LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: COOPERATIVE EDUCATION

ADOPTED: June 16, 2005

REVISED: September 17, 2015
May 18, 2017

115. COOPERATIVE EDUCATION

1. Purpose	The Joint Operating Committee endorses a cooperative relationship between the school and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers. Cooperative vocational technical education is an earned privilege.
2. Authority Title 22 Sec. 4.31, 11.28	The Joint Operating Committee shall approve and support cooperative vocational education and work-study programs and shall supervise the nature and conduct of student employment.
3. Definition SC 1801, 1850.1 Title 22 Sec. 4.3	**Cooperative vocational technical education** is a method of instruction developed through a signed agreement and is planned, coordinated and supervised by the school, where students alternate in-school academic and vocational technical instruction **with** employment in an occupational field.
4. Delegation of Responsibility	The Administrative Director or designee shall be responsible for developing procedures which ensure that students participating in cooperative education and work-study programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety. The Administrative Director or designee shall ensure that the employer and school identify an individual as the child's supervisor and the person responsible for the child's welfare while the child participates in the program with the employer. The individual so identified must have all clearances as required by law. The individual so identified is required to be physically present with the child and can see, hear, direct and assess the activities of the child at regular intervals during the program.
5. Guidelines	All students employed under the Cooperative Vocational Education Program must comply with the following rules and regulations: 1. Students must complete all required forms and report to the Job Placement Coordinator for orientation at the announced time. 2. Students must receive approval from all members of the professional staff. Students should have a "B" grade average or higher in all subjects.

	3. Students must have a positive attitude toward their career objectives, school and community. The student must have a satisfactory discipline record to be considered for the program and maintain a good record while working on the co-op program. 4. Students must maintain passing grades while they are working on the co-op program. 5. Students must attend school every day and be punctual for classes. These records must be maintained during the time they are working on the program. 6. Students must remain on the job until graduation or until released by the employer or school. 7. Students must attend school if not working on a school day. 8. A student absent from school will not report to work. Students must report by phone to the employer and Job Placement Coordinator when unable to work. An excuse must be brought to school, signed by the parents, upon returning to school. 9. Students are to follow all safety standards and use all equipment safely and carefully. 10. Students will only be placed in the Cooperative Vocational Education Program during their senior year at a time determined by the Technical Instructor and the Job Placement Coordinator. 11. Students are to provide for their own transportation to and from work. 12. While attending a School approved job placement, all policies governing student behavior and discipline apply to the student in the same manner as if the student were attending regular classes or shop. 13. Students must take and pass a pre-employment drug test pursuant to Policy No. 227.1 and it Guidelines.
PA Code Title 22 Sec. 4.3, 4.31, 11.28 School Code 1801, 1850.1	Students who are failing any course, do not attend school daily, are tardy to first period, or violate the discipline code may be subject to withdrawal from the program.