

**STRATH HAVEN HIGH SCHOOL
COOPERATIVE CAREER EDUCATION PROGRAM**

PROGRAM REQUIREMENTS

1. Working papers must be obtained for each placement, and all labor laws followed.
2. An authenticated record of the hours the student has worked each week must be submitted to the Coordinator, or his/her representative.
3. Once a student has been accepted into the program his/her eligibility will be maintained by passing all courses for which he/she is registered. Failing a course or receiving an interim notice indicating possible failure will result in the student being placed on probation. At the close of the next marking period or issuing of the next interim, his/her status will be reviewed. Continued failure will result in suspension from the Cooperative Education Program.
4. The standard credit award is one credit per semester, based on one block of coop. It is given for 10 hours of work per week Monday through Friday. Anything other than this award must be noted in the student's file.
5. The employer's evaluation, along with students providing proper documentation (pay stubs, enrollment form) will determine the student's grade.
6. If a student is going to miss work, for any reason, he / she must notify the employer prior to the time he / she is scheduled to report to work. It is expected that every reasonable effort will be made to report to work. Inconsistencies between work and school attendance records will be reviewed and may be cause for dismissal from the program.
7. If a student no longer holds the job for which he/she is receiving Cooperative Education credit, it must be immediately reported to the Coordinator so that satisfactory alternative arrangements may be made.

I UNDERSTAND AND ACCEPT THE GENERAL PROGRAM REQUIREMENTS OF THE COOPERATIVE EDUCATION PROGRAM.

Date

Student's Signature

Date

Employer's Signature

My son / daughter may enroll in the Cooperative Education Program.

Date

Parent or Guardian Signature

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POLICY

In order to ensure the successful operation of the Cooperative Career Education Program, the following rules and regulations must be adhered to by the students involved:

1. You should be punctual at all times; that is, at work and school.
2. You may not leave your job site during work hours.
3. Any change of schedule or emergency that may arise should be reported immediately to the program coordinator.
4. Controversial job problems should be discussed with the supervising instructor or program coordinator who, in turn, will discuss same with the employer.
5. You are expected to adhere to all rules and regulations as outlined by the employer.
6. You should work for the best interest of your employer.
7. Matters at business should be kept in strict confidence.
8. **Students are not permitted to work in family owned or operated businesses.**

I, _____ agree with the stated policies and will
(Student's Name)

adhere to them.

Student's Signature

Parent or Guardian's Signature

**STRATH HAVEN HIGH SCHOOL
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EMPLOYERS APPROVAL FORM

Student's Name _____

Address _____

Phone _____

Birthdate _____

.....**For Employer's Only**.....

Place of Employment _____

Employer's Address _____

Employer's Phone # _____ Fax # _____

Name of Supervisor _____

1. This student will be receiving high school credit for this work experience. **A minimum of 10 hours per week Monday through Friday is required.**
2. **Pay stubs are required to document the hours the student is working.**
2. Employers will be asked to fill out a one page checklist evaluating the students work performance each marking period (This will be mailed or faxed to you).
3. If the students employment is terminated for any reason, or if you have any questions regarding this program please contact the Career Center Coordinator @ (610) 892-3470 Ext. 2118

_____ **Date**

_____ **Employer's Signature**

STRATH HAVEN HIGH SCHOOL COOPERATIVE CAREER EDUCATION

Trainee's Name _____

Address _____

Phone _____

Birthdate _____ Age _____

Place of Employment _____

Address _____

Phone _____ Hours at Work _____

Employer _____ Supervisor _____

Trainee's Responsibility in Program	Employer's Responsibility in Program
<ol style="list-style-type: none"> 1. No trainee shall leave his job without first discussing the matter with his immediate supervisor and/or coordinator. A two-week notice is mandatory. 2. Each trainee shall abide by the rules, regulations, and policies of his employer during his period of training. 3. Each trainee shall faithfully perform the assignments of his job and school performance. <p><u>School Credit</u> School credit toward graduation is given for the work experience, and students taking the course receive the same diploma, upon graduation, as is received by all graduates.</p>	<ol style="list-style-type: none"> 1. The student's training period shall not be less than one full term Monday through Friday unless the trainee gives cause to cancel the contract. A two-week notice is desirable. A minimum of 10 hours per week Monday through Friday is required. 2. The training plan should include work activities which are of vocational and educational value. 3. The employer shall complete a brief checklist (provided by the coordinator) indicating the trainee's progress on the job. 4. This training program agreed upon shall not be interrupted by either trainee or employer without consultation with the coordinator.

Employee's Signature

Employer's Signature

Parent or Guardian's Signature

Coordinator's Signature

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ADMINISTRATIVE APPROVAL FORM

The following student has requested permission to participate in our Cooperative Career Education Program. Enclosed you will find the program requirements signed by parent / guardian and student, and the employer's approval form signed by the employer.

Name

Grade

First marking period _____

Block 1 _____

Second marking period _____

Block 2 _____

Third marking period _____

Block 3 _____

Fourth marking period _____

Block 4 _____

Date

Guidance Counselor

Date

Administrator

Date

Career Center Coordinator