

Highland High School
Cooperative Education
Student/Parent/Teacher Coordinator/Employer Agreement

Student's Name _____ Date _____

The Cooperative Education Program (CO-OP) is planned to develop the student academically, economically, socially, and vocationally. There are responsibilities the student must accept as well as rules/regulations that must be strictly observed.

As a condition for acceptance into the CO-OP program, I agree to the following:

1. To attend school and place of employment REGULARLY. Having excessive and unsatisfactory absences in any grading period may be reason for removal from the program.
2. To receive 4 high school credits for the CO-OP program with two separate grades. (1 credit for classroom activities and 3 credits for on the job training experience.) Students must maintain a satisfactory work and classroom grade to keep on track for graduation.
3. To be punctual at school and on the job.
4. To work a minimum of 10 hours per week to comply with CO-OP guidelines. A suggested maximum is 20 hours per week but only with permission of teacher-coordinator and employer. I understand my grade will be affected if I do not work a minimum of 90 hours in a 9 week grading period.
5. To work as directed by the employer on days when school is not in session such as holiday vacations and teacher workshop days.
6. To understand that if I am required to leave school because of disciplinary reasons, I cannot report to work. Your place of employment is to be considered part of the classroom experience. If I lose my job, it is my responsibility to find another acceptable job within two weeks time or be dropped from the program.
7. To refrain from terminating my employment or arranging for a change of employers without the knowledge and approval of the teacher coordinator.
8. To be dropped from the CO-OP class if I lose a job as a result of unfavorable circumstances or events in which you were involved and if you were at fault. (For example, stealing from an employer)
9. To complete all applied technology related training assignments as needed by the employer.
10. To perform all my duties on the job and accept the employer's supervision in such a manner that will reflect favorably upon the program, school, the teacher coordinator, and myself.
11. To discuss with my teacher coordinator any difficulty in my work (pay, hours, transfers, etc.) before discussing with my employer. My parents/guardians will contact my teacher coordinator first if a problem concerning the job arises before discussing it with a principal.
12. To accept counseling and guidance from the teacher coordinator and employer as an aide to personal improvement.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

Teacher Coordinator Signature _____ Date _____

Employer Signature _____ Date _____