

# Pacific Grove Hospitality Class Grading Policy

**Work Experience:** an elective class, which combines paid employment with classroom instruction. Students attend their own jobs during the week as well as attend a class session once a week at school. Students will develop work habits, attitudes, self-confidence, and job skills which can be used to locate, secure, and retain employment in the community. The classroom is linked to the job; therefore, students will be graded on punctuality, tardies, attitude and participation, not unlike what an employer would be looking for.

**Class Attendance:** During a semester, there are only eighteen (18-20) weekly meetings. One weekly meeting absence will equal 5 days of regular school absences. Therefore, three (3) unattended class meetings in a semester will be considered the same as 15 class absences of a class which meets daily. A student who misses three (3) weekly meetings in a semester receives a warning and will be dropped automatically on the (4<sup>th</sup>) absence, with a grade of "F." Please do not schedule medical, dental or court appearances on Monday mornings. A student cannot work on a job when absent from school, this includes 1<sup>st</sup> Period Hospitality Class on Monday mornings. State Law mandates attendance in school in order to work.

**Tardiness:** As with any job, punctuality is expected. Therefore, it is expected that students will arrive on time, sign-in and be seated when the bell rings. Two tardies are freebies. All subsequent tardies will result in absences and a deduction of 5 points from the class each tardy.

## Required Forms for Approved Job:

1. **Training Agreement:** (aqua form) to show location and proof of employment, also to state responsibilities of the student, parent, employer, and Work Experience teacher. New forms must be completed for each job held.
2. **Individualized Training Plan:** (melon form) Student and employer agreement listing what will be learned on the job, referred to as learning objective(s).
3. **Work Permit:** Permit is required until you are age 18, even if employed by parents. Your employer and parent/guardian must sign it. Employers must have Workers Compensation Insurance. The work permit application can be obtained in the R.O.P. Office of the Administration Building.
4. **Permission to Work after 10:00 p.m.:** (Evenings before school days) Required if under 18 and may work after 10 p.m. Sunday through Thursday evening. Minors may never work after 12:30 a.m. Work experience students may legally work up to 8 hours a day from 5 a.m. until 10 p.m. or 12:30 a.m. with the above permission form. If your job requires you to work after 10 p.m., additional paperwork is required from the ROP office.
5. **Weekly time Sheets:** (White form) complete by listing the hours you worked the previous week at your job. Submit all hours employed from Monday to Sunday even if you only worked one hour. Time sheets must be complete, including dates and signatures for credit. These should be turned in on Monday of the following week. If a student misses class on Monday, please turn in the timesheet as soon as possible. **DO NOT WAIT UNTIL THE FOLLOWING WEEK.**

**FAILURE TO SUBMIT THESE FORMS ON TIME, AS REQUIRED, WILL CAUSE A LOWERING OF YOUR COURSE GRADE OR A COMPLETE LOSS OF CREDIT.**

### **DEADLINES FOR LATE WORK:**

- ❖ Deadlines are strictly enforced. A credit reduction will result for late work. A great deal of material is completed in class and you must be present to receive a grace. Time sheets must be turned in on the due date as listed on the Time Sheet Schedule.
- ❖ Make-up work may be completed with a re-admit from the attendance office and permission from the instructor.
- ❖ Late work due to an excused absence must be submitted within one week.

**Due to the nature of the one-day a week class it is the responsibility of the student to communicate with other class members to get any work missed.**

### **CLASSROOM RULES:**

- ❖ Please eat at home.
- ❖ You must provide your own pen, pencil, paper, etc.
- ❖ If you do work for other classes, put your head down, or otherwise fail to pay attention and follow the lesson, you will not receive points/credit for that class meeting.
- ❖ Points will be deducted for tardiness and/or late assignments, including weekly time sheets.
- ❖ **BE RESPECTFUL AND PAY ATTENTION**

### **A STUDENT'S GRADE IS BASED ON:**

- ❖ Daily attendance
- ❖ Weekly Time Sheets
- ❖ Assignments given in class

Grades are based on the following percentages:

A	=	95 -- 100%
A-	=	90 – 94%
B+	=	87 – 89%
B	=	84 – 86%
B-	=	80 – 83%
C+	=	77 – 79%
C	=	74 – 76%
C-	=	70 – 73%
D+	=	67 – 69%
D	=	64 – 66%
D-	=	60 – 63%
F	<	60%

**CREDITS FOR WORK EXPERIENCE – Based on 20 work weeks. This is adjusted for shorter semesters**

<u>Hours of Work</u>	<u>Credit</u>		
30 hours	1	150 hours	6
45 hours	2	180 hours	7
60 hours	3	210 hours	8
90 hours	4	240 hours	9
120 hours	5	270 hours	10

**A MAXIMUM OF 10 VARIABLE CREDITS ARE AVAILABLE TO A STUDENT WHO:**

1. Has works at a job a minimum of 15 hours per week.
2. Has a valid work permit.
3. Turns in time sheets signed by the employer every week.
4. Attends class every Monday, 1<sup>st</sup> period.
5. **Any student with an A, B, C may receive full credit. A student with a D will receive half the numerical credit earned and an F will result in NO credit.**

**YOUR CREDIT HINGES ON YOUR TIME SHEETS. NO TIME SHEETS...NO CREDIT. YOUR GRADE HINGES ON YOUR CLASSROOM WORK. EACH CLASS YOU ARE EARNING POINTS TOWARD YOUR OVERALL GRADE.**

**If a student becomes unemployed during the school year, Ms. Schueneman must be notified immediately. There is a two-week grace period to obtain a new job. After that, a student will be dropped from the course.**

-----Cut off here and return to Mrs. Schueneman-----

I, the undersigned, have received, read, and agreed to abide by the Work Experience Course Requirements.

\_\_\_\_\_  
Student Name (Printed)

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_