West Shore School District

Cedar Cliff High School

Cooperative Education

Student Contract

Cooperative Education is a course whereby a student can earn high school credit by working at an approved employer. The school, student, parent, and employer working as one will agree to follow all rules and guidelines of the program.

The student must realize the employer and the school have policies and regulations which must be followed. Successful completion of the course should provide the student with a better understanding of the world of work, as well as occupational training, that should enable the student to be successful in their career.

**Students failing to comply with this contract may be removed from coop and placed back in classes. An attempt will be made to create a full class schedule when the contract has been breeched by the student. If it is impossible to place in class then no credit will be earned.**

Coop Rules and Guidelines:

1. The student will not be permitted to report to work on days when they are absent from school. **SCHOOL IS YOUR FIRST OBLIGATION**. Violation of this rule will result in a written warning and eventually removal from coop.

2. If the student is under 18 a work permit is required. The application form can be found in the guidance office. **A copy of your work permit must be returned with this contract.**

3. Coop students must accept full responsibility for transportation to and from work.

4. The Training Agreement and this contract must be signed by all parties and returned to the career coordinator by the first day of school.

5. Coop students are expected in school and on time (a fundamental requirement in the workforce). The career coordinator will address unexcused tardiness. **Reporting to work on time is a fundamental expectation in the workforce and you are expected on time for school as well.** Repeated tardiness will result in ISS, PM detention, and removal from coop.

6. The student may be removed from the program if the student is failing a major subject. SCHOOL FIRST- JOB SECOND.

7. The student will not be permitted to change jobs without the permission of the career coordinator. Failure to do so may result in being removed from coop.

8. If you are fired from your job you will likely be removed from coop.

9. The student must request time off from work in the manner established by the employer. You may not request off from work for a school day. If your employer requires you to work evening and weekend hours in order to give you coop hours you must work those as well.

10. Student must submit weekly schedule by 3:00 PM every Monday.

11. If the student is unemployed through no fault of their own they will have two weeks to find another job before being placed back in classes.

12. Please communicate anything workplace problems or issues with the career coordinator as soon as they happen.

13. Student must be working a minimum of 15 hours Monday through Friday during the hours of 11 am to 3 pm. More hours can be worked but these are considered the essential hours for coop. **If your employer cannot give you these hours then your job does not qualify you for coop**.

14. **You are required to pay for a parking permit to park on campus. You are not permitted as a coop student to park on the street.**

15. If you receive any type of written warning from your employer about your job performance you must provide a copy to Mr. Miller within two days. Violation of this will significantly impact your grade and could result in removal from the program.

I have read the above and fully understand my expectations and responsibilities in the Cedar Cliff High School Coop Program. **All parties** **please sing and date.**

Parent or Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Work Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Career Coordinator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_