



# CO-OPERATIVE EDUCATION

## Attendance Policy for Cooperative Education Students

Dear Parents;

Attendance in all courses is crucial. Excellent attendance within the co-op program is imperative to be successful. The program is designed to provide students with a real life, on the job experience. Often, absenteeism and not being punctual leads to termination in the “real world”. Similarly, please be aware that the school and employer will not tolerate being late or absences that are not fully justified.

Course work can be found at [www.porthighco-op.weebly.com](http://www.porthighco-op.weebly.com)

The following attendance procedures will be in effect for all co-operative education students:

- 1) 110 hours per credit is required in the program along with **all** course work.
- 2) Co-op in school sessions are a mandatory part of the course and therefore must be attended.
- 3) Students are required to attend the **ENTIRE** semester right up until the start of exams unless arranged with the co-op teacher and placement.
- 4) **Absences must be reported** to both the worksite supervisor and co-op teacher as early as possible. Every attempt should be made to schedule appointments, etc. outside of school hours. For known absences (for example team events, school trips) the employer should be made aware well in advance. Employers have been advised not to tolerate poor attendance. Students who are terminated will be on their own to find another placement.
- 5) When a student misses a day without an excused absence or notification the parent will be notified. A recommendation will be made to administration to remove the student after 3 days of unverified absences.
- 6) Parents are asked not to contact the supervisors or worksites directly. Any questions, concerns, etc. can be brought to the attention of the co-op teacher: shawn.coers@dsbn.org

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Guardian Signature: \_\_\_\_\_

Guardian email: \_\_\_\_\_

Parents will be provided with email updates

Guardian Cell or emergency #: \_\_\_\_\_