

What options are there for a Co-Op?

- *Business*
- *Car Mechanic*
- *Childcare*
- *Construction*
- *Culinary Arts*
- *Fast Food Leadership*
- *Lawn Care Service*
- *Plumbing*
- *Welding*
- *Seek other options that are available to someone your age, skill-set, and interests*
- *Use your connections to open up doors!*

Student Responsibilities:

- *Find a supervisor that you trust to teach you a new skill*
- *Submit required materials and paperwork to get started, including a letter from co-op*
- *Turn in weekly or biweekly paystubs or time sheet signed by supervisor*

Things to consider when choosing a Co-Op and schedule :

- **Credits:** *You can earn up to 3 credits for the year for doing a co-op.*
 - *For every 1 hour per school day you work, you earn a HS credit for your transcript.*
 - *For example, if you work 3 hours per school day each week, you would earn 3 credit hours for the full year.*
 - *The time would be pro-rated for only completing the Co-Op for part of the school year.*
- **Schedule:** *No guarantee that the courses you need for graduation or are interested in taking will be offered at a time that works for the Co-Op. Be prepared to be flexible and work around that.*
- **Tuition:** *Depending on how many courses you take and the hours you participate in the Co-Op, you may be eligible for a tuition discount.*



Carlisle Christian Academy Co-Ops



Earn High School credit while learning a new skill with a professional!

Eligibility and Program

- **Seniors are encouraged to participate in a co-op with a professional business that will help them develop a skill.**
- Eligible for early release/late arrival
- Students who have earned a majority of their high school credits prior to senior year
- Cumulative GPA of 3.0 or higher
- Course is Pass/Fail
- Student should have a back-up plan in case they are not able to complete required hours to earn credit
- Responsibilities are given to you by your supervisor.
- CCA trusts that you will use this opportunity to challenge yourself and expand your knowledge.

A Co-Op is a great way to inspire minds, hearts, lives and interests!



Steps to take for a Co-Op:

1. **Talk to Miss Califf about your interest in a co-op and check your HS credits** to make sure you are on track to meet graduation requirements.
2. **Choose a skill or trade that you want to learn more about and Research local businesses to find a good fit for you.**
3. **Finalize the details of your co-op.** Where will you be working? What is your work schedule and school schedule (consider the classes you need to graduate)? What skills and knowledge will you be developing?
4. **Submit a letter to CCA from the co-op** that states you will be completing a certain number of hours each school day and the duration of the program (start and end date). CCA doesn't need to complete any paperwork for the co-op, unless they require it. Then we will fill out what is necessary.
5. **Turn in proof of hours weekly or bi-weekly** (copy of paystub or a supervisor sign-off sheet).
6. **Complete job requirements** to the best of your ability and glorify God.

Use this opportunity to develop your professional skills

Why should I participate in a Co-Op?

- Learn a new skill
- Determine long-term potential of a career path that interests you
- Discover a passion for a skill or trade
- Develop connections to mentor you on a journey to your future

Expectations for Co-Op Students:

- Maintain academic eligibility in courses (Dual Enrollment and/or CCA)
- Act as a positive reflection of CCA while serving at Co-Op
- Limit behavior issues at CCA
- Complete graduation requirements
- Reflect on experiences to determine if your co-op represents a future career or if you will pursue other options

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