

CO-OP RULES AND REGULATIONS CHECK-OFF FORM

Rules and Regulations	Parent/ Guardian Initials	Student Initials
1. Students will adhere to all of the rules and expectations in the student's Training Plan and 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 CTE as scheduled, the students must immediately notify the Employer through an agreed upon form of communication, and Cooperative Education Coordinator through Microsoft Teams, 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.		
4. All Pittsburgh Public CTE students must report to their program's 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 must 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. I understand that Co-Op students must maintain at least an average grade on the Employer Evaluation and that a student's co-op employment can be terminated by the Employer or Co-Op Coordinator if the student does not meet the requirements outlined in the training agreement and/or Co-Op expectations.		
7. Students must maintain a "C" average or better in their CTE program and be on track to graduate.		
8. Students must notify the Co-Op Coordinator prior to quitting a job or if their job is terminated.		
9. Students will submit weekly job logs and pay stubs to the Co-Op Coordinator.		
10. Students will attend their assigned CTE program on their designated Co-Op class days. These days need to be "worked into" the student's work schedule.		
11. Student will report any concerns or issues related to the Co-Op placement to their Coordinator in a timely manner so they may be addressed promptly and professionally.		
12. Student will provide all necessary documentation for placement in Co-Op to the Coordinator before the start of work. This includes, but may not be limited to, a work permit if you are under the age of 18, a driver's license or state ID, and the Co-Op application with CTE program teacher recommendation and appropriate signatures.		

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

Student 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: _____