

EXPLANATION OF PROGRESS REPORTS TO PARENTS AND POOR QUARTER LETTER GRADES

THIS NOTE IS INTENDED TO DEFINE WHY A STUDENT WOULD RECEIVE A NEGATIVE PROGRESS REPORT IN WORK EXPERIENCE EDUCATION.

The number of assignments turned in, work hours posted, and classes attended earn student grades and credits.

Students not posting work hours, completing assignments and/or not attending class will result in a negative report to parents.

MOST COMMON REASONS FOR PROGRESS REPORTS IN WORK EXPERIENCE

- **Student fails to attend class**
- **Student fails to turn in/post hours**
- **Student fails to complete related instructional assignments (RIA Points)**
- **Student fails to turn in completed Training Agreement (goldenrod)**
- **Student fails to turn in a completed Training Plan (blue)**
- **Student may not be working the required/enough hours**
- **Student's employer pays on a monthly basis**
- **Student enrolled or employed late in the semester may not have the work hours or class meetings needed to avoid a report to parents.**

Students MUST attend class once a week and complete all required assignments each semester. New this year is a requirement that students must attend 60% of the classes from their start date to earn ANY credits. Students must post a minimum 200 hours per semester and attend 18 classes for their 10 credits. Students can earn fewer credits because their employer schedules them to work less. Work Experience is a variable credit class.

Below are the work hours guide lines for a student receiving a progress report. A student must turn in/post the following amount of work hours by the teacher's progress report due date in order NOT to receive a progress report or a low quarter grade.

1st/3rd quarter progress report	20 hours
End 1st/3rd quarter	40 hours
2nd/4th quarter progress report	80 hours
End 2nd/4th quarter (1st/2nd semester)	100 hours = 5 credits

If you have any questions please call Mr. Reedy at 909-876-3175 or email at william_reedy@cjud.net