

Cooperative Education Program

2019-2020 Sumter District Policies and Procedures

Students should be encouraged, if schedules permit and they meet the guidelines set forth in the Student Progression Plan, to find paid job experiences that align with their career technical program and result in the opportunity to build career-related skills, employability skills, work ethic, and time/money management skills.

OJT documentation is subject to FTE audits and, if not maintained properly, may result in loss of FTE dollars to the district.

References: School Board Policy, Student Progression Plan, FLDOE STEP Manual - Planning and Implementation Guide

Sumter Student Progression Plan

- ✓ *Summer Agriculture Coop allows students who are entering grades 11 through 12 to earn high school elective credit in the summer. Maximum credits earned per summer are limited to one (1).*
- ✓ *OJT/Coop credits are limited to a maximum of four (4) credits total in grades 11-12 during the regular 180 –day school year and no more than one credit each summer. Seniors may earn additional credits beyond the 24 required for graduation to a maximum of 28.*
- ✓ *To earn one credit, the student must work a minimum of 5 hours per week. To earn two credits, the student must work a minimum of 10 hours per week.*
- ✓ *Students may not schedule work experience classes prior to 11:30 a.m.*
- ✓ *Students must be enrolled in the CTE program or completers of the CTE program directly aligned to the job experience. Teachers will determine, based on the task analysis of the job, if it aligns to the CTE program.*
- ✓ *OJT positions must be within the boundaries of Sumter County.*
- ✓ *Students and parents will be required to attend an orientation prior to beginning the work experience.*
- ✓ *Students who have not submitted all required documentation within the drop/add period will be removed from the OJT class for the remainder of the semester. Students who, for two consecutive weeks, do not turn in completed time cards or turn in time cards which do not reflect sufficient working hours to earn high school credit, will be put on a probationary status. Any time after the Drop/Add period, if time cards are not submitted or the student is not working the required number of hours for the credits being earned, the student will be removed from the OJT class and put in Temporary Instructional Placement and/or virtual.*
- ✓ *Students MUST be scheduled to work the minimum number of hours for high school credit during FTE weeks.*
- ✓ *Students will be required to attend on-campus employability skills workshops with the OJT teachers at least twice during the school year.*

FLDOE STEP Manual

The FL DOE STEPS Guide (May 2012) is to be used to provide guidance on the planning and implementation of cooperative education programs. It includes sections regarding teacher, student, parent, and employer responsibilities. All stakeholders must be aware of Child Labor Laws. The teacher/coordinator is responsible for monitoring that all applicable laws are being followed. The guide offers sample documents that may be used for the student audit file.

Procedures

☐ Scheduling

- ☐ Prior to scheduling, the teacher/coordinator will meet with each employer to develop a Training Plan that will ensure relevance of work experience.
- ☐ Students will be scheduled into the OJT/Coop class at the beginning of each semester and prior to the last day of school for the summer AG Coop experience.
- ☐ Prior to the first day of the employment experience, the teacher/coordinator will conduct an orientation for students on program expectations. Parents should either attend or be provided documentation regarding course requirements.

☐ Summer AG OJT

Students will be scheduled into the OJT/Coop class at the beginning of each semester and prior to the last day of school for the summer AG Coop experience. Students may NOT participate in summer AG Coop if they are not scheduled prior to the last day of school. All policies and procedures for school-year cooperative education will be adhered to including on-site visits and maintenance of required documentation.

☐ On Site Monitoring for Safety, Labor Practices, and Student Grading

Each Training Station will be visited by the teacher/coordinator every 9 weeks. During the site visit, the teacher/coordinator evaluates the student for overall job performance, employability skills; mastery and competency of jobs skills and duties. The teacher/coordinator will also observe site safety and adherence to Child Labor Laws. On-site visits and attendance documentation will provide the information needed to assign a grade for credit purposes.

☐ Auditable Documentation – A school audit file is **REQUIRED** for each student enrolled in the cooperative education program. The file is maintained by the teacher/coordinator and monitored by the school principal or designee **QUARTERLY**. These records may be subject to state audits every year and must be kept for five years.

- ☐ Copy of Florida driver's license or picture ID
- ☐ Social Security Card
- ☐ Student Data Sheet or Resume
- ☐ Copy of class schedule
- ☐ Student Training Plan (job title, job description, name of supervisor, job site address, skills to be learned)
- ☐ *Time Card – **completed and signed by student and employer**; accompanied by a pay voucher
- ☐ Training Agreement – signed by student, parent, employer, school principal, and OJT teacher
- ☐ Site Visit Log – Every 9 weeks to monitor for safety, appropriate labor practices, and skill development for grading purposes

***The Time Card is one of the most important documents in the process.** Attendance must be kept accurately and meticulously. The student will complete a time card listing the hours, days, and weekly/monthly totals for the job. The time card will be completed each month by the student and signed by the employer/current supervisor at the training station. The teacher/coordinator will file the time card in the school audit folder for the student by the end of each month. A pay voucher will be attached to the time card to verify actual employment by the student.

RESPONSIBILITIES (STEP Manual)

Each participant in the cooperative partnership has a responsibility to ensure a unique learning environment for the student involved in Cooperative Education. The responsibilities of each participant are:

Employer

- ☐ Together with the teacher/coordinator completes a training plan.
- ☐ Outlines specific expectations on student dress code, hours of work, etc.
- ☐ Provides a meaningful learning experience for the student.
- ☐ Provides evaluation of the student as agreed upon with the teacher/coordinator.
- ☐ Provides a safe and hazard-free environment which includes safety training for the student.
- ☐ Contacts the school if there is an accident.
- ☐ Abides by all Federal & State employment regulations including Workman's Compensation Laws.
- ☐ Adheres to the Child Labor Law as specified by Federal and State law.
- ☐ Responsible for drug/alcohol testing according to their business policies and procedures.
- ☐ Communicates with the teacher/coordinator regarding progress, problems, etc.
- ☐ Helps the student to become an integral part of the work team.

Teacher /Coordinator

- ☐ Conducts an orientation with parents and students to review all required documentation, program expectations, procedures, and consequences of non-compliance.
- ☐ Meets with the employer supervisor in order to develop a Training Plan that will ensure relevance of work experience.
- ☐ Coordinates placement of student at the appropriate job site.
- ☐ Provides evaluation procedures for the supervisor.
- ☐ **Visits each student every 9 weeks.**
- ☐ Evaluates the student and assigns the grade for credit purposes.
- ☐ Conducts at least two employability skills workshops on campus (one per semester) during the school year.
- ☐ Conducts audit of the student folder quarterly.

Student

- ☐ Sign and abide by the required agreements and forms (Student/Parent Agreement, Employer's Agreement, time card, insurance and emergency information).
- ☐ Maintain accurate records of hours worked and earnings.
- ☐ Submit required time cards weekly with appropriate dates, hours worked, and employer signature.
- ☐ Demonstrate the employability skills essential for success on the job.
- ☐ Follow all safety rules and instructions.
- ☐ Demonstrate an understanding of the Child Labor Laws.
- ☐ Discuss any problem that occurs with the teacher/coordinator.
- ☐ Notify the school immediately if the job is terminated in order to be rescheduled.
- ☐ Be a positive representative of the school and community.

Parents

- ☐ Complete all required documentation.
- ☐ Attend the initial orientation.
- ☐ Maintain contact with the OJT teacher.
- ☐ Notify the OJT teacher of any issues with the job site.
- ☐ Ensure the student attends the required on-campus workshops.