

Pickering High School Cooperative Education Department Student Contract

The purpose of this contract is to make certain that there is a mutual understanding of the essential requirements of this program to ensure student success. The Cooperative Education Program is a unique school program that involves greater initiative on the part of the student for preparation to the world of work.

The following expectations of the students are of particular importance:

1. Morning students are to sign-in at the school office on the co-op clipboard upon return to Pickering High School. Failure to do this will result in an absence on attendance and an automated telephone call home.
2. When absent, three phone calls are required prior to placement start time to the following: the placement, the co-op teacher, as well as the School Attendance Line AND an Absence Form must be completed and submitted. Failure to do this will result in lost marks on the log.
3. Log sheets must be accurately completed and initialled **daily**, signed weekly and submitted to the co-op office no later than the Tuesday of the following week. Total hours accumulated must be noted on a weekly basis on the log tracking sheet, which is checked and assigned completion marks each in-school session.
4. 110 hours are required per credit. Students are expected to be at their placement until the final day of scheduled classes, even if they have accumulated the required 110 hours per credit.
5. Punctuality and cooperative participation is required at the placement, as well as, at all in-school sessions. Students are to document on their log sheet all days late with the reason; accuracy is very important.
6. Students must return to Pickering High School for all scheduled in-school Reflective Learning Days. **If absent due to illness, the co-op teacher must be notified prior to the start of class and all assignments must still be submitted on time via email, a family member or reliable friend.** Zero will be assigned to any assignments not submitted or in-class assignments if absent without cause or notification.
7. All major assignments have an absolute deadline. **A mark of zero is given to any assignment not submitted at the beginning of class**, unless the student has made **prior** arrangements with the teacher. Late arrivals are not acceptable. If submitted late, the assignment may be used for Credit Completion at the end of the semester. **Communication is very important.**

The main objective of this program is to prepare our students for the world of work.

We, _____ and _____, have read and
(Print Student's Name) (Print Guardian's Name)
completely understand the expectations on this contract, as well as, the information provided in the course outline.

Student Signature

Parent/Guardian Signature

Date

Date