**BTE-PHOENIXVILLE STUDENT EXPECTATIONS DOCUMENT**

**BTE YEAR 2, 2017-18 ACADEMIC YEAR**

**Welcome to Year 2!** We have an exciting year planned for you. To ensure a successful experience for all members of the Phoenixville program, each BTE student and parent/guardian are requested to read and sign the student expectations listed below. If you have any questions or concerns, please contact Mrs. Kilpatrick in PAHS Counseling (kilpatricke@pasd.com or 484-927-5125) or Erica Spangler, BTE Site Coordinator (espangle@mc3.edu or 805-506-9087). We would be happy to talk with you.

**By checking the boxes, I agree to abide by the expectations listed below.**

* Attend all BTE-Phoenixville activities listed on the Calendar of Activities 2017-2018 document. If I cannot attend the activities I will notify Mrs. Kilpatrick or Erica Spangler as soon as possible. **After missing two monthly field trip / multiple-hour activities, the BTE-Phoenixville Management Team will review the student’s commitment to the program.**
* Secure parent/guardian signatures on all field trip forms and submit forms to Mrs. Kilpatrick by the requested submission deadline. This includes field trips forms signed at the beginning of Year 2 and field trip forms that may be revised throughout the school year.
* Submit other BTE forms to Mrs. Kilpatrick at PAHS or Erica Spangler by the requested deadlines.
* Work with my peers and Career Coaches to complete project deliverables by requested deadlines.
* Check my designated BTE-Phoenixville e-mail address inbox once every 48 hours and respond to communication requests from Bridge to Employment in a timely manner.
* Come prepared to each BTE activity. This includes wearing my BTE polo shirt and nametag and bringing a pen and my BTE journal.
* Show respect for myself and others during BTE activities. I will listen to others when they are talking, refrain from using my cell phone during program events, include all members of the BTE-Phoenixville community in discussions and activities, and use only appropriate and respectful language.

Please submit signed form to Mrs. Kilpatrick or Erica Spangler by **Wednesday, October 4. Thank you!**

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 **Student Signature** Student Printed Name Date Signed

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 **Parent/Guardian Signature**  Parent/Guardian Printed Name Date Signed

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updated 8-29-17