the teacher to test on an alternate date.
9. Students should not expect WHS staff to be available on days when the WPS School Calendar indicates school will be closed.
10. Students are expected to check the WPS High School Website for Distance Learning SENCAP informational bulletins on a weekly basis. Students also expected check the PowerSchool Daily Bulletin every day for special deadlines or information.

I, \_\_\_\_\_, (student name) have read and understand the above expectations and the consequences of violating the above expectations as part of my participation in the Career Academy.

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

I, \_\_\_\_\_, (parent's name) have read and understand the above expectations and the consequences of violating the above expectations placed on my child's participation in the Career Academy.

\_\_\_\_\_  
Parent Signature

Date \_\_\_\_\_

**Deadline to return to the Guidance Office: April 7, 2010**