

Bibb County Schools
Co-op
SCHOOL REGULATIONS/POLICIES

1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the **Work-Based Learning (WBL)** program policies and decisions of the Cooperative Education Teacher-Coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the Cooperative Education Teacher-Coordinator, is acting as an intermediary between the training mentor and student and that the Cooperative Education Teacher-Coordinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments, and all other aspects of student placement.
3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and Cooperative Education Teacher-Coordinator will be dropped from the program with possible loss of all credit.
7. A student whose WBL placement is terminated for any reason is to report to the Cooperative Education Teacher-Coordinator. Failure to do so may result in the student being dropped from the WBL program.
8. In case of absence, the student is *required* to call the Cooperative Education Teacher-Coordinator and his/her training mentor before class or working period.
9. Personal business handled at the WBL placement is prohibited.
10. Friends or family are not to visit the student at the WBL placement.
11. A student is to be on time at school as well as the WBL placement.
12. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
13. Business rules for dress and personal hygiene will be observed.
14. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the Cooperative Education Teacher-Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning.
15. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
16. When Work-Based Learning students honor their training mentors with a banquet, reception, etc., all students are expected to attend with their training mentors as their guests.
17. Students are placed to train and are under the supervisions of the Cooperative Education Teacher-Coordinator and training mentor where they are placed.
18. Students must abide by all school rules and regulations for other students and consider themselves *under the jurisdiction of the school while at the WBL placement*.

19. *Transportation* to and from the WBL placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
20. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the Cooperative Education Teacher-Coordinator, School Administrator, or CTE Instructor.
21. Other local additions

*I have read the foregoing rules for Work-Based Learning students and agree to follow them.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____