



LAWRENCE COUNTY CAREER AND TECHNICAL CENTER

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COOPERATIVE EDUCATION RULES AND REGULATIONS CHECK-OFF

Rules and Regulations	Employer Initials	Parent/ Guardian Initials	Student Initials
1. Students and employers will adhere to all of the rules and expectations in the "Training Agreement."			
2. Students will report to work on the days and times indicated by their employers. In the event of an illness or an emergency which prevents attendance at the job site or LCCTC as scheduled, the students must immediately notify the Employer and Cooperative Education Coordinator prior to the absence. This should be done first thing in the morning.			
3. Student will attend their scheduled academic classes every day unless excused. Students cannot report to work if they are absent from school and vice versa.			
4. All Lawrence County CTC students must report to the school to take the state-required NOCTI Test. It is the student's responsibility to inform the employers of these dates as soon as testing dates are designated.			
5. Students complete a monthly time sheet which will provide proof of actual hours worked in the form of verifiable documentation. The training supervisor must sign off on the time sheets to make them official.			
6. Cooperative Education students must work at least 15 hours per week for part-time Co-Op or 30 hours full-time Co-Op.			
7. I have read and understand the "Student-Parent Code of Ethics" and "Probable Causes of Termination" documents.			
8. I understand that Co-Op students must maintain at least an <i>average</i> grade on the Employer Evaluation <i>and</i> that a student can be terminated at the Employer, Co-Op Coordinator, or Principal's discretion.			
9. Students must maintain a "C" average or better at the Lawrence County CTC and be on track to graduate.			
10. Students must notify the Co-Op Coordinator prior to quitting a job <i>or</i> if their job is terminated.			
11. Students are responsible for their own transportation to and from work.			
12. Students will attend the LCCTC on their designated Co-Op Class days scheduled twice a month. These days need to be "worked into" the student's work schedule.			
13. Students will follow all of the rules and policies of the company, especially those governing safety and dress.			

I have read these rules and regulations for the Cooperative Education Program and agree to comply with them. I understand that failure to do so may result in removal from the program.

Student's Signature: _____ Date: _____

I have read these rules and regulations for the Cooperative Education Program and will support my son/daughter in complying with them.

Parent/Guardian Signature: _____ Date: _____

I have read these rules and regulations for the Cooperative Education Program and will support my student employee in complying with them.

Employer's Signature: _____ Date: _____

"The Lawrence County Career and Technical Center is an Equal Opportunity Employer"