

**DISCIPLINE POLICY**  
COMMUNITY BASED VOCATIONAL TRAINING  
CABARRUS COUNTY SCHOOLS

*Consequences for breaking generally accepted company practices / policies will be applied to the community-based training experiences in order to teach students job retention skills.*

**EXPECTATION:**

- Students will demonstrate proper use of company property
- Equipment / materials are used only as directed
- Remain only in authorized areas
- All equipment, tools and merchandise are to remain at the job site
- Students may not purchase any items during CBVT

**EXPECTATION:**

- Students will follow attendance guidelines for CBVT
- Arrive and leave job site on time
- Follow proper sign-out procedures if needing to leave job site early
- Students will meet CCS attendance policy requirements (8 or fewer absences per semester)
- Job Site absence letters will be sent to parents at 4, 6, and 9 absences
- Parent meeting will be held upon the 6<sup>th</sup> absence

**EXPECTATION:**

- Students will be properly dressed for CBVT
- Wear the required job site uniform (including jewelry, hair and footwear requirements)
- Display student ID from shirt collar
- Maintain hygiene expectations at all times

**EXPECTATION:**

- Students will conduct themselves in a professional manner at all times, in all places and with all people during CBVT
- This includes co-workers, job site supervisors, job coaches, bus drivers, peers and teachers
- Follow job site-specific policies and procedures
- Follow all directions given by adult supervisors

**EXPECTATION:**

- Students will have only authorized materials during CBTV
- Cell phones, iPhones, iPods, etc. are not permitted during CBVT without special dispensation
- Food and drink are not permitted at any time

**CONSEQUENCES:** Failure to comply with the discipline policy may result in any of the following

- Termination from job site
- Written warning
- Parent contact
- Verbal warning
- Suspension from job site (short-term or long-term)

*Please note that employers reserve the right to terminate any job placement assignment at any time for any reason.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
OCS Teacher Signature

\_\_\_\_\_  
Date

Cc: Student  
Parent  
Employability Specialist