**STUDENT RESPONSIBILITIES IN COOPERATIVE TRAINING PROGRAM**

Type Your School District Name Here

**Career and Technical Education Department**

In order to establish and maintain a responsible, high quality type of Cooperative Training Program for (insert name of school or school district), it is essential that the student, the parents, the training sponsor, the coordinator, and school administrators agree to these basic principles:

1. It is the responsibility of the coordinator to provide appropriate interview opportunities for student job placement. The coordinator must grant final approval of all job placements.
2. It is the responsibility of the student to remain at the same training station throughout the training period. A change may be made only when approved by the coordinator.
3. A student will be removed from the Cooperative Training Program and lose state credits for any of the following reasons:
	1. If the student is dismissed from the training station and the coordinator determines that the dismissal was for sufficient reasons. Example: theft or un-ethical conduct.
	2. The second time a student has been fired and/or quits without the permission of the coordinator, he/she is released from the program without credit.
	3. If a student’s attendance drops below 90%, the student may be removed from the Cooperative Education Program. Removal from the class would result in loss of credit for the term.
4. The student is under school supervision at school, and during the work schedule at the training station. School credit is given for four hours spent on the job, as well as in the classroom. The student must work a minimum of 15 hours a week, 10 of which must be Monday through Friday.
5. If the student is to be absent from school on any particular day for any reason, the student is required to notify the teacher-coordinator no later than 12:00 (noon) on the day of the absence.

He/she may not report to the training station without having first received permission from the coordinator. Failure to observe this rule will result in unexcused absences in all classes missed.

1. A student who is fired or quits a job shall receive a nine weeks grade no higher than 60 for the grading period during which he/she was fired. The student is expected to find his/her own employment within five days. Grades will be reduced from the sixth day forward.
2. Students enrolled in Cooperative Education are expected to belong to the youth organization, as activities are related.

It is with the above understanding that we enter into this agreement to provide the best training for the individual student.

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STUDENT PARENT OR GUARDIAN

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COORDINATOR PRINCIPAL

\*\*\* If you wish to communicate via e-mail, please list your address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_