

WORK-BASED LEARNING PROGRAM
ABSENTEEISM AGREEMENT

One of the special features of Cooperative Education is that it utilizes the business community as a training laboratory. This arrangement requires the best of relations between the businesses, the school and the students. Therefore, it is of utmost important that students enrolled in Work-Based Learning Program be adult and mature in their work relations with their employers.

One special trait important to school and business alike is dependability. To be a dependable worker and student, you must be present on the job and in school. The on-the-job part of the Work-Based Learning Program is a means of education. It is important that the student be responsible in fulfilling the requirements on the job and in school to meet the educational goals of the program. It is with this philosophy that the following policy is written.

Please sign the following contract to indicate your understanding of the policy, and your agreement to comply.

I, _____ (student's name) recognize that the school and the job are both important and require regular attendance. If I am absent from school in the morning, I will be expected to be absent from work also. Conversely, if I attend school I shall be expected to be on the job if I am on the schedule to work. Exceptions to this policy are possible, but may be made only by your teacher coordinator. If I must be absent, I will make two phone calls, one call to my employer as early as possible, and the other to my teacher coordinator. Failure to follow this policy may result in dismissal from the program.

Student Signature

Date

Parent/Guardian Signature

Date