

MARKETING CO-OP STUDENTS STUDENT & PARENT AGREEMENT MONARCH HIGH

Congratulations for being accepted into the Marketing On-the-Job training O-J-T. This program is a privilege for those select individuals who are approved by Mr. Kennedy. You will receive an “A” in OJT if you follow these guidelines:

Students enrolled in the marketing O-J-T program must be employed by the end of the 1st week of the semester; otherwise you will be removed out of the program and given another elective class.

1. Submit on time each month a completed **Timecard & Job Performance Evaluations** to be signed by student and manager.
2. Understand that by enrolling in this program, Mr. Kennedy becomes the recognized authority for making changes or adjustments pertaining to the job. It is your responsibility to speak to Mr. Kennedy first whenever a problem arises. I will be available during your 4th hour OJT class to discuss any situations pertaining to your job, however not during your regular marketing class.
3. **Daily Attendance sign-in** will be required for all OJT students; otherwise you will be marked absent for the day. Poor attendance (5 or more) will result in Probation.
4. **Quitting Your Job-**
You may not resign or quit your job without prior discussion and permission from Mr. Kennedy. A letter of resignation must be submitted to the employer and a copy given to Mr. Kennedy, specifying a 2 week notice and stating the reason for leaving. Failure to abide by this procedure will result in a grade of “F” in your OJT class. In addition, you will not be permitted to leave school early until you have secured a “new” and approved job by Mr. Kennedy.
5. **STEALING-** if you are fired from your job for Stealing you will unquestionably fail the Co-op class and be given internal suspension for the remainder of the semester.
6. **FIRED-** If you are fired from your job for any of the following reasons: (excessive absenteeism, poor work ethic, inability to get along with customers/co-workers). You will receive no higher than a final grade of “D” or “F” for the 9-week period, regardless of how soon you find another job. If fired a second time, you will automatically be removed out of the OJT program!

7. You must provide your own transportation to and from school to your job site. Those students who cannot furnish their own transportation off campus will remain in internal suspension until this the situation is resolved.
 8. **HOURS-** You should work between 15- 20 hours per week or at least 60-hour each month.
 9. **CLASSROOM ATTENDANCE-** If you are absent from school, you will NOT be permitted to work on that day and no credit for hours will be counted on that day. If you are caught working when absent you will lose 25 points from your co-op grade, for each offense, and immediately be put on probation. (I like to make surprise job visits when a student is absent from class)
- Note- If you sign-in to school after missing my marketing class it is your responsibility to see me otherwise you will be marked absent from my 4th hour OJT class!
10. It will be your responsibilities to have your individual manager sign your monthly timecards & monthly job evaluations. You will always have a one-week period to have form signed and returned to my in-box. Ten points will be deducted for every day late for any co-op paper past due!
 11. Each quarter Mr. Kennedy will schedule a visit and/or phone contact with your manager at the job site to verify signatures on timecards and job evaluation as well as discuss your progress on-the-job.
 12. **Forging a Managers Signature** -Any student who forges a signature on a timecard or Job evaluation form will receive an “F” grade for the marking period.
 13. All monthly timecards must be turned-in to Mr. Kennedy completed and signed by student and manager. Any missing Monthly timecards during the marketing period will result in an Incomplete grade for the quarter. If unemployed, must show verification by attaching weekly Job Search Forms!

I understand that failure to comply with any part of this agreement may result in dismissal from the program and possible failure in the co-op class. I have read and agree to adhere to the above O-J-T provisions of this agreement.

Print Student Name: _____ Student Signature: _____

Print Parent Name: _____ Parent Signature: _____

Date: _____