

Cooperative Education Program Student Requirements

- **Students must be interviewed for a Co-Op position, exceptions apply when;**
 - > **Student finds a job on their own**
 - **Student has been on placement at the site and is specifically requested**
- Ⓡ **Student must adhere to work standards as set forth by the employer, as well as school standards**
- **Student must demonstrate control of their behavior**
- **Student must provide their own transportation**
- **Student must have Portfolio and Career Plan up to date**
- **Student should be highly recommended by shop and related teacher**
- **Student must be enrolled in the same Chapter 74 approved vocational technical program for at least 1 1/2 years.**
- **Student must pass all Chapter 74 Shop, related and academic requirements**
- **A minimum grade of 70 in all areas**
- **A student who has a grade falling below a 70 while on Co-Op will be placed on probation for a period not more than one trimester**
- **A student on probation who fails to improve his/her grade to the 70 threshold and/or fails to maintain a 70 in all other subjects at the end of said trimester will lose their eligibility**
- **Students placed on probation are required to attend after school sessions with their Instructor to meet the Co-Op eligibility requirement of 70**
- **Student must not have more than nine unexcused absent or tardy days during their junior year in order to participate in the Co-Op Program**
- **Students must not have more than three unexcused absent or tardy days per trimester during their senior year**
- **Student must obtain a Co-Op cycle report and turn it in to the Co-Op Coordinator at the end of every academic cycle**
- **Student is required to be at least sixteen years of age and work a minimum of 36 hours in a six day cycle**
- **If for any reason the student is not going to make the 36 hour requirement, they must notify the Co-Op Office and Shop Instructor. They must return to school to make up the time.**
- **Student must notify Co-Op office, (508-998-3321 ext. 764) and employer immediately in the event that he/she will miss a Co-Op work day. Any absence from work must be indicated on the time sheet/evaluation. Any student who is absent from Co-Op with no call to the employer or the school will be considered truant. Disciplinary action will result.**

- **Student is responsible for having the evaluation form filled out by the employer with all the dates of the cycle accounted for and returned to the Co-Op Coordinator upon return for the academic cycle.
Student will not be allowed to return to the Co-Op site until the evaluation is completed and returned**
- **Student must work at a site that provides the opportunity to develop technical and employability skills not necessarily acquirable in a school-based setting but acquirable in a work-based setting.**
- **Student is required to work until the end of the school year. If for some reason the student wishes to end their Co-Op agreement, they must first consult with their shop instructor and Co-Op Coordinator. Student must give the Employer and Co-Op Coordinator the opportunity to address the issue. No student shall leave a job without a one full cycle notice in the form of a letter of resignation.**
- **Co-Op work will only take place during shop days and under NO circumstances must you work during academic days between the hours of 7:00am and 2:30 pm.**
- **If the student does not meet one of the requirements above, they may request a conference with the Academy Administrator and Co-Op Coordinator. The Supervisor of Attendance and/or Vice Principal and Instructor will be included when necessary. If all parties agree, a waiver may be provided.**
- **Students who do not pass MCAS must be willing to attend MCAS support classes during the academic cycle or summer MCAS support classes if available**

Failure to meet the above requirements could result in the revocation of the privilege to be on Co-Op.

I have read and understand the requirements to enter and remain enrolled in the Cooperative Education Program.

Student Name: _____ Shop: _____ ID# : _____

Parent/Guardian: _____

Please return this page, signed to the Co-Op Coordinator. If there are any questions please call 508-998-3321 Ext 764