

## Cooperative Education

Students are eligible for the Cooperative Education Program based on their technical/academic teachers' recommendations. **A student who has five (5) or more unexcused absences from school or more than ten (10) days excused absences from school may not be eligible for the Cooperative Education Program. A student who accumulates three (3) tardies will be required to conference with school administration to continue the work-based component of the School ToWork Program. (Tardy days are counted both at school and at work.)**

*The only exception will be for students who have had an extended illness that has been documented by a physician. In the event of extenuating circumstances, the school administration will consider Cooperative Education placement for the students in this category.*

### **Application Procedure:**

1. All students must complete a Student Information Card, have a current I.D., and pay all charges in full **before** participating in the Cooperative Education Program.
2. Applications for Cooperative Education are available in the School To Work Coordinator's office.
3. Applications must be completed and returned to the School To Work Coordinator within two (2) school days. All required signatures must be on the application.
1. Applications will not be accepted unless completed and signed by the parent/guardian, technical teachers and academic teachers.

### **Securing a Cooperative Education Position:**

1. The School To Work Coordinator will attempt to secure employment for students in his/her specific technical trade area. All Cooperative Education employment must directly relate to the student's course of study. The student may assist in the search for a job by filing applications for employment with industries related to their course of study.
2. Students may be terminated from the Cooperative Education Program for inappropriate behavior, poor grades, poor attendance, or disciplinary actions.