

## Coffee County Central High School Work Based Learning Policies

Note - Policies apply to all student learners regardless of age.

- **THE COOPERATIVE EDUCATION PROGRAM IS A PRIVILEGE NOT A RIGHT.**
- Student learners will not have early dismissal for the first week of school. Also, on progress report days and report card days students will stay with their coordinator during assigned WBL classes. Students should inform employers of this policy so that work schedules can be adjusted.
- The student learner should start the school year with placement. If a placement has not been obtained when school starts, the student will be dropped from the program.
- The student learner should be employed the entire school year at the same jobsite. Job changes will be done only with prior permission of the coordinator. Failure to comply with this policy will result in a failing grade and dismissal from the program. Interns will rotate each nine weeks.
- The student learner will be required to maintain a work calendar and show proof of hours worked by turning in copies of paycheck stubs. You **may not** work for a business that does not compensate with a paycheck. Interns turn in a time sheet.
- Student learners are not allowed to work for family members.
- The student learner must be a senior and at least 16 years old.
- The employer must carry workman's compensation insurance (if applicable), and the student must show proof of medical insurance.
- The student must work some hours during school release times. At least half of work hours should be done during the week. Saturday and Sunday hours alone do not qualify for credit.
- The student learner must provide his/her own transportation. (Students are not to ride with other students.)
- The student learner must show proof of auto insurance and a valid driver's license.
- The student learner will not exceed the maximum of 10% absenteeism (18 Days) for the year. Students who have 5 unexcused absences at the semester will be dropped from the program. Also, excessive tardies and check-outs will count as absences.
- If the student learner is absent from school, he/she must contact the work-based learning coordinator and is not allowed to go to work that day.
- Students can not work at an establishment where alcohol is 25% of the gross sales. Each business has to report this percentage to the state department and will be able to provide documentation to the student advisor on the exact figure.
- If the student learner is placed on homebound, he/she cannot participate in the cooperative education program per Coffee County School Board Policy.
- If the student learner is placed in alternative school or long-term ISD, he/she cannot participate in the work-based learning program.
- If the student learner is placed in short term ISD, he/she cannot have early dismissal for the days assigned. He /she must stay until 2:50. Two short-term ISD assignments will result in the student learner's dismissal from the program at the end of the semester. If the student learner receives an ISD assignment during the first two weeks of school, the student learner will be dropped from the program.
- Except for agricultural cooperative education programs, a student learner must work in a licensed business.
- All student learner work requirements are based on a yearly average. The following is a breakdown of the grading procedure:

### Grade Computation in related course AND cooperative education

**40% = Employer Evaluation**  
**25% = Attendance**  
**35% = Paperwork**

#### Cooperative Education Average Breakdown:

##### Attendance:

- Each day is worth 3 points (student begins with a 100 and 3 points is subtracted for each absence – excused or unexcused)
- Note – This grade is compiled for the semester. Students will begin September 2 with a 100 in attendance. Therefore, attendance is very important. If student is removed from the program, they will be placed in long term ISD for the remainder of the term.

##### Paperwork:

- Student maintains a weekly calendar of hours worked
- Student supplies check stub proving hours worked

##### Evaluation:

- Employer completes an evaluation on student's progress for each grading period

## Cooperative Education Application

Do you have a GPA of 2.5 or higher? Yes / No

Are you at least 16 years old and going to be a senior? Yes / No

Do you have a valid driver's license? Yes / No

Do you have your own vehicle including vehicle coverage? Yes / No

Do you have medical insurance? Yes / No

Are you paid with a paycheck Yes / No

If the answers to the above question were YES, than the student probably qualifies for the program.

### For WBL placement purposes:

1. Have you registered for any CTE classes? Yes / No  
If so, which ones?
2. What is your Program of Study?
3. Are you currently employed? Yes / No  
Employer name:
4. Type of Business.

I have read and agree to abide by the Work-Based Learning Policies of Coffee County Central High School.

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**Student Name PRINTED**

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**Student Signature**

**Date**

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**Parent Signature**

**Date**

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**WBL Instructor**

**Date**

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**CTE Director**

**Date**