

***Fulton County Area
Vocational-Technical
School***



***Cooperative Education
Student Handbook
2011-2012***

OVERVIEW

Mission Statement:

The mission of the Fulton County Area Vocational-Technical School is to become a model industry/education partnership, which will provide our youth with a quality education, employable skills, and opportunities for continuing education. With the active involvement of educators, business, community, and labor leaders, we can create a highly skilled workforce to serve the needs of the Fulton County area.

Goals:

- To expose and nurture the youth of the Fulton County Area Vocational-Technical school to diverse career opportunities.
- To prepare students academically, technically, and socially for post-secondary education and high skilled employment that promotes life-long learning and fosters success.
- To provide each student with information, experience, and support to make informed decisions about career goals and life choices.
- To provide employers early access to the work force by investing in training today's youth.

Key Elements:

- Our partnership is between the Fulton County Area Vocational-Technical School and the surrounding area business and industrial community.
- Work-Based learning programs are selected on the basis of local labor market demands.
- Academic and vocational education are integrated.
- Student-learners are interviewed and selected by employers.
- The Training Site Supervisor and the Cooperative Education Coordinator monitor the student's learning.
- Assessment is performance-based and determined by Monthly Evaluation, Training Plan, Classroom Activities, and Communication/Journal Sheets.

COOPERATIVE EDUCATION BENEFITS

STUDENTS:

1. Earn school credit for participating/working a minimum of fifteen hours a week.
2. Receive an extension of the classroom instruction.
3. Explore various aspects of an occupation.
4. Secure the "first job" in the occupation desired as a career.
5. Earn income.
6. Gain realism of the educational program, which cannot be duplicated in a school setting.
7. Learn life skills in seeking, maintaining and changing jobs or careers.
8. Develop preferred attitudes, which will result in success in seeking and maintaining employment.

EMPLOYERS:

1. Have a pool of skilled workers in the community.
2. Have willing, part-time workers, eager to learn and take responsibility.
3. Are included into the educational process and gives them an important role in preparing students for work.
4. Help to develop good relationships between businesses, young people and their parents.
5. Reduce the time and cost of training new workers when cooperative education students are hired for regular employment.
6. Influence educational policy and curriculum.
7. Receive an opportunity to evaluate potential regular employees and their competence in the actual workstation.

COOPERATIVE EDUCATION DEFINITIONS

Cooperative Education:

This experience is an instructional program in which students receive **school credit** for on the job training. Students will receive instruction directly related to employability skills that will be needed to obtain and sustain employment.

Capstone:

This course is designed for students who have completed two years of study within a program offered through the Fulton County Area Vocational-Technical School and elects a work-based experience. Students may earn school credit (determined by their respective high school) while working in a career field related to their study within one of the following Vocational-Technical Programs:

Ag Mechanics	Ag Production	Allied Health
Building Trades	Business Occupations	Child Care
Drafting and Design	Welding	

Diversified Occupations:

This course is designed for students who are interested in a work-based experience in a career area that is not currently offered through a program within the Fulton County AVTS.

Supervisor:

The primary contact person at the student's training station. Supervisor confers regularly with the Cooperative Education Coordinator to assist in completing training objectives and completing student evaluation.

Cooperative Education Coordinator:

The person responsible for monitoring and documenting the student's progress at the work site. The Co-op Coordinator is the liaison between the employer, supervisor, student, parent, and school.

Training Station:

A business or industrial establishment where a student is placed. The student must be an employee of the business and must be earning wages, accepting responsibility, and performing job duties, which provide suitable training.

Training Plan:

A structured plan of progressively more difficult skills to be successfully accomplished in order to achieve mastery level. Individual plans are developed with the employer, supervisor, and coordinator.

SUPERVISOR ROLES AND RESPONSIBILITIES

- Establish a positive relationship with the student.
- Instruct the student in the skills and tasks of a particular occupation as outlined by the training plan.
- Evaluate and assess the student's progress.
- Communicate with Cooperative Education Coordinator about concerns, or issues that affect the student.
- Monitor the student's records of hours spent at work by checking and signing the weekly journal sheet

BENEFITS AND REWARDS

- Supervisors will be able to raise the goals and expectations of the student.
- Supervisor assists in the grading process.
- Supervisor will be a positive adult role model for the student.
- Supervisor may introduce the student to the world of work.
- Supervisor will provide real world incentives to students to continue their education.
- Supervisors can derive great satisfaction and a feeling of accomplishment by helping a young person achieve.

PROGRAM GROUND RULES

- Supervisors will follow the guidelines of the Fulton County Area Vocational-Technical School Cooperative Education program.
- Supervisors and students will have the ability to terminate employment upon request and review with permission granted by both the employer and the Cooperative Education Coordinator.
- Students will be expected to be at the work site when scheduled and will be under the same established guidelines as regular employees for all aspects of their work experience.

COMMUNICATION BETWEEN COOPERATIVE EDUCATION COORDINATOR AND INDUSTRY

Ongoing communication must occur between the Supervisor and Co-op Coordinator. The Co-op Coordinator is the person largely responsible for the linkage between school and industry. Work site visitation will occur regularly throughout the school year. The Co-op Coordinator as well as other staff members may visit even more frequently if necessary.

WORK SITE SCHEDULE

The student is expected to follow the work site calendar (**not** the school calendar). Traditional school holidays are not guaranteed for students enrolled in the Cooperative Education Program. The Supervisor and the Student make final determination of the student's schedule concerning holidays.

Any time off requested by the student to the Supervisor should be in writing, submitted as soon as the date or time is known. The Supervisor has the right to approve or deny the request. If the request is approved, student must inform Mrs. Shull of the day and time that student will not be at work.

BASIC CRITERIA TO RETAIN COOPERATIVE EDUCATION

1. Maintain passing grades in all subjects in each class for each marking period.
2. Have no discipline referrals or concerns. (Example One: If you lose driving privileges at your school, you may no longer have a way to work. Example Two: If you are expelled from school, you may not go to work that day and your employer will be notified.)
3. Maintain good attendance (no more than 10 days' absence for the school year).

GRADING PROCEDURE

Each area is 25% of the grade.

1. Work Site Evaluations: Each Supervisor will complete an evaluation of the student working at the site at least once each marking period. *
2. Training Plan Competencies: Tasks assigned by the supervisor related to student's career objective.
3. Journal Sheets and Communications:
Turning in completed and signed journal sheets, every Monday morning.
Calling in to Mrs. Shull about school and job attendance any morning student will be absent or late to school, before 8:15 a.m. **(717) 485-5813, x205**
4. Classroom Activities for
 - ∞ Weekly class attendance is **mandatory**. School rules apply for co-op class. If student has not called off school and work to Mrs. Shull, student will receive a referral for cutting class. If student is late for class, student will receive a referral for being tardy. If legal excuse is presented, it will be the student's responsibility to consult Mrs. Shull to arrange how to make up class work, which must be made up within 2 weeks of absence.
 - ∞ **During the third week of school, classes will take place. Date and times will be announced.**

*If Journal Sheet and Communications grade or Classroom Activities grade falls below 70%, student **may not** be excused from school to attend work until grade has improved.

SAFETY

All students should adhere to the following safety rules, while employed in the Cooperative Education Program of the Fulton County Area Vocational-Technical School.

1. The student must learn and comply employer's safety rules, signs and training.
2. The student must follow instructions on the job, including how to call off work, and when or if personal cell phone use is permitted on the job. If students are unaware of any proper procedure, it is the student's responsibility to ask the supervisor.
3. The student should correct or report all unsafe conditions immediately upon discovery.
4. The student must use prescribed protective equipment and wear safety clothing if required.
5. The student must report all accidents and get first aid immediately.
6. When lifting always bend at the knees. Never lift with the back. Obtain assistance for a heavy load.
7. Never "horse" around on the job.
8. Keep the workstation clean and orderly.
9. Drive safely to and from the work site. (Any unsafe driving in the school parking lot may result in losing driving privileges and without transportation, may result in loss of co-op work site.)

EMPLOYER APPRECIATION EVENT

Students enrolled in the Cooperative Education Program are required to participate in the Employer Appreciation Event, or the group will vote on a gift for employer. Students are required to contribute \$20.00 in April or agree to fundraising later in the school year. All monetary reservations made for the event or gift are non-refundable.

Failure to participate in this event will result with a zero being averaged as a test score into the fourth marking period grade. There will be no exceptions, unless the Cooperative Education Coordinator has given prior authorization. A make-up assignment must be completed in order to receive any credit.

TERMINATING EMPLOYMENT DURING THE SCHOOL YEAR

If a student terminates employment without following this procedure, **he or she will receive a 50% for that marking period.**

If a student wants to terminate employment or exit the program, the following procedure must be followed:

1. Student will discuss reason(s) for leaving the position with the Cooperative Education Coordinator.
2. Parent, student and Cooperative Education Coordinator will discuss student's reasons and options.
3. Cooperative Education Coordinator will involve Supervisor when necessary.
4. If decision is made for student to terminate position, the student will notify the Supervisor, and a two-week notice will be given.
5. Once the decision to terminate is made, the high school Guidance Counselor will be notified so that the student and appropriate teacher(s) know of the schedule change. Changes made to schedules late in the school year may result in no accredited courses being available; therefore student may be placed in study halls.

COOPERATIVE EDUCATION STUDENT OBLIGATIONS

Students will obtain all necessary signatures and complete all forms **before** departing from school to attend work.

1. The student is to be in regular attendance both on the job and in school, except for sickness or other legal excuse. In the event the student is unable to attend school, then he or she is **not** permitted go to work on the day of the absence. If the student arrives late to school, he or she must be in by the start of 2nd period in order to report to work that day.
2. The parents or student will report, before 8:15 a.m. **any** absence (running late to school, doctor appointment, illness, field trip, etc.) to the Cooperative Education Office, **(717) 485-5813, extension 205**. A co-op student's name cannot appear on the absentee list without Mrs. Shull's prior knowledge. If student is going on a field trip, advance notice must be given to Mrs. Shull and employer. Attendance rules must be followed or 9 weeks grade will be reduced by 5% each time rule is not followed.
3. The student must accurately complete the journal sheets and turn them in weekly.
4. Diversified Occupations students must work a minimum of twenty (20) hours a week to be eligible for Diversified Occupations credit.
5. Parents assume all responsibility for transportation to and from the work locations. (Students must follow high school rules for driving to and from school.)
6. Student must observe all safety regulations at the training station at all times. If injured at work, the student will notify the Supervisor and the Cooperative Education Coordinator immediately.
7. The Cooperative Education student agrees to do all work assigned to the best of his or her ability.
8. The student will remain on the assigned job until graduation or until released by the employer, Cooperative Education Coordinator, or school principal. One job placement is allowed per school year.
9. If a student does not report to work on a school day because he/she is not scheduled to work, or due to a lay-off or inclement weather (or any other reason that the student cannot go to work) the student must be at school.
10. It is up to the parent and student to decide if a student will or will not report to work during snow days or other inclement weather. The student always must report to the employer if he/she cannot report to work due to inclement weather. The student must report to Mrs. Shull if he/she cannot work due to inclement weather only on school days.
11. There is no such thing as "senior skip day" for Cooperative Education students.
12. Each student must sign himself/herself out of school upon leaving the building for Co-op. **No student may sign out for another student.**
13. Students who are in a capstone program must take the NOCTI (Skills) exam in the spring, and prepare for it throughout the school year by meeting with the program instructor and doing what is expected of him/her. The date of the exam, once it is determined, will be given to the student, who will notify the employer, since the exam often takes a full day and work will probably be missed.

FAILURE TO ADHERE to any of the above rules could result in the loss of the Cooperative Education position.

The Fulton County Area Vocational-Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. Direct inquiries may be made to the Director at 145 East Cherry Street, McConnellsburg, PA 17233. Telephone (717) 485-5813, extension 202.

Fulton County Area Vocational-Technical School

145 East Cherry Street

McConnellsburg, PA 17233

Direct line to Mrs. Shull: (717) 485-5813, extension 205. Fax (717) 485-5450

STUDENT NAME: _____

I have read and understand the Cooperative Education Student Handbook. I agree to follow all rules provided by the Fulton County AVTS Cooperative Education Program.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

I give permission for the Fulton County AVTS Cooperative Education Program staff to take photos/videos of my child being involved on the job, in the program and during related events.

Student signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

****Please return this page only and keep the handbook for future reference.**