

COOPERATIVE EDUCATION HOMESTEAD HIGH SCHOOL

Student Name _____
Address _____
Telephone _____ Birth Date _____
Social Security Number _____
Job Title _____
Training Station _____
Address _____
Telephone _____ Supervisor _____
Career Objective _____

THE STUDENT TRAINEE WILL:

1. Report promptly and engage in their assignment according to the schedule.
2. Cooperate with the supervisor, engage in the assignment as a training experience, observe etiquette, and observe safety rules.
3. Notify school and training site in advance when absence is unavoidable.
4. Maintain satisfactory grades in all subjects in order to remain eligible for the program.
5. Furnish the coordinating teacher with all the necessary information and complete all necessary reports.
6. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
7. Remain with the employer during the training period.
8. Abide by the rules and regulations of the cooperating agency.
9. Keep all business information of the cooperating agency confidential.
10. Not report to work when absent from school unless approved by teacher coordinator.

THE TRAINING STATION WILL:

1. Provide training for the student.
2. Provide supervision for the training of the student.
3. Provide for the day to day safety of the student on the job.
4. Adhere to all child labor laws.
5. Comply with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964 by not discriminating on the basis of sex, handicap, race, color, or national origin in its treatment and assignment of students to jobs, hours of employment, levels of responsibility and pay.

THE PARENT OR GUARDIAN WILL:

1. Be responsible for the conduct of the student while participating in the program.
2. Be responsible for the method of transportation and for the student in delivery to and from their place of employment.

THE COORDINATING TEACHER WILL:

1. Visit and assist the employer if needed.
2. Observe the student on the job intermittently.
3. Cooperate with the employer with the evaluation of the student.
4. Make every attempt to solve problems that may arise from the cooperating agency, school, parent/guardian, student or community.
5. Provide meaningful in school instruction.
6. Provide general safety instructions to assist the student.

Cooperative Education is a joint effort between all parties.

The employer agrees to cooperate with the school to offer training. The employer agrees to pay the student trainee at least the minimum wage, furnish ratings of the student's on the job performance, and confer with the coordinating teacher to determine in what way the student's learning might be enhanced.

The student trainee agrees to perform to the best of their ability all duties assigned and conform to all rules and policies of their place of employment and the school. Student trainees expect no special privileges, agree to be on the job every scheduled day (barring illness), and will confer with their coordinating teacher regarding any problems encountered on the job.

The parent or guardian agrees to cooperate with the school and employer to insure the best possible results from the student's training.

All parties will comply with the provisions of the law by not discriminating on the basis of sex, handicap, race, color, or national origin in its treatment and assignment of students to jobs, hours of employment, levels of responsibility, and pay.

STUDENTS MUST OBTAIN A WORK PERMIT BEFORE STARTING IF UNDER 18.

Student

Parent/Guardian

Employer

Teacher

Mequon Thiensville School District complies with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of sex, handicap, age, race, color, or national origin in the education programs or activities it operates and in employment.