

## Maintaining CO-OP

- **Maintains Eligibility** – the student must continue to maintain eligibility criteria with regards to attendance, punctuality, grade and teacher recommendations.
- **Employer Satisfaction** – the student must maintain a level of performance that is satisfactory to the employer at all times. The employer may discontinue placement at any time.
- **Behavior and Attitude** – the student is expected to display a level of maturity with regards to behavior and attitude that is a credit to both the student and the school. The student may lose the CO-OP privilege due to school suspensions and or detentions, depending on the circumstances.
- **Attendance:** the student will attend CO-OP on an alternate week basis during the regularly schedule. **If CO-OP is cancelled due to weather or unavailable hours the student is expected to attend their regular Vocational Technical courses.**
- **Absence:** the student will not be allowed to participate in any extracurricular activity (athletics, club, Skills USA, etc.) if absent from school or placement on the day of the event. If the absence occurs on a Friday, the student **will be ineligible** to participate in any extracurricular activity during the weekend.
- **Attendance & Evaluation Form** - the student is expected to turn in an attendance & evaluation form signed by their employer on Monday of following week.
- **Sick Calls** - if a student is not at work and does not attend school, then he or she must call-in sick to both the employer and Co-op Coordinator, or the student will be considered truant for the day.
- **Job Termination** – if the student wishes to terminate a job placement he/she must first notify the Co-op Coordinator as to the issues involved in the termination and then provide the employer with a two-week notice.
- **Safety and Health** – the student received appropriate safety instruction in their technical program.
- **A Guide for Working Teens:** [www.ago.state.ma.us](http://www.ago.state.ma.us)

I understand and agree to follow the terms listed above to maintain my CO-OP placement.

Signature of Student\_\_\_\_\_ Date\_\_\_\_\_

**NOTE:** Any violation, infringement or failure to abide by the above provisions will be cause for removal from participation in the CO-OP and will negatively affect the student's term grade for their technical major. Consideration for re-qualification for a future CO-OP placement will be at the discretion of administration.