

## **STUDENT CAPSTONE OBLIGATIONS**

1. Academics come first! Students are responsible for all course work during their placement. Those who fail to fulfill this obligation will risk losing their capstone position.
2. Students must maintain a passing grade in all subjects or risk losing their capstone position.
3. Students must keep good attendance at both the worksite and at school. If attendance is a problem, the student will be removed from the program. (See Attendance Policy)
4. Students are required to notify his/her employer and CPI's Attendance Clerk at (814) 359-2793 immediately if unable to report for work due to illness and/or emergency.
5. Students may not work at their capstone position on any day they were absent from either home school or were suspended/ expelled from home school or CPI.
6. If school is delayed or cancelled for any reason, the student must report to work as usual unless other arrangements have been made with the employer.
7. Any changes in the hours of work affects the student's training plan and the school's awareness of where the student is during the school day. The Co-op Coordinator must be consulted prior to any work schedule changes.
8. Students are to immediately contact the Co-op Coordinator and report to school on any days that they do not work due to a lay off or inclement weather.
9. If the position is terminated due to lay-off or firing, the student must notify the Co-op Coordinator immediately and return to CPI.
10. If the student decides to terminate his relationship with the employer, the Co-op Coordinator must be notified before any action is taken.
11. Students who lose their jobs during the school year due to inefficiency, lack of interest, not abiding by the rules and regulations, etc., will receive a co-op grade of 50% for the marking period.

12. Capstone students are required to report to CPI on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 12:30 pm for co-op meetings. Failure to do so will affect their grade as well as their Capstone placement.
13. Co-op Meetings are important. Students must contact the Co-op Coordinator in the event that they will be unable to attend a meeting. That student must meet with the Co-op Coordinator before the next co-op meeting for a make-up session. It is the student's responsibility to make these arrangements with the Co-op Coordinator. Failure to do so will lead to termination from the program.
14. Poor behavior at a co-op meeting will not be tolerated. In the event that a student is exhibiting poor behavior, the student will be warned and the parents will be informed.
  - \*First Offense:** Verbal warning- phone call to parents
  - \*Second Offense:** Removed from meeting- phone call to parents and a letter informing student and parents that the next offense will lead to removal from the Co-op program.
  - \*Third Offense:** Permanent removal from Co-op program.
15. All students are responsible for completing a "Daily Log" and a "Monthly Wage Calendar" and turning them into the Co-op Coordinator upon request.
16. Students must follow all school district discipline guidelines. Violations could lead to job termination
17. It is the student's responsibility to follow "Safety Rules" even if they are not enforced on the job.
18. If injured on the job, the student must inform his/her employer and the Co-op Coordinator as soon as possible. (See Safety Rules)
19. Students are required to purchase any tools or clothing necessary for their Capstone placement.
20. While on the job, a student is under the full supervision of the employer and is expected to follow all company policies and be a good representative of CPI to the business community.

**\*\*\* RETURN THIS TO THE CO-OP  
COORDINATOR PRIOR TO FIRST DAY OF  
EMPLOYMENT.**

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**Certification that you have read and agree to abide by the conditions of CPI's  
Capstone Program:** I have read and understand all student obligations, expectations  
and reasons for termination. I understand that any failure to follow the terms of this  
agreement may result in the termination of my Capstone Education Program.

STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

PARENT \_\_\_\_\_

DATE \_\_\_\_\_