

Diversified Cooperative Learning Experience

Course Description:

This course is designed for juniors or seniors in career and technical education (CTE) classes who are in their third or fourth course with satisfactory grades and attendance. Students will be placed in an occupation (onsite for juniors) and may receive wages and/or credits toward graduation, and school-release time of a maximum of three hours per day. Students who wish to enroll will need to complete the application and approval process through the CTE Director/Co-op Supervisor and gain approval through the superintendent.

CTE Director/Co-op Supervisor/Superintendent may deny co-op applications based on attendance, lack of academic progress and/or discipline concerns.

To be eligible, students must have no less than a 2.0 GPA AND

no more than 10 absences and/or no more than 10 tardies, total or counted for individual classes, during the preceding school year.

Tardies are defined as early arrivals and/or early dismissals as recorded on WVEIS.

The STUDENT considers his/her job experience as contributing to chosen a career objective and agrees:

1. To be regular in attendance, both in school and on the job.
 - a. A STUDENT unable to attend school is NOT permitted to perform training station responsibilities that same day.
 - b. Excessive absences from school and work is grounds for removal from the training program. More than **5 absences** may be cause for dismissal from the diversified cooperative learning site; the student will report, instead, to an assigned location or class.
2. To perform training station and classroom responsibilities in an efficient manner. Lack of effort or falling behind in classroom work (any class) may result in removal from training program.
 - a. A student who does not maintain at least a 75% average in his/her coursework (both core classes and electives) may be dismissed from the diversified cooperative learning site; the student will report, instead, to an assigned location or class.
3. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn and work.
4. To conform to the rules and regulations of the school and the training station.
 - a. Any disciplinary action, rule or law violation at school, at the site, or while travelling between the school and site may be cause for dismissal from the diversified cooperative learning site; the student will report, instead, to an assigned location or class.
5. To furnish the CO-OP SUPERVISOR with necessary information about the training program and to complete promptly all necessary reports.
 - a. A daily report of hours worked and jobs performed will be filled out and submitted on or before the 5th day of the next month, or the next school day following the 5th. A letter grade may be deducted for each day late. After four days, the grade for that month will be "0".
 - b. Records, as required, will be kept up to date with hours worked, jobs performed, and skills learned.

I have read and understand these directions and rules. I understand that co-op is both a privilege and a responsibility. I understand that my grades, academic performance, attendance and discipline may affect my eligibility to co-op. I understand that if I do not turn in my co-op application by the stated deadline and/or follow these procedures, I will not be eligible to participate in the Diversified Co-op Program.

Student Signature

Printed Name

Date