

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: CAPSTONE COOPERATIVE  
EDUCATION

ADOPTED: June 19, 2003

REVISED: February 19, 2015, June 15, 2017,  
March 21, 2024

<p>118. CAPSTONE COOPERATIVE EDUCATION</p>	
<p>1. Purpose</p>	<p>CAPSTONE Cooperative Education is an integral part of all vocational and technical education programs offered by the school. The program provides a valuable supervised work experience that facilitates the student’s transition from school to work. For many students the program also leads to permanent employment with the co-op employer, while for other students the program provides work experience that can be invaluable when seeking full-time employment with other employers after graduation.</p>
<p>2. Delegation of Responsibility</p>	<p>The program shall adhere to all the applicable local, state and federal regulations. Compliance with these rules and regulations shall be the responsibility of all parties involved in the program; i.e., students, parents/guardians, employers, co-op coordinators, career and technical program instructors, responsible sending school personnel and career and technical school administration. Specific responsibilities shall be appropriately outlined and certified in written agreements. Assigned administrators shall provide needed program oversight. Program rules and regulations will be reviewed periodically by administration to assure that they comply with Carbon Career &amp; Technical Institute regulations and rulings.</p>
<p>3. Guidelines</p>	<p><u>Student Eligibility</u></p> <p>The administration shall develop and implement student eligibility standards. Qualified students will be given every opportunity to participate in the program.</p> <ol style="list-style-type: none"> <li>1. The student must complete a minimum of eight (8) quarters in their CTE area and be on track to complete their graduation requirements.</li> <li>2. Students who are eligible to participate in their junior year should have passed all of their applicable mandated tests and be on track to complete their required community service hours.</li> <li>3. The student must maintain at least a passing grade of "C" average at CCTI. If this standard is not met, the student will lose the Cooperative Education placement and return to school. Cooperative Education is a privilege.</li> </ol>

	<ol style="list-style-type: none"><li>4. The student must be in regular attendance at CCTI and on the job. Missing school and reporting to work on the same day is NOT permissible. Student cannot miss more than 5 days a marking period.</li><li>5. The student shall use proper call off procedures for any absence from work caused by illness or other legal excuse.</li><li>6. The student shall submit a written excuse signed by his/her parent(s), along with his/her weekly report for any days absent from work during that week.</li><li>7. In the event of temporary layoff or suspension of work, the student shall report back to the Cooperative Education Coordinator immediately.</li><li>8. The student may not terminate nor change training station placement without the prior approval of the Cooperative Education Coordinator.</li><li>9. The student shall attend regularly scheduled monthly Cooperative Education programs at CCTI scheduled throughout the year.</li><li>10. The student shall attend the Annual Appreciation Banquet with his/her employer.</li><li>11. Students will be terminated from the Cooperative Education placement if they violate the CCTI discipline policies. Discipline will be at the discretion of the Cooperative Education Coordinator and the Principal.</li><li>12. The student shall operate his/her vehicle in a safe and legal manner to and from the job. At no time shall other students ride in the Cooperative Education student's vehicle without prior approval.</li><li>13. Students must return to CCTI for scheduled testing and preparation for NOCTI and Keystone Exams.</li><li>14. The students can expect to receive a performance evaluation by his/her supervisor and the Cooperative Education Coordinator at least once every nine weeks.</li><li>15. The student shall dress appropriately for his/her job, to the specifications of the employer and the standards of the workplace. This includes safety equipment as required.</li></ol>
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- 16.** The student shall not participate in any attempts to organize labor or in any union activities while employed through the Cooperative Education program.
- 17.** The student and his/her parents/guardians acknowledge that the school is not responsible for his/her safety after being formally released and excused from CCTI to the workplace. Also, they realize that the student learner will not necessarily work daily Monday through Friday. School insurance is provided by CCTI to all students to assist if there should be an accident while going to or from school or work.
- 18.** Students are not permitted to drive on days when there is no Cooperative Education scheduled.
- 19.** Acts which result in violence to another person, property damage, posing of a direct threat to safety of others and any illegal actions in or out of school will result in termination from Cooperative Education program.
- 20.** Actions outside of school that cause a distraction and/or negative impact in the workplace and/or school may be cause for termination from the Cooperative Education program.

Employer Eligibility

Standards for employer participation shall be developed and implemented to ensure a safe, healthy and educationally beneficial learning experience. Work sites shall be evaluated and monitored by school personnel in order to guarantee compliance with all established rules, regulations and standards as outlined on the employer work agreement and all state and federal regulations. Employers must comply with all laws and school policies regarding background checks/clearances. Students shall be removed from work sites that are found to be in noncompliance. Student placements shall also not begin or continue during a work stoppage.