

CAREER-TECH CENTER COOPERATIVE EDUCATION

PROCEDURE FOR REPORTING ABSENCES FROM WORK

- ▲ Students working during class time must call the employer and Placement Office (or Attendance Office) on the day (or before) to report absence and the reason for absence.
- ▲ Student working outside of class time are to report absences on the same day or on the first day after the absence.

ATTENDANCE POLICY

1. Students working during class time who are absent from work are considered absent from the Career-Tech Center class.
2. Coordinators receive attendance reports weekly.
3. A record of all absences will be kept in each student file.
4. All unreported absences will be considered a skip.
5. Excessive absences may result in reduction of credit and/or removal of student from the Career-Tech Center class and/or job.
6. Students working outside the regularly scheduled Career-Tech Center class time will not be recommended for additional credit if absences are excessive and/or not reported to the Placement Office.
7. Employer records of absences will be verified by the coordinator.
8. Absences from related instruction day at the Career-Tech Center must be made up as arranged by instructor, coordinator, and employer.
9. **IF YOU PLAN TO WORK ON A SCHOOL DAY, PLAN ALSO TO ATTEND SCHOOL.**

GRADUATION AND CO-OP CREDIT

1. CREDIT IS DETERMINED AND AWARDED BY THE HOME SCHOOL.
2. Students who work during their regularly scheduled Career-Tech Center class receive the same credit as if they were in class five days a week.
3. Students working outside of their regularly scheduled Career-Tech Center class time will be recommended for additional credit by the placement coordinator providing the following criteria is met:
 - ▲ The student has attended the Career-Tech Center class on a full-time basis.
 - ▲ The student has worked a minimum of 12 hours per week for at least 15 weeks or no less than 180 hours over at least a 12-week period for full credit.
 - ▲ The student has received favorable employer evaluations.
4. Partial credit may be recommended for a student who has worked fewer hours and/or fewer days.