

**ELCO HIGH SCHOOL
COOPERATIVE WORK EDUCATION**

TEN DEMANDMENTS

1. YOU MUST COMPLETE WORKING PAPERS BEFORE STARTING WORK (if you are under 18). THIS IS A LEGAL REQUIREMENT. All other permission forms and agreements must be signed before work can begin.
 - Permission Form
 - Ten Demandments
 - Training Plan
 - Training Agreement
 - Copy of Driver's License
 - Copy of Work Permit (if applicable)
 - Copy of your class schedule
2. Under no circumstances may a student go to work after not having attended school in the morning. You must contact your employer to notify them of your absence. On rare occasions this rule will be reevaluated in terms of special student problems, but this takes place only by talking by phone or in person to your coordinator. YOU MUST CALL, IN ANY CASE, THE OFFICE BY 9:00 AM (866-7447). VIOLATION OF THIS RULE COULD CONSTITUTE SUSPENSION FROM THE COOP PROGRAM WITH A FAILING GRADE.
3. Lateness to either class or school cannot be tolerated; remember, it won't be tolerated on the job, and this is a learning situation. You must sign in when late. IF you arrive after the end of first period, you cannot work. See me for the afternoon. DO NOT LEAVE SCHOOL.
4. All detentions will be served after 2:30 PM. Notify your employer in advance.
5. You must leave school grounds after your dismissal time. YOU MUST sign out in the high school office before leaving. The first time you forget you will get a warning. The second time and every time thereafter will be a detention.
6. NO STUDENT MAY TERMINATE their work without the knowledge and consent of the coordinator. If you do, you may be dropped from the Cooperative Work Education Program and receive an "F" for the marking period.
7. All COOP students are responsible for logging their work experience in their journal. An assignment sheet has been given to each student to follow.
8. You are to act as a young professional while out on the experience. Any problems need to be reported to the teacher-coordinator immediately.
9. All student-learners must attend the Employer Appreciation Luncheon in May.
10. IN ALL CASES, EACH STUDENT-LEARNER'S SCHOLASTIC CAREER AND ITS COMPLETION BY GRADUATION is held by the school to be of primary importance. SCHOOL FIRST-JOB SECOND.

Student Signature

Date

Parent Signature

Date