Cooperative Education Policy & Guidelines—Adair County High School

Cooperative Education Mission Statement

The mission of the Adair County High School Cooperative Education Program is to integrate student classroom theory and practical learning, provide professional career development, student soft skills, written and verbal communications, and technical and interpersonal skills.

What is Cooperative Education?

Cooperative Education is a paid educational program consisting of in-school instruction combined with program related on-the-job work experience in a business, industrial establishment or farming environment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student's Individual Learning Plan (ILP).

Cooperative Education Program Objectives

- Students will develop a greater understanding of their academic and career interest
- Students will develop interpersonal and professional skills that allow for successful workforce transition
- Students will improve their ability to work with others
- Students will improve their verbal and written communication skills
- Students will develop improved analysis, problem solving and decision-making skills
- Students will learn organizational structure, behavior and function

Cooperative Education Guidelines

A student shall be a senior and may obtain up to 1.5 credits in the Agriculture and Business Cooperative Education Program (Co-op). In conjunction with the co-op program, a student must complete an advanced course during the senior year along with his or her cooperative education job.

Senior Mandatory enrollment in Advanced Computer & Technology Applications Course, along with Business Co-op

Senior Mandatory enrollment in Ag Construction Skills, along with Ag Co-op

Before enrolling as a Business Cooperative Education student, one must have the following prerequisites completed:

Students must have and maintain an overall GPA of 2.0.
Two Business credits; or
One Business credit and One Information Technology credit

Before enrolling as an Agricultural Cooperative Education student, one must have the following prerequisites completed:

Students must have and maintain an overall GPA of 2.0
Two Agriculture credits
**Notice:**

It is strongly recommended, that any student enrolled in Information Technology courses who is a Computer Science major; should work in the field of Information Technology while completing his/her co-op work program. See Co-op Coordinator for job approval.

It is strongly recommended that any student taking courses in Business Education, who is an Administrative Support Services or Finance major should conduct his/her co-op experience in an office environment. See the Co-op Coordinator for job approval.

It is strongly recommended that any student taking courses in Agriculture Education who is an Agribiotechnology or Agriscience major should conduct his/her co-op experience in an agricultural setting. See the Co-op Coordinator for job approval.

**Co-op Forms**

In order to be considered for the program, the following two forms must be on file with the business or agriculture cooperative education coordinator. Once these applications have been reviewed, the student will be notified of acceptance or denial to the Co-op program.

After meeting Prerequisite guidelines:

- Teacher Recommendation Form
- Cooperative Education Application Form

Once you have been accepted:

- Termination Agreement Form
- Coop Employer Information Form
- Training Plan
- Permission To Leave School Form
- Vehicle Insurance & License form - student may not drive to work without this information
- A copy of your Work-based site Supervisor’s criminal record check

See Appendix A

**Program Preparation**

Students will be notified of a mandatory orientation date at the end of the junior year. This meeting will be to produce resumes’, review interview tips and collect final forms. Credit will be awarded for the day; failure to show will result in dismissal from the program. Each student is expected to make an asserted effort to find his or her job. However, if a student is unable to locate work, the Cooperative Education Coordinator will assist the student.
**Program Absences**

A Cooperative Education student that misses a day of school, but chooses to attend work, will not be allowed to count the hours worked for that day. Students must attend school to obtain work credit. Any student signing out of school before the end of 4th period will not be allowed to count work hours for that day.

***When Not At School Students Must Phone the Co-op Coordinator before 10:00 AM***

**Minimum Work Hours**

Each student must have a minimum of 10 hours of work each week and no more than allowed by the Federal Child Labor Laws. Therefore students should have an average of 120 hours by the end of each trimester.

*See Appendix B for Child Labor Laws*

**Criminal Record Check**

Work-Based learning (Cooperative Education) site supervisors are considered volunteers. Pursuant to KRS 160.380 and KRS 161.148, prior to being assigned to supervise a student for more than one (1) day in a work-based learning experience, the site supervisor shall have undergone a state criminal background check either as required by their employer at time of employment or within the past twelve (12) months, whichever is the more recent.

**Work Base Learning Manual**

Additional program information may be found at the following Kentucky Department of Education website link.

http://www.education.ky.gov/nr/rdoonlyres/2c6b4039-5ea1-40a0-bc30-399758a7b2a8/0/workbasedlearningmanualchapter2cooperativeeducationl.pdf

**LEGAL ISSUES**

To view legal issues concerning cooperative education, visit the following website link. Chapter 1 Legal Issues

*See appendix C.*

http://education.ky.gov/curriculum/CTE/cter/Pages/WBL.aspx
## Coordination, Roles and Responsibilities

The cooperative education Teacher/coordinator has many responsibilities. It is a complex role that involves teaching, coordination, guidance and counseling, public relations, and administration. The table below summarizes the responsibility of each role.

### ROLES OF THE TEACHER/COORDINATOR

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Coordinating Activities</th>
<th>Guidance/ Counseling</th>
<th>Public Relations</th>
<th>Operation/ Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety of student</td>
<td>Safety of student</td>
<td>Explains cooperative education program to students, parents, and school officials.</td>
<td>Explains program to business, labor, civic, and school groups.</td>
<td>Plans a well-rounded program of work.</td>
</tr>
<tr>
<td>Develops instructional plans.</td>
<td>Selects appropriate Work-Based Learning agencies.</td>
<td>Preparers a Work-Based Learning Plan/Agreement with each student.</td>
<td>Participates in local community functions.</td>
<td>Arranges for adequate classroom facilities.</td>
</tr>
<tr>
<td>Determines program objectives.</td>
<td>Reviews and updates Objectives.</td>
<td>Evaluates student progress on the job with employer.</td>
<td>Takes part in extracurricular activities and other school duties.</td>
<td>Organizes and supervises student organization.</td>
</tr>
<tr>
<td>Identifies instructional objectives and content.</td>
<td>Identifies instructional objectives and content.</td>
<td>Makes on-the-job coordination and home visits and keeps records of them.</td>
<td>Keeps in direct contact with school principal, superintendent, parents, business, industry, labor and community.</td>
<td>Works with advisory committee.</td>
</tr>
<tr>
<td>Correlates instructional content with work-based learning experiences and student career objectives.</td>
<td>Correlates instructional content with work-based learning experiences and student career objectives.</td>
<td>Gives needed information to work-based learning sponsors.</td>
<td>Arranges and directs special events related to the program.</td>
<td>Prepares necessary reports and budgets.</td>
</tr>
<tr>
<td>Expands related instruction to meet changing technology.</td>
<td>Expands related instruction to meet changing technology.</td>
<td>Makes sure safety provisions and labor laws are followed at work-based learning stations.</td>
<td>Develops promotional Materials regarding the program.</td>
<td>Conducts practical research.</td>
</tr>
<tr>
<td>Evaluates student performance and progress...</td>
<td>Evaluates student performance and progress...</td>
<td>Evaluates work-based learning stations.</td>
<td>Plans and conducts special events.</td>
<td>Evaluates cooperative education programs.</td>
</tr>
<tr>
<td>Utilizes activities appropriate for the objectives, content, and students.</td>
<td>Utilizes activities appropriate for the objectives, content, and students.</td>
<td>Maintains student records.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains Resources files.</td>
<td>Directs learning Process.</td>
<td></td>
<td></td>
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<tr>
<td>Directs learning Process.</td>
<td>Obtains assistance From others.</td>
<td></td>
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</tr>
<tr>
<td>Obtains assistance From others.</td>
<td>Evaluates the results of his/her Teaching.</td>
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<tr>
<td>Evaluates the results of his/her Teaching.</td>
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</tbody>
</table>

*From Chapter 2: Cooperative Education page 2.4 Work-based Learning Manual*

*This policy will be effective 11/2/2012*
COOPERATIVE EDUCATION: TEACHER/COORDINATOR

CHS Business Education/Co-op Co-coordinator

CHS Agriculture Education/Co-op Coordinator

Site Base Council Members—Adair County High School

Mr. Troy Young, Principal  Date  Mr. Kevin Robertson, Teacher  Date

Mrs. Sandy Pyles, Parent  Date  Mrs. Melinda Franklin, Parent  Date

Mrs. Marsha Reddick, Teacher  Date  Mr. Mike Godsey, Teacher  Date
Appendix A
Cooperative Education Forms

- Application
- Teacher Recommendation
- Employer Information
- Training Plan
- Vehicle License/Insurance Information
- Termination Agreement
- Permission to Leave School
- Work Site Evaluation
- Volunteer/Criminal Record Check
- Sample Time Card
Name: ______________________________ Social Security No: __________________
Age: _______ Date of Birth: ________________
Address: ________________________________________________________________

Driver’s License? ______ Access to a Car? _________________________________
Parent or Guardian Name: ___________________________ Occupation: __________
Parent or Guardian Address: ______________________________________________
State your Career Objective: _____________________________________________
Absences: __________ Tardies: __________ (to date this year)
Have you ever worked full time? ______ Part time? _________________
   If so, where? __________________________________________________________
   Type of Job: ___________________________________________________________
Are you currently employed? ______ If yes, where? ___________________________

Do you intend to further your education after high school? _________________

Include as references names of three teachers who can attest to the quality of your work.

TO THE STUDENT:

Occupational programs using the cooperative method provide an opportunity to be considered for employment in the businesses and industries in our area. When you participate in a program, you indicate that you are sincerely interested in putting forth your best efforts to receive on-the-job training. If you accept this responsibility, please sign in the space provided:

____________________________  ______________________________
Date                          Student

TO THE PARENT OR GUARDIAN:

Do you consent to your daughter or son entering an occupational program using the cooperative method and do you agree to cooperate with the school and the training station in making the training and education of the greatest possible benefit to your daughter or son? If so, please indicate your support and approval with your signature.

____________________________  ______________________________
Date                          Parent or Guardian
Teacher Name: 

Student: 

The above student has given your name as a reference on an application for participation in a program using the cooperative method.

In what classes or activities have you observed this student? 

Please rate this student on the following characteristics:

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Needs Help</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relating to Others</td>
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<tr>
<td>Punctuality</td>
<td></td>
<td></td>
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<tr>
<td>Cooperation</td>
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<tr>
<td>Personal Appearance</td>
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<tr>
<td>Expression of Ideas</td>
<td></td>
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<td></td>
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<tr>
<td>Industriousness</td>
<td></td>
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<tr>
<td>Reliability</td>
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<tr>
<td>Integrity</td>
<td></td>
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<tr>
<td>Scholarship (ability)</td>
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<tr>
<td>Initiative</td>
<td></td>
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<tr>
<td>Qualities of Leadership</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Comments:

Special talents or strong points:

Areas in which student may need special assistance:

_________________________  __________________________
Date                                 Teacher Signature
NAME OF STUDENT
_______________________________________________________

CURRENT YEAR: ____________________________________
Give name, phone number of supervisor and complete mailing address, including business title, if applicable (please state Mr. Mrs. Miss. or Ms.)

SUPERVISOR: ______________________________________________________________________

NAME OF BUSINESS:
________________________________________

ADDRESS:______________________________________________________________

CITY/ZIP:  _____________________________________________________________

PHONE: __________________________________________________________________

ALTERNATE PHONE/CELL:
_______________________________________________

Each student should complete the employer’s information sheet and return to your co-op coordinator.

If you change jobs for a valid reason, you must complete a new sheet!
TRAINING PLAN

THE STUDENT/TRAINEE AGREES TO

- Be courteous and considerate of the employer, co-workers and others
- Keep the employer’s interests in mind and be punctual, dependable, and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and/or school
- Keep such records of work experience and wages earned as required by the school and submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain satisfactory performance in the school and on the job.
- Abide by Training Plan developed by teacher/coordinator and employer
- Other

THE TEACHER/COORDINATOR, ON BEHALF OF THE SCHOOL, AGREES TO

- Prepare, with assistance of the training sponsor, a Training Plan of job experiences.
- Revise Training Plan as needed to improve student’s job experiences.
- Visit the student on the job on a regularly scheduled basis to determine instructional needs and to insure that the student-trainee receives job training and supervision as well as a variety of job experiences.
- Recognize that much of the information gathered at the work site is confidential.
- Make provisions for the student-trainees to receive job training and supervision as well as a variety of job experiences.
- Recognize that much of the information gathered on the work site is confidential.
- Make provisions for the student-trainees

THE PARENT OR GUARDIAN AGREES TO

- Accept responsibility for the student-trainee’s safety and conduct while traveling to and from school, place of employment, and home.
- Support the concepts outlined in this program.
- Other

THE EMPLOYER AGREES TO

- Take an active part in training and supervising this student while providing instruction in accordance with the student-trainee’s Training Plan.
- Assist the coordinator in evaluating the student’s performance on the job by completing the evaluation form when required.
- Provide close supervision by an experienced and qualified person and avoid subjecting student-trainee and to observe him/her on the job.
- Pay the student-trainee an agreed wage and recognize satisfactory service throughout the year with possible salary increase.
- Give the same consideration to the student-trainee as given to other employees in regard to safety, health, general employment conditions, and other regulations of the business.
- Comply with all regulations prohibition discrimination on the basis of race, color, national origin, religion, sex, marital status, or disability.
- Other

__________________________________________  __________________________________________
Signature of Employer  Signature of Student

__________________________________________  __________________________________________
Signature of Teacher/Coordinator  Signature of Parent/Guardian

Copies Sent to: [ ] Employer  [ ] Student  [ ] Parent  [ ] Coordinator
VEHICLE INFORMATION FORM

DRIVER’S LICENSE—

LICENSE #

PROOF OF INSURANCE—

POLICY #
Adair County Cooperative Education Termination Agreement

TERMINATION AGREEMENT:

____________________________________ is employed through the Adair County

Student Name

High Cooperative Education Program. If for any reason the above named student is
terminated from his/her coop position; I understand that the student will be dismissed
from the cooperative education program, resulting in a loss of all credits, regardless of
the time this may occur during the trimesters. I also understand that should said
student wish to quit a job due to extenuating circumstances, the student should discuss
the matter well in advance with the coordinator and also be

responsible for locating another appropriate job within two weeks from the exiting date.

Failure to do so, will result in loss of all credit in the Co-op program.

_______________________________________________________

Student name

_______________________________________________________

Parent/Guardian

Signing this agreement does imply that you understand the consequences of losing your cooperative education job. If
you have any question, contact your Co-op Coordinator. Business Co-op 270-384-5058•Ag Co-op 270-384-2751
Permission Form

Permission is hereby granted for ______________________________________ to (Student Name)

travel to ______________________________________ for his School-to-Work (Co-op Site, Name of Business, etc.)

employment. In granting permission, I accept all moral, legal, and medical responsibilities associated with his/her COOP placement. Furthermore, I relieve the Adair County School District, Adair County High School, Adair County CO-OP Coordinators, and the above listed business site from any responsibility during the travel time from school to the student worksite location.

Transportation Permission

I, ____________________________________________, give permission for (Name of Parent of Guardian)

___________________________________________ to travel in his/her vehicle to the cooperative Student name education worksite.

Date ____/_______/_________
Adair County High School
Worksite Student Evaluation Form

Student’s Name: _______________________ Evaluation Period: ________________

Company Name: _______________________ Employer’s Name: ________________

Employer’s Signature __________________________ Date: ___________________

Instructions: Please place a check mark in the appropriate box for each category that most accurately reflects your student-learner’s performance in that area.

<table>
<thead>
<tr>
<th>Area Evaluated</th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Quality of Work</td>
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<tr>
<td>Quantity of Work</td>
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<td>Attention to Work Details</td>
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<td>Neatness of Work Area</td>
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<td>Initiative</td>
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<td>Dependability</td>
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<tr>
<td>Interest and Attitude</td>
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<td>Relationships with co-workers</td>
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<td>Use of safety devices and guards</td>
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<td>Accepts Constructive Criticism</td>
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<td></td>
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<tr>
<td>Personal Appearance</td>
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<tr>
<td>Attendance</td>
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</tr>
</tbody>
</table>

Identify the major strengths of this student-learner.
_____________________________________________________________________________________
_____________________________________________________________________________________

Identify any major weaknesses in the attitude or performance of this student-learner.
_____________________________________________________________________________________
_____________________________________________________________________________________

Please indicate any improvement needed in particular skills related to the student-learner’s job.
_____________________________________________________________________________________
_____________________________________________________________________________________

List the dates the student-learner was absent (or late) from work during this grading period:
Absent: _______________________ Late: _______________________

Did the student-learner call to report his/her absences?   Yes______   No______
Were the reasons for the absence justifiable?       Yes______   No______
Appendix B
Legal Issues

- Kentucky Child Labor Laws
- Liability Checklist
# KENTUCKY CHILD LABOR LAWS

## HOURS OF WORK PERMITTED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE

<table>
<thead>
<tr>
<th>AGE</th>
<th>MAY NOT WORK BEFORE</th>
<th>MAY NOT WORK AFTER</th>
<th>MAXIMUM HOURS WHEN SCHOOL IS IN SESSION</th>
<th>MAXIMUM HOURS WHEN SCHOOL IS NOT IN SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 &amp; 15 Yrs.</td>
<td>7:00 A.M.</td>
<td>7:00 P.M. (9:00 P.M., June 1 through Labor Day)</td>
<td>3 Hours per day on a school day</td>
<td>8 Hours per day</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>8 Hours per day on a non-school day</td>
<td>16 Hours per week</td>
</tr>
<tr>
<td>16 &amp; 17 Yrs.</td>
<td>6:00 A.M.</td>
<td>10:30 A.M. preceding a school day</td>
<td>6 Hours per day on a school day</td>
<td>NO RESTRICTIONS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11:00 A.M. preceding a non-school day</td>
<td>8 Hours per day on a non-school day</td>
<td></td>
</tr>
</tbody>
</table>

*Note: A minor 16 or 17 years of age cannot work more than 30 hours in any one (1) work week when school is in session, except that a minor may work up to thirty (30) hours in any one (1) week if a parent or legal guardian gives permission for written and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one (1) year unless revoked sooner by the school authorities. The parent or guardian and school certification shall remain at the employer's place of business.*

Minors under 18 years of age shall not be permitted to work more than five (5) hours continuously without an interval off at least thirty (30) minutes for a lunch period. The beginning and ending of the lunch period shall be documented by the employer.

**Definitions:** Section 1. (1) "School in session" means that time as established by local school district authorities, pursuant to KRS 160.390.

Minors 14 but not yet 16 years of age may NOT be employed in: Any manufacturing, mining, or processing occupations, including occupations requiring the performance of any duties in workrooms or workplaces where goods are manufactured, mined, or otherwise processed; occupations which involve the operation or trend of hoisting apparatus or any power-driven machinery other than office machines; operation of motor vehicles or service as helpers on such vehicles; public messenger service; occupations in connection with transportation of persons or property by rail, highway, air, water, pipeline, or other means, warehousing and storage, communications, and public utilities, construction (including demolition and repair).

**OCCUPATIONS PROHIBITED FOR ALL MINORS UNDER 18 YEARS OF AGE**

1. Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components.
2. Medium-vehicle Driver and outside helper on a motor vehicle.
3. Coal Mine Occupations.
4. Logging or Sawmill Operations.
5. Operation of Power-Driven Woodworking machines.
7. Power-driven hoisting apparatus, including forklifts.
8. Operation of Power-Driven Metal Forming, punching, and shearing machines.
9. Mining, other than coal mining.
10. Operating power-driven meat processing equipment, including meat liveors and other food slicers, in retail establishments (such as grocery stores, restaurants, kitchens and Deli's), wholesale establishments, and most occupations in meat slaughtering, packing, processing, or rendering.
11. Operation of Power-driven bakery machines including vertical dough or batter mixers.
15. Weaving, dyeing, and bookbinding operations.
16. Roofing operations and all work on or about a roof.
17. Excavating Operations.
18. In, about or in connection with any establishment where alcoholic beverages are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption or dispersed unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted).
19. Pool or Billiard Room.

**PROOF OF AGE REQUIRED FOR MINORS 14 BUT NOT YET 18 YEARS OF AGE**

Drivers License, Birth Certificate, Government Document with Date of Birth

FOR FURTHER INFORMATION CALL:

Kentucky Labor Cabinet
Division of Employment Standards
Apprenticeship and Medication
300 S. 1st St. 127 South, Suite A
Frankfort, Kentucky 40601-4311
Phone (502) 564-3012  Fax (502) 564-2484
Website: www.labkys.gov

POST THIS ORDER WHERE ALL EMPLOYEES MAY READ

PAID FOR WITH STATE FUNDS
CHAPTER 1: LEGAL ISSUES
WORK-BASED LEARNING LIABILITY CHECKLIST

This information has been prepared to provide guidance to individual’s responsible for implementing work-based learning. Accident and liability insurance coverage are essential for the protection of students, staff, and employers. However, there are various options available to provide such coverage. It is the responsibility of school district staff and participating employers to ensure that adequate insurance is provided.

I. Students participating in work-based learning
Participation of a student in work-based learning activities is contingent upon coverage of accident insurance. This coverage may be provided through school insurance purchased by the student or personal family insurance. Students being covered by personal family insurance must provide a certificate of insurance to school staff to certify that they have personal/family insurance and that the insurance will be active for the entire period of the student participation in the work-based learning activity.

Administrative Regulation 780 KAR 2:110 authorizes “the Commissioner for the Department of Technical Education to provide medical and accident insurance for students enrolled in the state secondary area technology centers.” This policy is to be a full access policy and is to serve as a secondary provider of insurance.

Kentucky TECH means the system of state-operated secondary technical education programs http://www.lrc.state.ky.us/kar/780/002/110.htm

II. Checklist
____ 1. Students participating in work-based learning activities such as cooperative education and internship must be covered by accident insurance. This coverage may be provided through school insurance purchased by student or personal family insurance. Students being covered by personal family insurance must provide a certificate of insurance to school staff to certify that they have personal/family coverage.

____ 2. All students participating in paid work-based learning are to be covered by Workers’ Compensation Insurance (KRS 342.620) while on the job.

____ 3. Students participating in non-paid work-based learning are not covered by Workers’ Compensation. These students must be covered by parental health insurance, student accident insurance, or group coverage by the school per paragraph 1.

____ 4. Work sites must provide liability insurance and certify to the schools that they have such coverage.

____ 5. Students driving to a work-based learning site must provide proof of valid driver’s license and auto liability insurance.

____ 6. Students being transported to the work site by a vehicle owned by the school board are to be covered by the provisions of the insurance coverage of the local school board.

____ 7. In addition to insurance and Workers’ Compensation, the workplace needs to provide adequate and safe equipment and a safe, healthy workplace in conformity with health and safety standards congruent with federal/state laws.

____ 8. Training Plans/Agreements are to be reviewed for completeness, signed by all parties, and a copy kept on file at the school.
9. It is recommended that school/district policies determine the need for a criminal background check for the individual who will serve as a work site supervisor/mentor for students participating in work-based learning.

APPENDIX C
PUBLIC RELATIONS/ADVERTISING MEDIA

- BROCHURE
- FLYERS
- BUSINESS/INDUSTRY/AGRICULTURE CATALOG
What... Is Cooperative Ed?
Cooperative Education (Co-op) is a school-supervised one-year paid work experience for a student studying a Career and Technical Education area and for which the student has a career goal in Business or Agriculture.

The work experience is combined with related classroom instruction.

Co-op links school-based learning and work-based learning.

Co-op teaches job skills that relate to the student's career major.

Why... Should your company participate in Co-op?
- Obtain a part-time employee who has up-to-date training.
- Employ a student who can assist your staff after school during the hours indicated in the Kentucky Child Labor Laws.
- Help shape the life of a young adult in your community by offering the opportunity to learn workplace technical skills.
- Be assured that employee will be at work Monday through Friday at assigned time.
- Provide a student to help your staff complete those jobs employees say they "never have time to do."

Do you do?
- Take an active part in training, evaluation, and supervising the student.
- Abide by all Kentucky and Federal Child Labor Laws.
- Provide a copy of your criminal records check to the Co-op coordinator.
- Provide workers' compensation (farming is exempt).
- Give the same consideration to the student as other employees.
- Pay the student trainee at least minimum wage.
- Provide a worksite for at least two hours a day.
Cooperative Education Student Agreement and Guidelines

- Remember Cooperative Education Program is a Privilege; you must apply and be accepted into the program. Acceptance is not a guarantee.
- Your co-op grade will be based on your evaluation from your employer and time card, however; additional criterion may be added. You will be notified of additional work.
- Co-op students must sign out daily with your Co-op Coordinator and in the designated office area. Co-op class meetings may be scheduled, and you will be notified in advance.
- Time cards are due the 30th of each month. You should have the hours and the salary received totaled and written in the appropriate space on the card. At this time you will pick up a new card for the next month.
- Each student must work a minimum of 10 hours weekly to qualify for co-op credit (180 hours per semester)
- If your work assignment is after school, then you must stay in school till the end of the day.
- If you are sick and cannot come to school, you should not be at work. If you do report to work, the hours worked will not apply to co-op credit for that day.
- If you are not going to be at school, you must notify the school coordinator by 10:00 am & also allow your employer to know you are sick and will not be in.
- To contact Mr. Hancock-Ag, Kirby.hancock@adair.kyschools.us or Mrs. Rainwater-Business Loretta.rainwater@adair.kyschools.us or Phone number is 270-384-2751
- Remember your termination agreement, if you are fired from your job, you will be dismissed from the program without credit.
- If you are having workplace problems, let Mr. Hancock or Ms. Rainwater know, so that a corrective action meeting can be scheduled and a plan can be implemented to help you through the situation. If you are terminated from your job, let your Co-op Coordinator know immediately.
- Be responsible and turn your card in on the due date, if you do not meet the deadline, a 10 point penalty will apply per day late. The due date is always on the 30th of each month, or the last Friday, if the 30th falls on a weekend. Always do your best on the job!
- For all co-op students, there will be an onsite evaluation completed at your place of employment.
- The evaluation will include your work habits, ethics, attendance and attitude.
- An overall GPA of 2.0 must be held and maintained to participate in the Co-op Program.
- No more than 5 unexcused absences are allowed.
- Forms to be completed and kept on file with your Co-op Coordinator are:
  - Teacher Recommendation Form
  - Cooperative Education Application Form
  - Termination Agreement
  - Training Plan
  - Permission to Leave School
  - Vehicle Insurance & Drivers License
  - Co-op Employer Information Sheet
  - Copy of Employer Criminal Record Check
AGREEMENT TO ABIDE BY RULES AND PROCEDURES OF THE
Cooperative Education/Work Experience Program

I have read, and the Cooperative Education Coordinator has explained fully the rules and procedures for this Program. I will keep a copy for myself. I understand and will abide by these rules while in this Adair County High School Co-op Program.

_________________________
Student Signature

__________________________________
Date

Each student will have a personnel file in the Co-op Coordinator’s possession. You should place this agreement in your file.