

Carbon Career & Technical Institute
150 West 13th Street
Jim Thorpe, PA 18229

Albert P. Donadi
Cooperative Education Coordinator
570-325-3682 Ext. 1202

**MEMORANDUM OF UNDERSTANDING
GOVERNING COOPERATIVE EDUCATION PARTICIPATION**

1. The student must maintain at least a passing grade of 77% in each class at CCTI. If this standard is not met, the student will lose the Cooperative Education placement and return to school. Cooperative Education is a privilege.
2. The student must be in regular attendance at CCTI and on the job. Missing school and reporting to work on the same day is NOT permissible. Student cannot miss more than 5 days a marking period.
3. The student shall use proper call off procedures for any absence from work caused by illness or other legal excuse.
4. The student shall submit a written excuse signed by his/her parent(s), along with his/her weekly report for any days absent from work during that week.
5. In the event of temporary layoff or suspension of work, the student shall report back to the Cooperative Education Coordinator immediately.
6. The student may not terminate nor change training station placement without the prior approval of the Cooperative Education Coordinator.
7. The student shall attend regularly scheduled monthly Cooperative Education programs at CCTI scheduled in the early afternoon throughout the year.

- 8.** The student shall attend the Annual Appreciation Banquet with his/her employer.
- 9.** Students will be terminated from the Cooperative Education placement if they violate the CCTI discipline policies. Discipline will be at the discretion of the Cooperative Education Coordinator and the Principal.
- 10.** The student shall operate his/her vehicle in a safe and legal manner to and from the job. At no time shall other students ride in the Cooperative Education student's vehicle without prior approval.
- 11.** Students must return to CCTI for scheduled testing and preparation for NOCTI and Keystone Exams.
- 12.** The students can expect to receive a performance evaluation by his/her supervisor and the Cooperative Education Coordinator at least once every nine weeks.
- 13.** The student shall dress appropriately for his/her job, to the specifications of the employer and the standards of the workplace. This includes safety equipment as required.
- 14.** The student shall not participate in any attempts to organize labor or in any union activities while employed through the Cooperative Education program.
- 15.** The student and his/her parents/guardians acknowledge that the school is not responsible for his/her safety after being formally released and excused from CCTI to the workplace. Also, they realize that the student learner will not necessarily work daily Monday through Friday and that the work may, at times, not begin until after 3:00 PM. School insurance is available at a reasonable fee to assist if there should be an accident while going to or from work.
- 16.** Students are not permitted to drive on days when there is no Cooperative Education scheduled.

17. Acts which result in violence to another person, property damage, posing of a direct threat to safety of others and any illegal actions in or out of school will result in termination from Cooperative Education program.
18. Actions outside of school that cause a distraction and/or negative impact in the workplace and/or school may be cause for termination from the Cooperative Education program.

I understand that failure to comply with the above procedures and rules will result in the termination of student employment through the Cooperative Education program.

Parent Signature Date

Student Signature Date

Employer Date

Cooperative Education Date
Coordinator