

# SUN AREA TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: COOPERATIVE EDUCATION

ADOPTED: February 21, 2002

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	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.
2. Authority Title 22 Sec. 4.31, 11.28 Title 22 Sec. 4.31 Pol. 103, 103.1, 113, 138	<p>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.</p> <p>The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.</p>
3. Definition SC 1801, 1850.1 Title 22 Sec. 4.3	<b>Cooperative vocational technical education</b> 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 in 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.
5. Guidelines	<p><u>Child Abuse Prevention Requirements</u></p> <p>Employers who participate in school internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.</p> <p><i>Identification Of Adult Responsible For Child's Welfare –</i></p>

23 Pa. C.S.A. Sec. 6303, 6344	When a school student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the school and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.
23 Pa. C.S.A. Sec. 6303, 6344	The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.
23 Pa. C.S.A. Sec. 6344	<p><i>Certifications –</i></p> <p>Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee:</p> <ol style="list-style-type: none"> <li>1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.</li> <li>2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.</li> <li>3. Federal Criminal History Report - which must be less than sixty (60) months old.</li> </ol>
23 Pa. C.S.A. Sec. 6344.3	<ol style="list-style-type: none"> <li>4. Disclosure Statement - which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.</li> </ol> <p>The Administrative Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.</p> <p>Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><i>Arrest Or Conviction Reporting Requirements –</i></p> <p>An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.</p>
23 Pa. C.S.A. Sec. 6344.3	An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.

