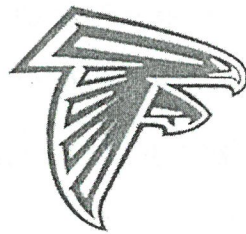


**LOWER DAUPHIN HIGH SCHOOL
WORK EXPERIENCE
POLICY AND PROCEDURES**



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**LOWER DAUPHIN HIGH SCHOOL
COOPERATIVE EDUCATION
POLICY AND PROCEDURES**

The cooperative education program provides an opportunity for students to gain work experience or internship experience in a field related to their career goals. Students are released from school to continue their learning at a cooperating work site. Students must obtain internship or work placements that will enable them to acquire meaningful career-related experiences in an atmosphere conducive to learning. All placements must be pre-approved by the work experience coordinator. A maximum of two (2) elective credits can be earned through this program.

ATTENDANCE:

Any student sent home ill by the school nurse will not be allowed to participate in co-op.

Students who are absent from school in the morning may NOT report to co-op that afternoon. Co-op is an extension of the school day. **Any student reporting to co-op on a day that he/she has missed school will be subject to disciplinary action and may be removed from the program.**

Any student who is absent from school due to illness and/or emergency will contact his/her supervisor and co-op coordinator by 8:30 a.m. to report off for the day. **The student is not permitted to report to co-op on the day(s) he/she has not reported to school.** On rare occasions, exceptions may be granted if prior permission is given by the transition/work experience coordinator.

In order for the student to be able to go to work, he/she must arrive to school prior to 10:15 a.m. If arrival is after this time (without an excused absence such as a doctor's excuse), the student will not be permitted to go to his/her job site. After 10:15 a.m., the student did not spend a half day in school; consequently, the employer will be notified that the student will not be permitted to work.

The co-op student has greater responsibilities in regard to his/her attendance at the job site. If LDSD has an in-service day or vacation day, the paid co-op student is expected to go to his/her place of employment unless there is an agreement with the supervisor. This is not an automatic "free" day or afternoon for co-op students.

Students must maintain good attendance and punctuality at both work and at school. If student absence and/or tardiness become a problem, the student may be removed from the program.

TRANSPORTATION:

Transportation to the work site or home (should work hours be scheduled later in the day) is at the discretion of the student and the parent. Students must be insured by their parents if they will be driving to and from co-op. Lower Dauphin can provide transportation to the job site or home at 1:00 if requested. The Work Experience Coordinator must be notified of the need for district transportation prior to the start of the school year.

POSITION: Students are required to obtain a position prior to returning to school in the fall. NO student will be reporting to his/her work site on the first day of school; he/she will start on the second day of school. All co-op/intern students will be gathering in the library for a meeting on the first day. Employers should be notified of this.

HOURS:

Paid co-op students must work a **minimum** of 15 hours per week (Monday through Friday) and a total of 150 school days (Monday through Friday). However, students may work more hours each week and /or on weekends. The exact number of hours may vary from one employer to another. With students under 18 years of age, the employer must abide by state and federal child labor laws. **Non-paid** co-op internship students' hours will vary depending on the number of hours released from school. A minimum of 10 hours per week is required for the internship program.

For students ages 16 and 17, a maximum of 28 hours per school week (Monday through Friday) is permitted, plus 8 additional hours on Saturday and 8 additional hours on Sunday. These additional hours are not used toward the mandatory 15 hours per week; however, maximum daily hours cannot exceed 8 hours per day.

For 1-hour delays, students are required to stay in school for each regularly scheduled academic period and follow the adjusted time schedule. (Students may NOT leave a regularly scheduled class early.) Students should notify employers if they will be late to work due to the adjusted time schedule. Please plan ahead—you may need to bring your work clothes to school on delays.

For 2-hours delays, students are required to stay in school for each regularly schedule academic period; however, students will be missing Period 4 because Period 4 is being held after the lunch periods. All teachers will be informed of this; it would be a common courtesy for the student to report to his/her Period 4 teacher for any work that the student may miss.

If school is canceled due to inclement weather, the student is not obligated to report to his/her job site. Students must notify employers if they will not be attending work due to the school cancellation.

For early dismissals from school due to inclement weather, the student is not obligated to report to his/her work site. Students must notify employers if they will not be attending work due to the early dismissal. If the student decides to go to work, parental permission must be received prior to leaving school.

WORK PERMITS:

State and Federal laws require persons under eighteen (18) years of age to secure work permits. Employers are required to have the permit on file at all times while the student is working for them. Failure to do this could result in heavy fines. It is the student's responsibility to obtain the work permit. All work permit numbers must be given to the work experience coordinator to be recorded on the training agreement. (Non-paid co-op internship students are NOT required to obtain a work permit.) Work permits must be submitted by the first day of school or students will not be going to work. A copy of the student's work permit will be placed into his/her file.

WORK HOURS:

For **paid** co-op students, pay stubs must be turned in to the work experience coordinator to verify the days and hours worked; this verifies that the students is actually going to work and putting in the required 15 hours. Failure to do this will result in a reduction of the marking period grade. A copy is made and the original is returned to the student.

WORK SITE /INDIVIDUAL PROBLEMS:

The following should be brought to the attention of the work experience coordinator immediately: changes concerning wages, hours, or training station tasks; lay off or being terminated; difficulties and/or incidents with the training station or school.

ACADEMIC ELIGIBILITY:

A student who receives a failing or incomplete grade for a marking period will be placed on co-op probation for one marking period. A failing grade during the probationary period may result in termination from the co-op program.

GRADING:

The work site supervisor submits a quarterly evaluation to the work experience coordinator, who combines it with an in-school evaluation and then records a grade on the student's report card.

DISCIPLINE:

All school district policies remain in effect for all co-op students. If the student should violate school policy, he/she will be treated in the same manner as any other student.

Detentions will be served at the regular time as everyone else. Therefore, the student is responsible to leave his/her work site and return to school by the stated detention time for afternoon detentions. Morning detentions are another option for the student.

In-school suspensions will be served at the regular time as everyone else. Therefore, the student is responsible to stay in school until 2:30 p.m. Students may attend co-op after 2:30 p.m.

Out-of-school suspensions will suspend the student from co-op the entire day of the suspension. Students will NOT be allowed to attend co-op until reinstated to school.

A student with a chronic discipline problem may be removed from the co-op program. It is the student's responsibility to notify the supervisor and work experience coordinator of any disciplinary action.

WORK EXPERIENCE TRANSITION PROGRAM

LOWER DAUPHIN HIGH SCHOOL

GRADING POLICY

Your marking period grade may be based on the following:

1. **PAY STUBS:** Pay stubs must be turned into Mrs. Robinson every Monday or bi-monthly Monday depending on pay schedule. Points may be deducted if pay stubs are not turned in on time.
*worth 15 points per week
2. **RULES AND REGULATIONS:** Student must comply with all rules and regulations, including attendance policy. Failure to follow all rules may result in a lowered grade, disciplinary action, and removal from program.
3. **Evaluations:** Completed by supervisor and work experience coordinator Quarterly.
*Combined total worth a total of 190 points

STUDENT PERFORMANCE EVALUATION

STUDENT'S NAME	HIGH SCHOOL Lower Dauphin High School	DUE DATE
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1. JOB TRAINING/KNOWLEDGE/SKILLS: Measures student's job knowledge and skills as related to the organization's mission.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently applies job knowledge/skills to work assignments. 	<ul style="list-style-type: none"> • Uses opportunities to expand job knowledge/skills. 	<ul style="list-style-type: none"> • Work reflects adequate job knowledge/skills. 	<ul style="list-style-type: none"> • Lacks basic or sufficient job knowledge/skills. 	<ul style="list-style-type: none"> • Rarely demonstrates basic job knowledge/skills.

Comments:

2. ATTENDANCE/PUNCTUALITY: Measures student's adherence to established work schedule and is on time and prepared to work.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently reports to work as scheduled. 	<ul style="list-style-type: none"> • Rarely absent or late. 	<ul style="list-style-type: none"> • Occasionally absent or late. 	<ul style="list-style-type: none"> • Frequently absent or late. 	<ul style="list-style-type: none"> • Excessively absent or late.

Comments:

3. WORK ATTITUDE: Measures student's positive response to authority, assignments, and instructions.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input checked="" type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently demonstrates a positive/respectful attitude. 	<ul style="list-style-type: none"> • Frequently demonstrates a positive/respectful attitude. 	<ul style="list-style-type: none"> • Acceptable attitude. 	<ul style="list-style-type: none"> • Negative attitude. 	<ul style="list-style-type: none"> • Disrespectful, unacceptable attitude.

Comments:

4. WORK HABITS: Measures student's performance in the areas of appropriate appearance, proper conduct, ethical behavior, and policies and procedures.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently exceeds standards of performance. 	<ul style="list-style-type: none"> • Frequently exceeds standards of performance. 	<ul style="list-style-type: none"> • Meets standards of performance. 	<ul style="list-style-type: none"> • Difficulty maintaining standards of performance. 	<ul style="list-style-type: none"> • Fails to meet standards of performance.

Comments:

5. WORK RESULTS: Measures student's results in meeting expectations of quality, quantity, customer service, and timeliness.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently exceeds expectations. 	<ul style="list-style-type: none"> • Frequently exceeds expectations. 	<ul style="list-style-type: none"> • Meets expectations. 	<ul style="list-style-type: none"> • Difficulty meeting expectations. 	<ul style="list-style-type: none"> • Fails to meet expectations.

Comments:

6. INITIATIVE/PROBLEM SOLVING: Measures student's performance in the areas of self-direction, resourcefulness, identifying and resolving problems, and completing assignments.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> • Consistently demonstrates self-motivation and requires minimal supervision. 	<ul style="list-style-type: none"> • Frequently demonstrates self-motivation and requires minimal supervision. 	<ul style="list-style-type: none"> • Completes tasks with routine supervision. 	<ul style="list-style-type: none"> • Hesitates to get started and requires more than routine supervision. 	<ul style="list-style-type: none"> • Demonstrate inability to work individually or in a team.

Comments:

7. INTERPERSONAL RELATIONS: Measures student's interaction with co-workers, supervisors, and customers in an appropriate manner and adheres to Equal Employment Opportunity (EEO) policies.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Consistently contributes to a harmonious and productive work environment. 	<ul style="list-style-type: none"> Frequently contributes to a harmonious and productive work environment. 	<ul style="list-style-type: none"> Interacts in a cooperative manner. 	<ul style="list-style-type: none"> Difficulty getting along with others. 	<ul style="list-style-type: none"> Counter-productive interpersonal relationships.

Comments:

8. FLEXIBILITY/ADAPTABILITY: Measures student's ability to be flexible and adapt to changes from the daily routine.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Consistently demonstrates the ability to adapt and be flexible. 	<ul style="list-style-type: none"> Frequently demonstrates the ability to adapt and be flexible. 	<ul style="list-style-type: none"> Demonstrates the ability to adapt and be flexible. 	<ul style="list-style-type: none"> Inflexible and resists change. 	<ul style="list-style-type: none"> Does not adjust or adapt to change.

Comments:

9. COMMUNICATIONS: Measures student's ability to communicate in an effective, timely, clear, and concise manner. Skills include listening, speaking, and writing.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Consistently communicates effectively. 	<ul style="list-style-type: none"> Frequently communicates effectively. 	<ul style="list-style-type: none"> Communicates effectively. 	<ul style="list-style-type: none"> Difficulty in communicating effectively. 	<ul style="list-style-type: none"> Fails to communicate.

Comments:

10. SAFETY/WORK ENVIRONMENT: Measures student's adherence to prescribed safety standards and maintains a clean and orderly work area.

OUTSTANDING <input type="checkbox"/>	COMMENDABLE <input type="checkbox"/>	SATISFACTORY <input type="checkbox"/>	NEEDS IMPROVEMENT <input type="checkbox"/>	UNSATISFACTORY <input type="checkbox"/>
<ul style="list-style-type: none"> Consistently demonstrates safe practices and attention to work environment. 	<ul style="list-style-type: none"> Frequently demonstrates safe practices and attention to work environment. 	<ul style="list-style-type: none"> Demonstrates safe practices and attention to work environment. 	<ul style="list-style-type: none"> Rarely demonstrates safe practices and attention to work environment. 	<ul style="list-style-type: none"> Does not demonstrate safe practices and attention to work environment.

Comments:

Please comment on the following areas during the rating period

STRENGTHS:

OPPORTUNITIES FOR DEVELOPMENT:

JOB PROGRESS:

ATTENDANCE: *(Please list specific dates during the rating period for which the student was absent or tardy to work.)*

Please review the evaluation with your student and obtain the necessary signatures below.

Work Site: _____

Student's Signature: _____

Co-Op Director's Signature: _____

Supervisor's Signature: _____