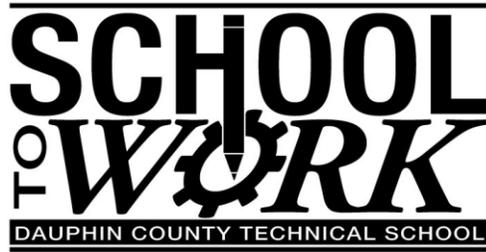




**Dauphin County Technical School**



## Cooperative Education Program Guidelines

Dauphin County Technical School  
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Harrisburg, PA 17109  
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revised 8.17.17

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## OVERVIEW

### WHAT IS COOPERATIVE EDUCATION?

***Cooperative Education* is a method of instruction developed through a signed agreement that is planned, coordinated and supervised by the school, where students alternate in-school academic and career and technical instruction with employment in an occupational field.**

The Cooperative Education Program is designed to provide senior students with in-depth “real world” career experience. This program, approved for credit by the Pennsylvania Department of Education connects school-based classroom/laboratory instruction with career and technical knowledge learned on a work site. It provides students with on-the-job training that is directly related to their future career objectives. The cooperative education experience is often viewed as the “capstone” or completing element of a secondary career and technical educational experience. It provides a valuable connection when the student graduates and continues with post-secondary education or enters directly into the work force.

Cooperative Education requires the close planning and cooperation of four major groups: the school, the parents, and students and business and industry. The cooperation of these four parties and the supervision by the Cooperative Education Coordinator enables this program to provide learning opportunities in the real world of work.

## HIGHLIGHTS OF THE PROGRAM

- At Dauphin County Technical School students may participate every day, or a portion of the day, in the Cooperative Education experience. The other part of their day is spent in their academic classes.
- Students enrolled in the program are trained under the direct supervision of the employer and are governed by the rules and regulations of the place of business.
- A training Agreement is signed by the parent/guardian, student, employer and Cooperative Education Coordinator to ensure that the responsibilities of all parties are understood.
- The student is monitored by the Cooperative Education Coordinator on a continual basis.
- Those students under 18 years of age fall under the provisions of the Child Labor Laws. All students fall under OSHA Safety Standards, as well as the Right-To-Know Laws. All employers must carry Worker's Compensation Insurance.
- Students are **NOT** eligible for unemployment compensation.

## PROGRAM ADVANTAGES

**One of the many advantages of the Cooperative Education Program is that the employer is able to evaluate a potential full-time employment on an initial part-time basis. Employers are not obligated to offer full-time employment upon the student's graduation.**

## PROGRAM ELIGIBILITY COOPERATIVE EDUCATION

Students must meet and maintain the following eligibility requirements to participate in Cooperative Education:

1. Student must be in their senior year of high school.
2. Students must have a seventy percent (70%) grade average or higher in all subjects to participate in the Cooperative Education Program.
3. The Cooperative Education placement must relate to their Career and Technical Program of Study.
4. Students must complete all required forms and report to the Cooperative Education Coordinator.
5. Students must receive approval from the professional staff.
6. *Effective 2017, students must show proficiency in Keystone Exams or Project-Based Assessment. (on hold as of 5/2017)*
7. Students must have a positive attitude toward their career objectives, school, and community.
8. The student must have a satisfactory discipline and attendance record.
9. Student must provide their own transportation to and from work.
10. Any student under eighteen (18) years of age must have a transferable work permit.
11. No student may participate in Cooperative Education without being covered under a Worker's Compensation Policy. (A student may work with a relative as long as the relative covers the student under a Worker's Compensation Policy.)
12. Students must have a junior physical on file with the nurse before participating in Cooperative Education.
13. Students must have proof of health insurance.
14. Students will have no outstanding obligations in the business office.
15. Students must submit a resume and Cooperative Education application.

## JOB PLACEMENT

The Cooperative Education Coordinator is required to place the student in an appropriate training setting. In addition, a student may utilize the following resources for appropriate jobs:

- *Newspaper ads*
- *Friends/Relatives*
- *Personally inquiring at a place of business*
- *Internet websites*
- *Career & Technical Education Program Instructor*
- *State employment office*
- *Trade magazines*
- *Job Fairs*

Once the training station is approved by the Cooperative Education Coordinator, an interview will be scheduled. The following items will be needed at the time of the interview:

- Appropriate dress:
- Business attire for males shall include a suit and a tie, a dress shirt, sweater or polo shirt and slacks, and dress shoes.
- Business attire for females shall include a suit (skirt or slacks), dress slacks and a modest blouse or sweater, and dress shoes.
- Resume
- Three (3) personal references (including addresses and phone numbers)
- Social security card
- Work Permit (if under 18 years of age)
- Pen

Questions concerning eligibility or the Cooperative Education Program must be directed to: Mrs. Joanne Custer by phone at 717-652-3170 extension 7118 or by email at [jcuster@dcts.org](mailto:jcuster@dcts.org).

## PROGRAM GUIDELINES

When a student begins their Cooperative Education (Co-Op) work experience, it is important that the student is aware of the Program Guidelines. The employer is investing time to train and guide DCTS students through the work experience. Students will receive academic credit for approved work experience in the program. Students are preparing for the world of work and establishing a reputation and record, which will follow the student after graduation. Our expectation is that all DCTS Cooperative Education students will take this experience seriously and to abide by the Program Guidelines, as well as those of the employer. Failure to adhere to the following Program Guidelines will lead to immediate termination from Cooperative Education:

- Maintain a 70% or better student grade point average in all subjects.
- Maintain acceptable student attendance and school discipline record as determined by the DCTS administration. Unexcused tardies, ISS, OSS lunch detentions, after school detentions **WILL NOT** be tolerated.
- Submit work reports, time cards, and assignments on time.
- Follow Child Labor Laws
- Students are required to meet with the Cooperative Education Coordinator and their Career & Technical Program instructor a minimum of two times per month to discuss job-related progress and problems and receive additional instruction.
- Students must carry a valid driver's license and auto insurance.
- Students must follow specific dress codes for the job as per the employer's guidelines, during the job interview, and in school, as per the Business Attire Dress Code and the Student Dress Code in the DCTS Student Handbook.
- Students may not miss more than three (3) days per marking period. Doctor's notes, educational trips, or a death in the family will not count against these three days.
- Students may not leave their Cooperative Education assignment or accept other employment without consultation and approval of the Cooperative Education Coordinator.
- Students must provide their own transportation to and from their place of employment.
- If a student signs out of school to go to work, but fails to report, the student will be given a full day of in-school suspension. Subsequent offenses will result in termination of employment.
- If the student cannot report to work for any reason, they must first call the employer and then call the DCTS Attendance Office at (717) 652-3170 ext. 7438

- If a student is absent from school, he/she is NOT permitted to go to his/her training station. Student must notify the employer of their absence. Failure to comply will result in disciplinary action. Schedule doctor, dentist, college visits, and etc. appointments after school or during non-school days.
- School absenteeism and tardiness will not be tolerated. Students must not be late for homeroom/first period each day. If the student is tardy for school, he/she may not go to work that day.
- Students may schedule work during school vacations if the employer needs them. Work schedule arrangements should also be made in the event of inclement weather or other school closings.
- A signed WEEKLY WORK REPORT must be discussed with, graded, and signed by the Career and Technical Instructor each week. It is then to be brought to the Cooperative Education Office. Failure to keep the Work Reports current may result in losing a maximum of 40 points for the marking period and/or removal from the Cooperative Education Program.
- Students will be required to attend mandatory testing, assemblies, conferences, and meetings throughout the school year at the Dauphin County Technical School. This may mean that the student is unable to report to work during their normal workday. Advance notice of these required dates will be passed on to the student. The student is responsible for notifying their employer.
- A copy of your work schedule and time card for the week must be signed by your employer/supervisor, and submitted on time each week. No time card should be signed in advance. The day will be determined during the first week of school.
- Failure to turn in your time card can result in suspension from work assignments until your time card has been turned in. All time cards are to be completed accurately, neatly, and in full.
- Students must report to their Career and Technical program when they do not have to report to work. Under no circumstances are students permitted to stay home when they do not need to report to work.
- Cooperative Education students assigned detention or suspensions will be removed from the Cooperative Education Program during the disciplinary action. Serious discipline infractions may result in permanent removal from the Cooperative Education Program.
- Cooperative Education students are **required** to attend the annual Cooperative Education Banquet held at school in the spring.



## STUDENT/PARENT/GUARDIAN RESPONSIBILITIES

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interests of all concerned.
2. Student agrees to report job problems to the Training Supervisor and Cooperative Education Coordinator.
3. The student will adhere to company policy; employment may be terminated for the same reasons as regular employees. The student-learner must be regular in attendance at school and on the job. If the student is unable to report to work, the employer and coordinator must be notified before the start of the normal work day.
4. The student-learner's employment will be terminated upon withdraw from school.
5. The student-learner must meet with the CTE Program Instructor weekly for 45 minutes bi-weekly or 90 minutes per month to review the Cooperative Education Work Report.
6. The student-learner must agree to and sign the Cooperative Education Guidelines.
7. The Cooperative Education Coordinator will make every effort to provide a training opportunity within the time limits of the school day. However, it may be recommended that the training hours be scheduled at some other time. In situations such as this, the school may deem it advisable to release the student during a part of the day. During that time, the parent/guardian acknowledges responsibility for the student's activities.
8. Parents and Students are to attend the designated Parent Orientation meetings during the school year.

## SCHOOL RESPONSIBILITIES

1. The program is under the direct supervision of a certified Cooperative Education Coordinator. The student-learner will receive related instruction and safety instruction from their Career and Technical Program Instructor **and** the Cooperative Education Coordinator prior to job placement.
2. The Cooperative Education Coordinator will visit the student and the training supervisor a minimum of once per marking period.

# FORMS

**FORMS CHECKLIST  
2017-2018**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_\_\_ Resume
- \_\_\_\_\_ Passed the Cooperative Education test on rules and regulations (yellow)
- \_\_\_\_\_ Completed Cooperative Education Application (green)
- \_\_\_\_\_ Co-Op Recommendation Form (pink)
- \_\_\_\_\_ Weekly Work Reports / Co-Op Assignment Guidelines (tan)
- \_\_\_\_\_ Employer Checklist
- \_\_\_\_\_ Copy of Work Permit (under 18 years of age)
- \_\_\_\_\_ Copy of student's driver license
- \_\_\_\_\_ Copy of student's vehicle insurance
- \_\_\_\_\_ Copy of student's health insurance card
- \_\_\_\_\_ Parent Checklist (buff)
- \_\_\_\_\_ Driving Permission Form (blue)
- \_\_\_\_\_ POS is completed
- \_\_\_\_\_ Training Agreement with ALL signatures (white)
- \_\_\_\_\_ Training Plan (white)

**Student Contract Signatures (gray form):**

- |   |                          |
|---|--------------------------|
| _____ Employer                          | _____ Student Signature  |
| _____ Parent                            | _____ Principal          |
| _____ Cooperative Education Coordinator | _____ Program Instructor |

---

**For Office Use Only:**

- |                               |                              |
|-------------------------------|------------------------------|
| Quick Look-Up _____           | Student PA Secure ID # _____ |
| Class Schedule _____          | Career Objective _____       |
| Worker's Compensation # _____ | Co-Op Component _____        |
| Employer Clearances _____     |                              |

# STUDENT APPLICATION

Please Print/Use Blue or Black Ink

Student Name \_\_\_\_\_ CTE Program \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ **Student Cell Phone** \_\_\_\_\_ E-mail \_\_\_\_\_

Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Work Permit Number \_\_\_\_\_

Name Parent(s)/Guardian(s) \_\_\_\_\_ E-mail \_\_\_\_\_

Address/Phone if different from ABOVE \_\_\_\_\_

**Parent Cell Phone** \_\_\_\_\_ Parent Home Phone \_\_\_\_\_

**(Parent/Guardian) E-mail** \_\_\_\_\_

Student Applicant:

Have you secured a job for your cooperative education experience? YES \_\_\_\_\_ NO \_\_\_\_\_

If "Yes", please complete the following:

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Phone Number of Employer \_\_\_\_\_ E-mail \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

What is your position? \_\_\_\_\_

If "No", please provide me with your career objective and a brief overview of what type(s) of position you would like. \_\_\_\_\_

\_\_\_\_\_

How far are you willing or able to travel? \_\_\_\_\_

Do you have reliable transportation to get to and from work? YES \_\_\_\_\_ NO \_\_\_\_\_

Will you be participating in any school activities that will require practice after school? (i.e., Basketball, Skills USA, Cheerleading, etc.) If yes, please list the activities. How will you manage your schedule? \_\_\_\_\_

\_\_\_\_\_

Are you planning to further your education after high school? If yes, please explain your intentions. \_\_\_\_\_

\_\_\_\_\_

Concerns/Comments/Special Needs: \_\_\_\_\_

## RECOMMENDATION FORM

Student \_\_\_\_\_ CTE Program \_\_\_\_\_

Career Technical Instructor: Sign this form ONLY if you feel the student is prepared to enter the workforce and has completed their POS.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Day and times of CTE Instructor Meeting:** Once per month for 90 minutes.

Guidance Evaluation: *The student is: Maintaining a 70% GPA in all classes and is maintaining an Acceptable attendance record and discipline record.*

**The student \_\_\_ is \_\_\_ is not recommended for placement.**

Guidance Signature \_\_\_\_\_ Date \_\_\_\_\_

Nurse Recommendation:

Student \_\_\_ is \_\_\_ is not recommended for placement.

Nurse Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Office Recommendations:

The student \_\_\_ is \_\_\_ is not recommended for placement. Amount of fine, if any \_\_\_\_\_

Business Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Attendance Office Recommendation:

The student \_\_\_ is \_\_\_ is not recommended for placement.

Attendance Office Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal or Assistant Principal Recommendation:

The student \_\_\_ is \_\_\_ is not recommended for placement. Concerns \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Cooperative Education Coordinator Recommendation:

The student \_\_\_ is \_\_\_ is not approved for placement.

Cooperative Education Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT CONTRACT

The Cooperative Education Coordinator has discussed Cooperative Education with me. My parent/guardian and I have read and understand all the rules, guidelines, and regulations as set forth by DCTS. I, therefore, agree to accept responsibility by abiding by all the rules, guidelines, and regulations and agree that failure to comply may lead to my dismissal from Cooperative Education.

Recommendation for removal will be at the discretion of the Cooperative Education Coordinator after consultation with the School Principal. The School Principal will make the final decision concerning removal from Cooperative Education.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Cooperative Education Coordinator Signature

\_\_\_\_\_  
C&T Program Instructor

Date\_\_\_\_\_

## TRAINING AGREEMENT

<b>STUDENT NAME</b>							
<b>ADDRESS</b>							
<b>CITY</b>		<b>STATE</b>		<b>ZIP</b>			
<b>PHONE</b>		<b>DOB</b>		<b>WORK PERMIT NO.</b>			
<b>STUDENT ID</b>		<b>Beginning Rate of Pay</b>					
<b>CTE Program of Study</b>							
<b>COMPANY</b>							
<b>ADDRESS</b>							
<b>CITY</b>						<b>STATE/ZIP</b>	
<b>SUPERVISOR</b>				<b>E-MAIL</b>			
<b>PHONE:</b>							
<b>CELL:</b>			<b>OFFICE</b>				
<b>BEGINNING DATE</b>			<b>ENDING DATE</b>	June 2017			
<b>MONTHLY WORK SCHEDULE</b>							
<b>WORKER'S COMP #</b>							
<b>PHOTOCOPY OF SUPERVISORS CLEARANCES</b>							

### EMPLOYER/TRAINING SITE RESPONSIBILITIES

1. The employer/training site will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and worker's compensation.
2. The student will be given a variety of work assignments and be supervised by an experienced person.
3. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school on a quarterly basis.
4. The training supervisor will arrange a conference with the coordinator when a trainee problem arises, and notify coordinator if employee is terminated.
5. The training sponsor will provide necessary safety instruction throughout student training period.
6. Employer/training site will not employ a student-learner to displace a regular worker.
7. Exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
8. The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program.
9. Not all of these apply when a student is placed in an unpaid internship or shadowing experience.

### PARENT/GUARDIAN AGREES TO:

1. Be aware of the guidelines and regulations of the program.
2. Support DCTS with the program objectives and follow the guidelines set forth in this program.
3. Provide transportation for the student to and from the job site.  
 Contact the school Cooperative Education Coordinator before calling the employer and/or Principal

## STUDENT-LEARNER RESPONSIBILITIES

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interests of all concerned.
2. Student agrees to report job problems to the training supervisor and Cooperative Education Coordinator.
3. The student will adhere to company policy; employment may be terminated for the same reasons as regular employees. The student-learner must be regular in attendance at school and on the job. If the student is unable to report to work, the employer and coordinator will be notified before the start of the normal work day.
4. The student-learner's employment will be terminated upon withdrawal from school.
5. The student-learner must meet with the Program Instructor weekly for 45 minutes or 90 minutes monthly to review the Cooperative Education Work Report.
6. The student-learner must agree to and sign the Cooperative Education Guidelines.

## SCHOOL RESPONSIBILITIES

1. The program is under the direct supervision of a certified Cooperative Education Coordinator/Instructor. The student-learner will receive related instruction and safety instruction from the Program Instructor and the Cooperative Education Coordinator prior to job placement.
2. The Cooperative Education Coordinator/Instructor will visit the student and the training supervisor on a regular basis at the training site.

*This memorandum is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student while on the job as described herein. We the undersigned agree to the conditions and statement in this agreement.*

---

**Student-Learner** **Date**

---

**Parent/Guardian** **Date**

---

**Training Agency Representative** **Date**

---

**Cooperative Education Coordinator** **Date**

**Pennsylvania Vocational Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws require a written Training Agreement and Training Plan for each student in a Vocational Cooperative Education Program.**

Employers/Training Site of Cooperative Education students shall not discriminate in education programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990.

## TRAINING PLAN

STUDENT'S NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_

TRAINING STATION \_\_\_\_\_ PROGRAM AREA \_\_\_\_\_

\_\_\_\_\_  
Signature Training Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Coordinator/Instructor

\_\_\_\_\_  
Date

The student must report any accidents or injury to the employer and to the Cooperative Education Coordinator immediately.

The student should receive training in proper safety procedures as relates to the occupation and should observe safe work habits. The student will use the necessary safety equipment when appropriate and necessary.

The student will take part in training established by the employer with regard to the use, handling and storage of hazardous substances as outlined in the Right-to-Know Law (P.L. 1984-159).

**TRAINING ACTIVITIES:** These are the technical and behavioral competencies or tasks that student will learn and must be able to perform for this position. Please refer to the CTE Program of Study for specific training activities to be listed.

Example: Technical Skill: Operate cash register equipment to record sales, refunds, and process orders.

Example: Soft Skill: Meet and greet customers upon entering the store and assist the customer with his/her purchasing needs by directing them to the correct aisle.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

\*\* Please attach any additional sheets if applicable

**General Comments Training Supervisor:**

\_\_\_\_\_  
First Marking Period----- Second Marking Period----- Third Marking Period----- Fourth Marking Period-----

Dauphin County Technical School

**Cooperative Education Employer Checklist**

- Training Plan completed and signed
- Training Plan agreement signed
- Employer must have Worker's Compensation Insurance  
# \_\_\_\_\_
- Employer must comply with all Child Labor Law Rules and Regulations
- Cooperative Education Rules and Regulations Reviewed:
  - Student absent from school or having an unexcused tardy cannot report to work on that day.
  - Student is required to attend mandatory meetings, conferences, tests, and assemblies throughout the school year. Student will keep their employer up to date on all school activities. A copy of the school calendar is enclosed.
  - Work schedules will be submitted at least one month in advance to the Cooperative Education Coordinator.
  - Time cards and pay stubs must be submitted monthly to the Cooperative Education Coordinator.
  - Work reports are to be reviewed and signed by the employer monthly. Students will lose 10 points off of their grade per every work report not signed and submitted monthly.
  - Students assigned to ISS, OSS, or detentions will be removed from Co-Op during the disciplinary action. Students may work during school vacations.
  - Student with a grade lower than 70% in any class will be temporarily removed from Co-Op until their grades improve.
- Supervisor must complete a quarterly evaluation.
- **Supervisor must provide proof/photocopies of the three required clearances.**

**I have read and understand the employer checklist:** \_\_\_\_\_

Questions? Call Joanne Custer, Cooperative Education Coordinator at 717-652-3170 extension 7118 or Chris Hannold, Main Office Secretary at 717-652-3170 extension 0, or at [jcuster@dcts.org](mailto:jcuster@dcts.org)

## TRANSPORTATION PERMISSION FORM

**OPTION #1:** In accordance with program guidelines, \_\_\_\_\_ (student name) will be using his/her own transportation to and from the training station and is adequately covered by insurance during this travel time. **Students are NOT permitted to transport other students to or from any Cooperation Education worksite.**

Make of vehicle \_\_\_\_\_

Model \_\_\_\_\_

Color \_\_\_\_\_

License Plate \_\_\_\_\_

School Parking Permit Number \_\_\_\_\_

Insurance Company \_\_\_\_\_

Insurance Company Phone Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTION #2: ONE-WAY Transportation:** Dauphin County Technical School will provide ONE-WAY transportation to the Co-Op student's job site. It is the responsibility of the parent/guardian to pick-up the student at the end of their work day.

I agree to pick-up \_\_\_\_\_ from their Co-Op work site daily. **I understand that DCTS is not responsible for picking up my child at work.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**OPTION#3: TWO-WAY Transportation:** Dauphin County Technical School will provide TWO-WAY transportation to and from the Co-Op student's job site. Students will return to school in time to take their end of the day bus transportation home. \*

- **If a parent chooses to pick-up his/her child from a Cooperative Education assignment, a three-hour notice must be given to the Cooperative Education Coordinator.**

I agree DCTS will provide transportation for \_\_\_\_\_ to and from their Co-Op worksite daily.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **GUIDELINES WORK REPORTS**

The weekly work reports and Cooperative Education assignments that Cooperative Education students are required to complete and submit to the Cooperative Education Office are mandated by Chapter 339 of the Pennsylvania School Code. They have several important functions. They are a means for the Cooperative Education Coordinator to determine how many hours a student is working each week to determine if any Child Labor Laws are being violated. It is a way for the program instructor to determine what the student is doing out in the field and how it relates to classroom instruction. It is also an instrument for the student to use to reflect on his or her learning and working experience.

These work reports are worth ten points each. Failure to submit monthly work reports on time may result in a failing Cooperative Education grade for the marking period. **Student will also be required to stay at DCTS until the required reports are completed.**

Students are required to maintain their Cooperative Education monthly assignments in a folder or notebook. Failure to complete Co-Op assignments will result in a 10-point reduction per month for the marking period.

---

I understand that each Work Report is worth 10 points and that failure to complete (both sides) of this form and return it to the Cooperative Education office monthly will lower my grade significantly. I further understand that failure to complete and submit the Work Report will result in my being required to stay at DCTS until the required report(s) are completed. I understand failure to complete all Cooperative Education Class assignments will also result in an additional 10-point reduction per each assignment not completed.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_ CTE PROGRAM \_\_\_\_\_

**STUDENT WEEKLY WORK REPORT**

**PLEASE READ CAREFULLY**

- *Student Work Reports* must be complete and signed by your **EMPLOYER, CTE INSTRUCTOR, and CO-OP COORDINATOR.**
- Discuss your reports/assignments with your CTE Instructor/Co-Op coordinator.
- Work reports must be turned in at our designated monthly meetings.
- **This report will be graded for content. Failure to submit the completed report will significantly lower your shop grade or result in removal from Cooperative Education.**

<b>Dates:</b>	<b>Hours Worked</b>
Monday→	
Tuesday→	
Wednesday→	
Thursday→	
Friday→	
Saturday→	
Sunday→	

**Total of hours worked per week:**

<b>WORK SUPERVISOR SIGNATURE:</b>
<b>PAY STUB/TIME SHEET VERIFICATION: Please attach copies of your hours and paystub!</b> (Proof that your hours match your paystub)
<b>NEXT <u>MONTH's</u> SCHEDULE: MONDAY-SUNDAY:</b> please attach

## WEEKLY

**WRITING ASSIGNMENT INSTRUCTIONS:** Please follow the Collins 3 writing guidelines and submit using Weekly Work Report Google Form located in the Cooperative Education Schoology Course.

### **FCA's:**

#### **Writing components:**

- use of complete sentences (5 points)
- use of correct spelling (5 points)
- use of correct punctuation (5 points)
- use of correct capitalization (5 points)

#### **Content components:**

- Use of detailed description (20 points)
- Accurate use of Program of Study terminology – (10 points)

### **Collins - Part I**

- **Choose one TASK you completed on the job DAILY and describe:**
  - knowledge you applied to the task
  - challenges occurred during the task
  - result/success of the final task

### **Collins - Part II**

- **Choose one COMMUNICATION EXPERIENCE with a co-worker, supervisor, or customer and describe:**
  - details of communication
  - outcome of experience
  - Was outcome positive or negative? If negative, how could you have impacted the outcome?

## Monthly

- **CTE Instructor Assignment: (Complete during monthly meeting with CTE instructor. Forms must be submitted at end of meeting.)**
  - **List two workplace topics/challenges discussed.**
  - **List goals set by you and your CTE instructor for the month.**

## EMPLOYER GRADING CRITERIA

The following criterion is used to determine the student's grade in the Cooperative Education Program:

- Submission (on time) of weekly **Work Schedule**
- Submission (on time) of weekly **Time Card, Hours**
- Regular **Attendance** without tardiness
- Submission (on time) **Work reports/ Cooperative Education assignments**
- Attendance at Monthly Meetings with Program Instructor and/or the Co-Op Coordinator.

**Employer Evaluation**, including but not limited to:

Personality	Quality of Work
Imitative	Quantity of Work
Communication	Safety
Responsibility	Attendance
Work Attitude	Housekeeping

## EMPLOYER EVALUATION OF STUDENT PROGRESS

**Student:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Please circle the appropriate block**

**Marking Period:      1      2      3      4**

	<b>A-10 pts.</b>	<b>B – 9 pts.</b>	<b>C- 8 pts.</b>	<b>D - 7 pts.</b>	<b>F – 5 pts.</b>
<b>CHARACTERISTIC</b>	<b>Excellent Achievement</b>	<b>Proficient Achievement</b>	<b>Acceptable Achievement</b>	<b>Less than Acceptable Achievement</b>	<b>Unacceptable</b>
<b>PERSONALITY</b> • Appearance • Courtesy • Friendliness	Consistently inspires confidence	Well-liked and respected	Usually gets along with others	Seldom earns respect from others	Creates antagonism
<b>INITIATIVE</b> • Ingenuity • Self-reliance • Ambition	Consistent self-starter	Often keeps self-occupied	Goes ahead on routine matters	Seldom goes ahead on routine matters	Never finds anything extra to do
<b>COMMUNICATION</b> • Listens to and follows directions • Keeps supervisor informed	Consistently follows directions without need for clarification and supervision	Often follows directions without need of clarification and supervision	Generally follows directions without need of clarification and supervision	Seldom follows directions without need of clarification and supervision	Never follows directions without need of clarification and supervision
<b>RESPONSIBILITY</b> • Accepts Assignments • Follows policies	Consistently responsible	Responsible in most instances	Responsible in some instances	Not often responsible	Consistently irresponsible
<b>WORK ATTITUDE</b> • Has a good attitude toward his/her work	Always likes the work and is energetic	Likes the work and is energetic	Normally likes the work	Seldom likes the work	Never likes the work
<b>QUALITY OF WORK</b> • Accuracy & Neatness	Consistently superior	Sometimes superior	Consistently satisfactory	Often not acceptable	Consistently unsatisfactory
<b>QUANTITY OF WORK</b> • Productivity • Time on Task	Consistently exceeds requirements	Often exceeds requirements	Meets requirements	Often below requirements	Consistently below requirements
<b>SAFETY</b> • Personal Equipment • Respect for Self & Others	Consistently superior safety awareness	Adequate safety awareness	Occasionally lacks safety awareness	Often lacks safety awareness	Consistently unaware of safety
<b>ATTENDANCE</b> • Punctuality- can be relied on to be at work on time	Good attendance and always on time	Rarely absent or late	Occasionally absent or late	Frequently absent or late without good cause	Often absent or late- can't be relied upon
<b>HOUSEKEEPING</b> • Care of Equipment • Clean work area • Clean-up Responsibilities	Consistently superior housekeeping performance	Often exceeds housekeeping requirements	Adequately performs housekeeping requirements	Often fails to perform housekeeping requirements	Never performs housekeeping requirements

**Total Grade Points:** \_\_\_\_\_ **Evaluated by:** \_\_\_\_\_

**Work Report Deductions:** \_\_\_\_\_ **Reviewed by:** \_\_\_\_\_

**Assignment Deductions:** \_\_\_\_\_ **Comments:** \_\_\_\_\_

**Final Grade:** \_\_\_\_\_ **FAX TO: 901-6766 DUE DATE**

## Cooperative Education Program

### Parent Checklist

- Training Plan completed and signed
- Training Plan agreement signed
- Cooperative Education Rules and Regulations Reviewed:
  - Student absent from school or having an unexcused tardy cannot report to work on that day.
  - Students must wear DCTS attire during the school day. No work uniforms are allowed.
  - Student is required to attend mandatory meetings, conferences, tests, and assemblies throughout the school year. Student will keep their employer/parents up to date on all school activities. A copy of the school calendar is enclosed.
  - Work schedules will be submitted at least one month in advance to the Cooperative Education Coordinator.
  - Time cards and pay stubs must be submitted monthly to the Cooperative Education Coordinator.
  - Work reports are to be reviewed and signed by the employer/C&T instructor weekly. Students will lose 10 points off of their grade per every work report not signed and submitted monthly.
  - Students assigned to ISS, OSS, or detentions will be removed from Co-Op during the disciplinary action. Students may work during school vacations.
  - Student with a grade lower than 70% in any class will be temporarily removed from Co-Op until their grades improve.
- Parents and Student are required to attend any scheduled Cooperative Education Meetings during the school year.
- All Co-Op class assignments not submitted will result in a 10-point reduction to your quarterly grade.

**I have read and understand the parent/guardian checklist**

\_\_\_\_\_ **Date** \_\_\_\_\_

Questions? Call Joanne Custer, Cooperative Education Coordinator at 717-652-3170 extension 7118 or Chris Hannold, Main Office Secretary at 717-652-3170 extension 0 or at [jcuster@dcts.org](mailto:jcuster@dcts.org)

## WITHDRAW REPORT

Student Name: \_\_\_\_\_

Training Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

The above student is hereby withdrawn from the Cooperative Education Program effective:

\_\_\_\_\_ for the following reason:

Date

\_\_\_\_\_ Unsatisfactory Grades (CTE and/or academic)

\_\_\_\_\_ Unsatisfactory employer-employee relations

\_\_\_\_\_ Unsatisfactory training station

\_\_\_\_\_ Unsatisfactory wages

\_\_\_\_\_ Company work schedule/reduction

\_\_\_\_\_ Seasonal work schedule/reduction

\_\_\_\_\_ Transportation Difficulties

\_\_\_\_\_ Student Request

\_\_\_\_\_ Parent Request

\_\_\_\_\_ Personal Reasons

Comments:

Will student return to regular scheduled classes? \_\_\_\_\_ YES

\_\_\_\_\_ NO

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperative Education Coordinator Signature

\_\_\_\_\_  
Date

# Terminology and Definitions

## **Training Agreement and Training Plan**

The success of a Cooperative Education experience is the result of planned, relevant experiences for students. It is important to document the agreed upon learning experience and activities to provide a bridge between parent, student, and the employer. There are two documents required for ALL Cooperative Education students that fulfill this requirement: The Training Agreement and the Training Plan.

### **Training Agreement**

- The ***Training Agreement*** lists the fundamental responsibility and commitment of all the participants, including the parent, student, school, and the employer. It states the conditions and understandings that all of the participants agree to when participating in the Cooperative Education Program.
- The ***Training Agreement*** also serves as a planning document, a management tool, a permanent record of a student's Cooperative Education assignment, and a career decision-making document. It is a compilation of important information and data relative to the employment of the student.

### **Training Plan**

- The Training Plan outlines the training activities that the student will learn to perform while on the job. It details the competencies or tasks that the student will perform/learn while on-the-job.
- The Training Plan is individualized with the student's career objective or career interests as its basis.

### **Worker's Compensation**

- Pennsylvania Worker's Compensation Act of 1915 (amended November 2004) requires employers to provide workers' compensation coverage for all of their employees, including part-time workers. Workers' Compensation takes care of medical expenses and pays wage-loss compensation benefits for eligible employees until the injured employee is able to go back to work.
- Students should immediately report any injury or work-related illness to their work site supervisor to ensure they will receive any eligible benefits under the Workers' Compensation Law.

### **Child Labor Laws**

The state and federal Child Labor Laws were designed to protect young people working in and around hazardous areas, and to ensure adequate wages. They are intended to provide for the health and welfare of minors by prescribing the terms and conditions under

which these minors may be employed. It is crucial for the participating employer, parent, and student participating in the cooperative Education Program to understand and follow the Abstract of the Child Labor Law developed by the PA Bureau of Labor Standards. It lists prohibited occupations for minors under the ages of 16 and 18 and other information pertinent to minors who work, including maximum number of hours per school day and week and minimum wage. Information of the utmost importance is provided on the following pages.

### **Junior Physical**

Eleventh grade students are required by law to have a physical examination complete by their physician or by the school physician (see attached form) between the junior and senior year. This form must be on file at the beginning of the senior year in the school nurse's office before you can participate in Cooperative Education.

#### Work Permit

PDE-4566 (1/13)

Number \_\_\_\_\_ Date issued \_\_\_\_\_

Issued to a minor between 14 and 18 years of age under the Child Labor Act of 2012.

Name of minor: \_\_\_\_\_

Signature of minor: \_\_\_\_\_

Place of residence: \_\_\_\_\_

\_\_\_\_\_ ZIP: \_\_\_\_\_

Place of birth \_\_\_\_\_

(city) (state) (country)

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Hair color: \_\_\_\_\_ Eye color: \_\_\_\_\_

Physical work restrictions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Issuing officer: \_\_\_\_\_

I hereby certify that all the requirements of the law for issuing a work permit have been fulfilled, and that the above-named minor has signed this permit in my presence or has submitted proof of high school graduation.

Signature of issuing officer: \_\_\_\_\_

Official title: \_\_\_\_\_

School district name and address: \_\_\_\_\_

### **Employment of Minors Child Labor Act**

The Department of Labor and Industry, through the Bureau of Labor Law Compliance, is responsible for the administration and enforcement of the Child Labor Law (Act of 2012 P.L. 1209, No 151), and the [Regulations Governing the Employment of Minors in Industry](#) (R-1).

[Child Labor Act](#)

[Prohibited Occupations Under the Child Labor Act](#)

[YouthRules!](#)

(Federal Child Labor Regulations)

The Child Labor Act provides for the health, safety and welfare of minors by:

- prohibiting their employment or work in certain establishments and occupations;
- under certain ages, restricting their hours of labor;
- regulating certain conditions of their employment; and
- requiring employment certificates (general or vacation) for minors under the age of 18.

### **Summary of Minimum Age:**

Minors under 14 years of age may not be employed or permitted to work in any occupation, except children employed on farms or in domestic service in private homes. No minor under 14 years of age may be employed on a farm by a person other than the farmer. Under certain restrictions, caddies may be employed at the age of 12, news carriers at 11 years of age, and juvenile performers in the entertainment field.

For individuals who are under 16 years of age, a written statement by the minor's parent or legal guardian acknowledging understanding of the duties and hours of employment and granting permission to work is required. This downloadable form is one way to satisfy that requirement.

#### [LLC-75, Parental Acknowledgement of Minor's Duties and Hours of Employment](#)

**For the employment of any minor under 18, in compliance with the Pennsylvania Child Labor Act in a performance where a minor models or renders artistic creative expression in a live performance, radio, television, movie, Internet, publication, documentary, reality programming, or other broadcast medium that is transmitted to an audience, please download the Application for Minors in Performances.**

#### [LLC-12, Application for minors in performances](#)

If you wish to request a waiver from entertainment provisions of the Child Labor Act, please fill out the [Special Waiver Request for Entertainment Performances](#) and send it to the Bureau no later than 48 hours prior to the time needed for the waiver to be acted on.

For additional information regarding **employment certificates, record keeping, hours of employment** (including night work), **prohibited occupations**, and **penalties**, please download a copy of the [LLC-5, Abstract of the Child Labor Act](#), Revised 1/13. [Form No. LLC-5 \(ESP\)](#) (1-13)

*The Bureau of Labor Law Compliance is responsible for the administration, education, and enforcement of labor laws. As such, it provides employers and employees with educational outreach seminars, conducts investigations and resolves disputes when complaints are received.*

## **Pennsylvania Child Labor Law** **General Information**

The Pennsylvania Child Labor Law (CLL) was enacted to "provide for the health, safety, and welfare of minors by forbidding their employment or work in certain establishments and occupations, and under certain specified ages." The CLL requires minors to obtain work permits prior to beginning work. This law, with the exception of farm work or domestic service in a private home, covers work in any establishment other than the minor's residence. Resource Links:

[General information about Pennsylvania Child Labor Law](#). Provided by the Pennsylvania Department of Labor and Industry

[Pennsylvania Child Labor Law](#). Provided by the Pennsylvania Department of Labor and Industry.

[Pennsylvania Department of Labor and Industry's Abstract of the Child Labor law](#). (PDF) All employers must have a copy of the abstract posted if they employ minors.

[Pennsylvania Department of Labor and Industry's regulations concerning child labor define terms such as apprentice, laboratory student aide and student learner](#). The regulations also list and define dangerous and prohibited occupations.

[Federal Laws Concerning Child Labor Laws](#)

## Frequently Asked Questions

On October 24, 2012 Governor Tom Corbett signed into law Act 151 making changes to Pennsylvania's existing child labor act. The Act which took effect on January 22, 2013 confers new powers and duties on the Pennsylvania Department of Labor and Industry and the Pennsylvania Department of Education. The roles and responsibilities of these state agencies, issuing officers, enforcement officers, employers, parents/guardians, and minors will change significantly as the result of this new law.

The following frequently asked questions (FAQs) are provided as a guide and brief summary of the major provisions of this new law. It is specifically directed toward school personnel, parents/guardians, minors, and others directly involved in serving those individuals covered under the Pennsylvania Child Labor Act. Since the Pennsylvania Department of Labor and Industry has direct responsibility for enforcement regarding employers, they are encouraged to contact representatives of that department for additional guidance.

**Q: Who is considered to be a minor?**

A: A minor, as defined in the Pennsylvania child labor act, is an individual under 18 years of age.

**Q: I am a minor and reside in Pennsylvania, where do I get a work permit?**

A: Each school district is responsible for issuing work permits to all minors who reside in the district including those who attend non-public schools, cyber charter schools, or are participating in a home education program. Contact your school district to find out which building you should go to and what hours the issuing officer is available.

**Q: I am a minor and reside outside of Pennsylvania, where do I get a work permit?**

A: Each school district is responsible for issuing work permits to all minors who reside outside of Pennsylvania, but will be working for an employer located within the state. The school district wherein the place of employment is located is responsible for issuing the work permit. Contact the prospective employer as to the name, address, and contact information for the issuing officer in their respective school district.

**Q: I am a minor and reside in Pennsylvania; however, I will be working in another state. Where do I get a work permit?**

A: The student will need a work permit from the state in which he or she will be working. The student should contact the school district in which the employer is located in that state.

**Q: I am a minor and reside in Pennsylvania; however, I will be working in another part of Pennsylvania. Where do I get a work permit?**

A: The school district in which the student resides issues the work permit for ALL employment to be performed in Pennsylvania.

**Q: I am a minor and reside in Pennsylvania; however, I am a high school graduate. Do I need a work permit?**

A: Yes, under the new Pennsylvania Child Labor Act, a minor, who is a high school graduate, must obtain a work permit from the school district where the employer is located or at the college or trade school they are attending. This requirement covers all such minors including those attending colleges, universities, trade schools, or any other individual seeking employment who does not have a current work permit issued in Pennsylvania. High school graduates who possess a work permit are exempt from the work hour limitation for minors 16 years of age and older. They also do not need to have a signature from their parent or legal guardian on the application for a work permit as long as they provide official proof of such graduation.

**Q: What are the various types of work permits?**

A: Under the current Pennsylvania Child Labor Act, only one type of work permit is issued. This is a wallet-size, transferable work permit, which is valid from the time of issuance until the minor turns 18 years of age. The minor provides a copy to the employer and retains the original.

**Q: Who can issue a work permit?**

A: The Pennsylvania Child Labor Act indicates that only an issuing officer may issue a work permit. An issuing officer, in most cases, is a staff person located in the guidance office of a public school district's high school. Call your local school district to determine the exact location of the individual who issues work permits. Minors who have official proof of graduation from high school can obtain a work permit from the local school district where the employer is located.

**Q: What are the steps in completing an application for a work permit?**

A: First, an applicant's parent or legal guardian must sign the application. In lieu of a signature, the applicant may execute a statement before a notary public attesting to the accuracy of the facts set forth in the application. The statement must be on a form prescribed by the Pennsylvania Department of Labor and Industry. The statement is then attached to the application. No parental signature is required if the applicant can demonstrate official proof of graduation from high school. Next the issuing officer insures that all papers required by law have been examined, approved and filed and all conditions and requirements for issuing a permit have been fulfilled. The work permit shall be signed in the presence of the issuing officer by the minor. The work permit shall bear a number, the date of issuance and the signature of the issuing officer.

**Q: Does a parent or legal guardian have to appear in person before an issuing officer?**

A: No, the Pennsylvania Child Labor Act indicates that the parent or legal guardian does not have to appear in person before the issuing officer.

**Q: Does a minor need to have a job offer in order to obtain a work permit?**

A: No, the Pennsylvania Child Labor Act does not have any language that would indicate that a minor needs to have a job offer in order to obtain a work permit. Of course, a minor can apply for and accept a job offer prior to obtaining a work permit. Once the work permit is issued, the minor may begin work. In all cases, when a minor is hired by an employer, it is the employer's responsibility to notify the issuing officer within five (5) days of such employment.

**Q: What is the procedure for getting a work permit?**

A: An application for a work permit can be obtained at your local school district. The parent or legal guardian must sign the application. If the parent or legal guardian is not able to sign the application, then the minor applicant may execute a

statement before a notary public attesting to the accuracy of the facts on the application. The statement must be attached to the application. The issuing officer must also be presented with a document that verifies the age of the student. The issuing officer shall not issue a work permit until the issuing officer has received, examined, approved and filed the following papers which verify the applicant's age:

If proof of age is an official document or record of the commonwealth or government of another state or governmental subdivision of another state, it need not be filed if the issuing officer records the information necessary to enable the document or record to be located at the place where it is filed. If proof of age is other than an official document or record of the commonwealth or government of another state or governmental subdivision of another state, the following is the order of preference for acceptable proof under this clause:

- I. An attested transcript of the birth certificate, filed according to law with a register of vital statistics or other officer charged with the duty of recording births.
- II. A certified baptismal certificate or transcript of the record of baptism showing the date of birth.
- III. A passport showing the age of the minor.
- IV. Any certified documentary record of age other than a school record or an affidavit of age, which appears to the satisfaction of the issuing officer to be sufficient evidence of age.
- V. The signed statement of a physician, physician's assistant or nurse practitioner, approved by the board of school directors, stating that, after examination, it is the opinion of the individual signing the statement that the applicant has attained the age required by law for the occupation in which the applicant expects to engage. The statement must be accompanied by an affidavit signed by the applicant's parent or legal guardian or, if there is no parent or legal guardian, by the applicant's next friend and certifying to the name, date and place of birth of the applicant and that the individual signing the statement is unable to produce any of the proofs of age specified in subclauses (I), (II), (III) and (IV).

**Q: Must the minor appear in person before the issuing officer to receive a work permit?**

A: The work permit certifies that the minor has personally appeared before the issuing officer and has been examined and that all papers have been examined, approved and filed. This certifies that all conditions and requirements for issuing a permit have been fulfilled. The work permit is then signed by the minor in the presence of the issuing officer. Minors who can demonstrate official proof of high school graduation do not have to appear before the issuing officer.

**Q: Since an issuing officer is also considered to be an enforcement officer under the Child Labor Act, what are their responsibilities?**

A: If an Enforcement Officer has reason to believe that an individual working without a permit is a minor or that a minor with a work permit is working in violation of the age restrictions set forth under the Pennsylvania Child Labor Act, the Officer may demand that the person employing the individual within ten day: (1) Furnish to the Officer proof of age; or (2) Cease to employ or permit the individual to work. In all cases, the issuing officer should inform a representative of the Pennsylvania Department of Labor and Industry of the suspected violation.

**Q: Can a school district refuse to issue a work permit, or revoke one, on the grounds of the student's academic performance?**

A: Yes. Under the current Pennsylvania Child Labor Act, if in the issuing officer's judgment, the applicant cannot maintain adequate academic achievement if permitted to work during the school year, the application can be denied. Similarly, an issuing officer may revoke a work permit if it is the issuing officer's judgment that the applicant cannot maintain adequate academic achievement if permitted to work during the school year.

**Q: Can a parent, legal guardian, or employer revoke a work permit?**

A: No, under the Pennsylvania Child Labor Act only an issuing officer may refuse to issue or revoke a work permit.

**Q: Must a parent or legal guardian of a 16 year old minor provide any documentation to an employer?**

A: Yes, For individuals who are under 16 years of age, a written statement by the minor's parent or legal guardian acknowledging understanding of the duties and hours of employment and granting permission to work subject to the provisions of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). The form titled Parental Acknowledgement of Minor's Duties and Hours of Employment can be found on the Department of Labor and Industry's website at: [LLC-75, Parental Acknowledgement of Minor's Duties and Hours of Employment](#).

**Q: Are their special rules for minors working as sport-attendants at professional sporting events?**

A: Yes, the new child labor act exempts minors from certain provisions of the law related to work hours. A minor is employed to perform sports-attendant duties if the minor performs any of the following duties at a baseball, basketball, football, soccer, tennis or similar athletic event:

1. Pregame and postgame or practice setup of balls, items and equipment.
2. Supplying and retrieving balls, items and equipment during a sporting event.
3. Clearing the field or court of debris and moisture during play.
4. Providing ice, drinks and towels to players during play.
5. Running errands for trainers, managers, coaches and players before, during and after a sporting event.
6. Returning or storing balls, items and equipment in clubhouse or locker rooms after a sporting event.

For specific information on how this applies to minors 14 through 17 years of age, please review Section 6 of the [Child Labor Act on the Pennsylvania Department of Labor and Industry's website](#).

**Q: Are there special rules for minors serving in volunteer emergency service organizations?**

A: Yes, the new child labor act provides specific rules on the involvement of minors age 14 to 17 in volunteer emergency service organizations. For specific information on how this applies to minors 14 through 17 years of age, please review Section 7 of the [Child Labor Act on the Department of Labor and Industry's website](#).

**Q: What are the duties of an employer once a minor has a work permit?**

A: To be employed, a minor must have a work permit. For individuals who are under 16 years of age, an employer must receive a written statement by the minor's parent or legal guardian acknowledging understanding of the duties and hours of employment and granting permission to work subject to the provisions of 18 PA.C.S. § 4904 (relating to unsworn falsification to authorities). The employer must keep a copy of the work permit, the original verified permission statement, and a copy of the letter sent to the issuing officer announcing the employment of the minor. The employer must notify the issuing officer in writing of the employment of a minor and detail the normal duties and hours of employment within five days after the beginning of employment and include the age and permit number of the minor. On termination of employment of a minor, the employer must notify the issuing officer within five days of the final day of employment that the minor no longer is employed by the employer.

**Q: Who is responsible for having a parent complete the Parental Acknowledgement of Minor's Duties and Hours of Employment?**

A: For individuals who are under 16 years of age, a written statement by the minor's parent or legal guardian acknowledging understanding of the duties and hours of employment and granting permission to work is required. It is the responsibility of the minor's employer to insure that this document is signed by the parent or legal guardian of the minor. The employer keeps the original and provides the parent or guardian with a copy. The Pennsylvania Department

of Labor and Industry provides such an acknowledgement. It can be found on their website at: [LLC-75, Parental Acknowledgement of Minor's Duties and Hours of Employment](#).

**Q: Can minors under the age of 14 be employed? If so, do they need a work permit?**

A: Yes, minors under the age of 14 can be employed in certain situations; however, they do not need to obtain a work permit. Minors under the age of 14 can be employed as follows: (1) an individual who is at least 12 years of age may be employed as a caddy if the minor does not carry more than one golf bag at a time and employment is not for more than 18 holes of golf in a single day and (2) an individual who is at least 11 years of age may deliver newspapers.

**Q: What are the factors involved in determining how many hours a minor can work?**

A: There are various factors that must be taken into account when determining how many hours a minor can work on any particular day. "Hours of employment" are defined as the hours outside school hours established by the appropriate school district. "Regular school week" is defined as the five days beginning with Monday through Friday when school is in session. "School vacation" is defined as the period of time a minor is not required to be in school as established by the school district where the minor resides. The term does not include Saturdays and Sundays, except where one or more vacation days precede or follow Saturday or Sunday. A minor enrolled in summer school is subject to the limitation for their age during a regular school week, not school vacation. The Pennsylvania Department of Labor and Industry provides an "[Abstract of the Child Labor Act Hours Provisions](#)" on their website.

**Q: What are the hours of employment for minors 14 and 15 years of age?**

A: During a regular school week, minors 14 and 15 years of age may not be employed before 7 am or after 7 pm; except that during a school vacation period a minor can be employed until 9 pm. In addition, a minor may not be employed for more than three hours on a school day or more than eight hours on a day when there is no school. The minor may not be employed for more than 18 hours during a regular school week and not more than 40 hours during a week that school is not in session. A regular school week is the five days beginning with Monday through Friday when school is in session. School vacation is the period of time a minor is not required to be in school as established by the school district where the minor resides. The Pennsylvania Department of Labor and Industry provides an "[Abstract of the Child Labor Act Hours Provisions](#)" on their website.

**Q: What are the hours of employment for minors if they attend summer school?**

A: A minor 14 or 15 years of age enrolled in summer school may not be employed for more than 18 hours during a regular school week. A minor 16 or 17 years of age enrolled in summer school may not work more than 28 hours during a regular school week. A regular school week is the five days beginning with Monday through Friday when school is in session. School vacation is the period of time a minor is not required to be in school as established by the school district where the minor resides. The Pennsylvania Department of Labor and Industry provides an "[Abstract of the Child Labor Act Hours Provisions](#)" on their website.

**Q: What are the hours of employment for minors 16 years of age or older during a regular school week?**

A: Minors 16 years of age or older may not be employed before 6 am or after 12 midnight during a regular school week. The minor may not be employed for more than 8 hours in a single day or more than 28 hours per week during a regular school week. A regular school week is the five days beginning with Monday through Friday when school is in session. School vacation is the period of time a minor is not required to be in school as established by the school district where the minor resides. A high school graduate or an individual who has attained the age of sixteen (16) and who has withdrawn from school to work full-time do not have to comply with the restrictions on hours of employment. The Pennsylvania Department of Labor and Industry provides an "[Abstract of the Child Labor Act Hours Provisions](#)" on their website.

**Q: What are the hours of employment for minors 16 years of age or older during school vacation?**

A: During a school vacation period, minors 16 years of age or older may be permitted to be employed for no more than 10 hours a day and can work until 1 am. The minor may not work more than 48 hours in a single week provided that any hours worked more than 44 in a single week are voluntarily agreed to by the minor. The minor may reject any request for employment in excess of 44 hours in a single week without retaliation by the employer. The Pennsylvania Department of Labor and Industry provides an "**Abstract of the Child Labor Act Hours Provisions**" on their website.

**Q: Are there special rules for minors 16 years of age or older employed as a counselor, counselor-in-training or junior counselor during the school vacation?**

A: Yes, An individual who is 16 years of age or older who is employed as a counselor, counselor-in-training or junior counselor during the school vacation period by a summer resident camp or a conference or retreat operated by a religious or scout organization shall receive 24 consecutive hours of rest during every seven-day period. This does not apply to such minors employed primarily for general maintenance work or food service activities in such settings.

**Q: How long do school districts have to keep the work permit applications on file?**

A: Applications should be kept for two years after the student graduates or leaves the district.

**Q: Once a work permit is issued, how are school districts supposed to know if a student changes jobs?**

A: *Each employer is required by law to notify the school district, in writing, each time a student is hired and when the student is no longer employed. This must be done within five days of the student starting or ending employment.*

**Q: How many hours of employment does a 16 year old need in order to drop out of school?**

A: Section 1330 of the Pennsylvania Public School Code states that a 16 year old student "who is regularly engaged in any useful and lawful employment or service during the time the public schools are in session, and who holds an employment certificate issued according to the law" is exempt from compulsory attendance. There is no specific number of hours given in Section 1330. Therefore, each school district should have a policy that specifies how many hours of employment are necessary in order for a student to withdraw at age sixteen (16).

**Q: Can a student drop out at age 16 to work as a babysitter?**

A: Section 1330 of the Pennsylvania School Code allows for a 16 year old to drop out if the employment they are seeking requires a work permit. There must be a formal employer-employee relationship. That means that all of the state and federal notifications by employers must be made as well as withholding and reporting of taxes. Most arrangements for babysitting cannot meet this standard. Self-employment would also not fit under the terms established in Section 1330.

**Q: If a student drops out of school at age 17, do they still need a work permit?**

A: Yes. The Pennsylvania Child Labor Act requires all minors 14 through 17 to have a work permit in order to be employed. A 17 year old who has dropped out of school should request a letter indicating this status from their home school district. This letter, along with a valid work permit, will indicate to the employer that they are exempt from restrictions concerning work hours. Minors who have graduated high school or who are exempt from compulsory attendance under the Pennsylvania Public School Code are not subject to the Act's hours of employment or work time restrictions.

**Q: If a student is 18 and still attending high school, does he or she need a work permit?**

A: No. Even though a minor is still in high school, once they turn 18, the Child Labor Act no longer covers them.

**Q: Is there information on the Internet about the federal child labor law standards?**

A: Yes. There is an overview at: [Federal Child Labor Law Overview](#). [The complete set of regulations](#) (PDF)

**Q: If a family wants to employ their child in their business, are they exempt from the Child Labor Act?**

A: No. There is such an exemption under federal law for family business that does not involve manufacturing, but there is no similar exemption under state law.

**Q: If a minor wants to work as a performer, do they need a work permit?**

A: Yes, The term "perform" or "performance" is defined under the Pennsylvania Child Labor Act as "The providing of artistic or creative services to a live audience or recorded for exhibition or broadcast to an audience. This term shall include modeling". The Pennsylvania Department of Labor and Industry issues special performance permits for all minors under the age of 18, including infants. You can access [LLC-12, Application for minors in performances](#) and additional information on their website.

If the performance or rehearsals will require any absence from school, there must be verification signed by the principal of the school attended by the minor or the issuing officer of the minor's school district that the performance and rehearsals will not interfere with the educational instruction or school progress of the minor or a guarantee that arrangements are made for a qualified tutor for the minor.

**Q: If a student is being home schooled, do all of the child labor laws apply?**

A: The U.S. Department of Labor has ruled that home schooling is not grounds for an exception to the federal Fair Labor Standards Act (FLSA) and thus all work by 14- and 15-year-olds is prohibited during the time the local public school is in session. Since the FLSA does not cover 16-and 17-year-olds, the Pennsylvania Department of Education has ruled that home schooled students who are 16 and 17 may work during the time school is in session as long as they do not work more than 6 consecutive days in one week, or work more than 8 hours per day or more than 44 hours per week. Those students may not work after midnight (Sunday through Thursday) during the school year. It would be helpful if the parent provides the employer with written verification that the student is being schooled at home.

**Q: Can a student who is suspended or expelled work during the time school is in session?**

A: Students who are suspended are considered to be enrolled in the school, and so all the rules that apply to other students also apply to them.

Students who have been expelled are not considered to be "enrolled in a regular day school" (language from the Child Labor Act) so they may be permitted to work during the time school is in session. They may not, however, exceed the daily and weekly maximum number of hours allowed for their age.

**Q: Can a student who has been assigned to an alternative school (and is attending classes after the regular school hours) work during the time the regular school is in session?**

A: Yes. Students attending an alternative school are not considered to be "enrolled in a regular day school." They may not work more than the daily and weekly maximum number of hours allowed for their age. It would be helpful if the school district provides the employer with written verification that the student is enrolled in an alternative school.

**Q: Does a student need a work permit to work on a farm?**

A: No. The Child Labor Act states: "this act shall not apply to children employed on the farm, or in domestic service in private homes." With the exception of seasonal farm work, the Child Labor Act does not cover farm work and agricultural work in nurseries (non-retail employment). Students working as seasonal farm workers are covered by the child labor act and must obtain work permits.

Students who wish to be exempt from attending school to work on a farm or to work as a domestic in a home other than their own should contact their school district and request a Farm and Domestic Permit.

**Q: What is the definition of a seasonal farm worker?**

A: Section 103 of the Pennsylvania Seasonal Farm Labor Act of 1978 (43 P.S. § 1301.103) defines a seasonal farm worker to be an individual employed in raising, cultivating, fertilizing, seeding, planting, pruning, harvesting, gathering, washing, sorting, weighing or handling, drying, packing, packaging, grading, storing or delivering to market or to storage or to a carrier for transportation to market in its unmanufactured state, any agricultural commodity as defined in the act of September 20, 1961 (P.L. 1541, No.657), known as the "Pennsylvania Agricultural Commodities Marketing Act of 1968," or any farm product as defined in 1 Pa.C.S. §1991 (relating to definitions) on a seasonal or other temporary basis; includes every individual, irrespective of his or her primary employment, while he or she performs agricultural labor on a seasonal or other temporary basis, except any person who commutes daily from his or her permanent residence to the work site unless transportation is provided such a person by a farm labor contractor; and, other provisions of this act to the contrary notwithstanding, includes any person residing in living quarters owned, leased or operated by an employer or a farm labor contractor and occupied by four or more unrelated persons.

**Q: Is there any information on the Internet about restrictions on what kind of farm work students can do?**

A: Yes. [Federal Agricultural Fact Sheet](#)

Students who are under the age of 16 who work on a farm that is not their family farm are allowed to operate the farm machinery listed on the hazardous occupations list if they have successfully completed a course in the safe operation of farm equipment. Information about this program and the required certification can be found in the [Basic Education Circular](#).

**Q: If an employer is violating the Child Labor Act, whom do I contact?**

A: The Pennsylvania Department of Labor and Industry should be given information concerning violations of the law. You can call 1-800-932-0665 or visit [The Pennsylvania Department of Labor and Industry](#).

**Q: Are employers required to provide a rest break to minors?**

A: Yes. The Pennsylvania Child Labor Act states "No minor may be employed for more than five hours continuously without an interval of at least 30 minutes for a rest break. No period of less than 30 minutes shall be deemed to interrupt a continuous period of work".

**Q: Can a minor be required to work more than six consecutive days?**

A: No. The Pennsylvania Child Labor Act states "Except for newspaper delivery, a minor may not be employed for more than six consecutive days".

**Q: Are there certain occupations or jobs that a minor cannot perform?**

A: Yes. Under the Pennsylvania Child Labor Act, Section 4, titled "Occupations and establishments", minors may not be employed in hazardous or otherwise prohibited establishments or occupations. For more information review [Section 4 of the Pennsylvania Child Labor Act](#).

**For additional information, please contact:**

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