

Elmore County Public Schools Cooperative Education Application Packet

Available for 11th and 12th Grade Students at Elmore County High School, Holtville High School, Stanhope Elmore High School, Wetumpka High School, and The EDGE Virtual School.



All Pages in the packet must be completed and returned to the Cooperative Education/Work-Based Learning Coordinator at the Elmore County Technical Center in order to be considered for participation in the program.

Return to:

Tara Baker, Cooperative Education Coordinator
800 Kelly Fitzpatrick Drive | Wetumpka, AL 36092
PH: 334-567-1218 ext 71406 | tara.baker@elmoreco.com

Student Application Packet Checklist

Make sure you have completed every page of the application packet or it will be returned to you. Applications will NOT be reviewed until ALL items in the list below are complete.

- Application is complete and signed by student and parent. (p. 3-4)
- School Regulations and Policies are signed by student and parent. (p. 5-6)
- Emergency Contact is form complete. (p. 7)
- Release form is complete and signed by parent. (p. 8)
- Insurance information is complete and signed by parent. (p. 8)
- Training Agreement is filled out COMPLETELY and signed by student, employer, and parent. (p. 9-10)
- Training Plan is complete. (p. 11)
- Safety Training Agreement is completed by employer and signed by employer and student. (p. 12)
- Three completed teacher recommendations (p. 13-15)
- Copy of resume emailed to tara.baker@elmoreco.com from student email account
- Copy of your last paystub attached or emailed to tara.baker@elmoreco.com from student email account
- Join Remind for your campus

The Remind codes are:

ECHS @echswbl
HHS @hhswb1
SEHS @sehswb1
WHS @whswb1
EDGE @edgewbl

Questions? Contact:

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<https://elmorecountytechelmoreal.schoolinsites.com/cooperative-education>

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Elmore County Technical Center Cooperative Education



2022-2023 Application for Enrollment

Campus: ECHS HHS SEHS WHS EDGE

Date of Application: _____

Graduation Year _____

Student Name: _____
Last
First
Middle

Student Address: _____
Number & Street
City
State
Zip

Telephone (____) ____ - ____ Cell Phone (____) ____ - ____ Age ____ Date of Birth _____

Student E-mail: _____@student.elmoreco.com

**Do not provide student personal email addresses. ONLY School email will be used to communicate with students. Your school email is username@student.elmoreco.com*

Are you currently employed? Yes No **If yes, who is your employer?** _____

If **NO**, are you currently actively seeking employment? Yes No Where? _____

Do you have a driver's license? Yes No

Do you have access to a car/other mode of transportation? Yes No

Do you intend to further your formal education after high school?

Technical training 2 yr. 4yr military work full-time

Are you under a doctor's care? Yes No Do you have any health problems that would interfere with your regular attendance on a job? Yes No If yes, please explain _____

List any extra-curricular activities or sports that you're involved in:

Current and/or Previous Work Experience (List most recent first)		
Employer	Type of Work	Employment Dates
Current Job		
Past Job(s)		
Past Job(s)		

To the Student:

Elmore County Cooperative Education provides an opportunity to be considered for employment in business and industries in our area. You further understand that NO employment is guaranteed. You must apply, interview, and compete for the placement based on your skill, your abilities, and your aptitude. When you enroll in Cooperative Education, you indicate that you are sincerely interested in putting forth your best efforts to receive work-based experience. If you accept this responsibility, please sign in the space provided.

Student Signature _____ Date _____

To the Parent/Guardian:

Do you consent to your child entering Work-Based Learning, arranging transportation, and agree to cooperate with the school and the training agency in making the training and education of the greatest possible benefit to your child? If so, please indicate your support and approval with your signature.

Parent Signature _____ Date _____

Parent/Guardian Name(s) _____ Parent Cell Phone (____)____-____

E-mail: _____

To Be Completed by the WBL Teacher-Coordinator. Students Do Not Write Below this Line

On Track for Graduation:

Yes No

Successful completion of Career Preparedness:

Yes No

Current Attendance Record:

No. Absences ____ No. Tardies ____

Current Disciplinary Record:

Total Reports ____ Cumulative GPA: ____

List Career and Technical Courses that determine student's potential placement:

1. _____
2. _____
3. _____
4. _____

Verified By: _____

CO-OP Coordinator

Status of Application:

Pending

Approved

Not Approved

Elmore County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jamey McGowin (504 Coordinator/Title IX Coordinator)

100 HH Robinson Dr.

Wetumpka, AL 36092

334-567-1200

jamey.mcgowin@elmoreco.com



Elmore County Technical Center Cooperative Education



District Regulations/Policies

1. Student acknowledges that the primary purpose of Cooperative Education is educational and, therefore, agrees to abide by the Cooperative Education (CO-OP) program policies and decisions of the CO-OP Teacher-Coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the CO-OP Teacher-Coordinator, is acting as an intermediary between the training mentor and student and that the CO-OP Teacher-Coordinator has a legitimate right to know and a significant role in determining the outcome of any **placement issues including, termination**, scheduling, assignments, and all other aspects of student placement.
3. Cooperative Education students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their CO-OP placement during the suspension. On the second offense he/she may be dropped from the CO-OP program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her CO-OP placement due to any action deemed unacceptable by the school and CO-OP Teacher-Coordinator will be dropped from the program with possible loss of all credit.
7. A student whose CO-OP placement is terminated for any reason is to report to the CO-OP Teacher-Coordinator. Failure to do so may result in the student being dropped from the CO-OP program.
8. A student not attending regular school classes cannot work at the CO-OP placement on the day(s) he/she is absent.
9. In case of absence, the student is *required* to notify the CO-OP Teacher-Coordinator and his/her training mentor before class or working period.
10. Personal business handled at the CO-OP placement is prohibited.
11. Friends or family are not to visit the student at the CO-OP placement.
12. A student is to be on time at school as well as the CO-OP placement.
13. Parents should understand the student's responsibility to the training CO-OP placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the CO-OP placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the CO-OP Teacher-Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Cooperative Education.

16. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
17. When Cooperative Education students honor their training mentors with a banquet, reception, etc., all students are expected to attend with their training mentors as their guests.
18. Students are placed to train and are under the supervisions of the CO-OP Teacher-Coordinator and training mentor where they are placed.
19. Students must abide by all school rules and regulations for other students and consider themselves *under the jurisdiction of the school while at the CO-OP placement*.
20. *Transportation* to and from the CO-OP placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the CO-OP placement.
21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the CO-OP Teacher-Coordinator, School Administrator, or CTE Instructor.
22. Other base campus policies: Your base campus may have policies and procedures in place in addition to those listed here. It is your responsibility to make yourself aware of those policies and remain in compliance.

*I have read the rules and procedures for Work-Based Learning students and agree to follow them.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



Elmore County Technical Center Cooperative Education



Student Release Form

I _____ and _____ have received and read
(Student's Name) (Parent's Name)
a copy of the Cooperative Education/Work-Based Learning Policies and Procedures for the Elmore County Board of Education Program. I understand my child is enrolled and will participate (upon acceptance) in the co-op program for the _____ school year.

I will support my child by ensuring his/her attendance at school and work in order for him/her to be successful in completing the graduation requirements for the Elmore County Board of Education.

I understand that confidential information related to job performance may be released to individuals and agencies concerned with the employment of this student.

Student Signature: _____

Parent/Guardian Signature: _____

Insurance Documentation

This is to certify that _____ is currently insured with either school
(Student's Name)
accident insurance or is covered by other accident and/or hospitalization insurance.

Please indicate which type of insurance: Private: _____ School: _____ Other: _____

Name of Company: _____

It is required that students who are enrolled in cooperative education must be covered by accident and/or hospitalization insurance before they will be allowed to participate in the work of the course.

To my knowledge, the information above is an accurate and true statement concerning the status of my child's insurance.

Parent/Legal Guardian Signature: _____ Date: _____



Elmore County Technical Center Cooperative Education Teacher Recommendation



_____ has applied for enrollment in the Cooperative Education/Work-Based Learning program. Students in this program may receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will **continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway.** Using your knowledge of the student, please rate the student on the characteristics indicated:

Rate qualities by checking the proper right-hand column.	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc.					
Cultural Refinement: Courteous, considerate, good manners, appreciative, etc.					
Leadership: Resourceful, able to inspire others, etc.					
Industriousness: Persistent, good work habits, makes wise use of time, etc.					
Thoroughness: Accurate, completes work carefully, etc.					
Appearance and Grooming: Clean, neat appearance, orderly, etc.					
Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable, etc.					
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain, etc.					
Attendance: Present and on time, begins work at once without delay, etc.					
Mental Alertness: Attentive, interested, observing, eager to learn, etc.					
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters content, etc.					

Other Comments: (use the back of this page for additional comments if need)

Employability

If you were an employer or job supervisor, would you want this student working for you? Yes No

Would you be willing for this student to represent the school on the job? Yes No

Evaluating Teacher _____

Signature

Printed Name

Subject

Please return to Tara Baker at ECTC or to student to be submitted with application packet



Elmore County Technical Center Cooperative Education Teacher Recommendation



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Evaluating Teacher _____
Signature
Printed Name
Subject

Please return to Tara Baker at ECTC or to student to be submitted with application packet



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Would you be willing for this student to represent the school on the job? Yes No

Evaluating Teacher _____
Signature
Printed Name
Subject

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Elmore County Technical Center Cooperative Education



TRAINING AGREEMENT

TO BE COMPLETED BY STUDENT AND EMPLOYER

Student's Name _____ Birth Date _____ Age _____

Work Site _____ Job Title _____

Work Site Physical Address _____

Supervisor /Mentor _____ Telephone _____

Date Training Period Begins _____ Ends _____

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the CO-OP Teacher-Coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

Parent/Guardian

1. Approves and agrees that the student may participate in Cooperative Education.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Arranges transportation for the student to and from the Cooperative Education site.
5. Holds school and CO-OP Teacher-Coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

Student

1. Complies with the rules and regulations of the Cooperative Education work-site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the CO-OP Teacher-Coordinator.
4. Works an average of 4 hours each week or 8 hours each week if on Block Schedule.
5. Will not pursue additional part-time employment while enrolled in Cooperative Education.
6. Will not displace adult workers who can perform such work as assigned in the work-based experience.
7. Attends an annual employer appreciation if required by the CO-OP Teacher-Coordinator.

WBL Teacher-Coordinator

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.
3. Communication/Contacts/Visits the Cooperative Education work-site at least once per month to contact the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and/or resolve questions, issues, concerns, etc.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade with input from the CO-OP mentor/supervisor for the Cooperative Education experience.

Employer/Training Mentor

Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career.

1. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
2. Evaluates and documents student progress.
3. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
4. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment and safety.
5. Employs/interns the student for an average of 4 or 8 hours per week. (140 hours per Credit)
6. Completes the Cooperative Education Evaluation and returns it to the CO-OP Teacher-Coordinator by the required date.

(Parent/Guardian)

(Employer/Training Mentor)

(Student)

(Co-Op Teacher/Coordinator)

(CTE Director)

(Date)

Elmore County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jamey McGowin (504 Coordinator/Title IX Coordinator)
100 HH Robinson Dr. | Wetumpka, Al 36092 | 334-567-1200 | jamey.mcgowin@elmoreco.com



Elmore County Technical Center Cooperative Education



Training Plan

TO BE COMPLETED BY STUDENT AND EMPLOYER

Student's Name: _____ Supervisor/Mentor Name: _____

Employer: _____ Job Title: _____

Directions: List each task (processes, knowledge, and skills) that will be performed by the student under the supervision/guidance of a work-place mentor. The student should rotate through different job experiences, ensuring that they are diverse, rigorous, and progressive. *This document will be used for discussion during monthly communication/contacts/visits and to prepare the work-based experience evaluation.*

Tasks



Elmore County Technical Center Cooperative Education



Cooperative Education Safety Training Agreement

TO BE COMPLETED BY STUDENT AND EMPLOYER

_____, a student in the work-based learning program at Elmore County Technical Center and an employee at _____ has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown to the student and that in the case of an emergency; the student has been given instructions on what to do to resolve the situation. The student understands that failure to comply with these safety procedures may result in personal injury or in injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

Student's Signature

Date

Student's Printed Name: _____

Employer's Signature

Date

Employer's Printed Name: _____

Coordinator's Signature

Date

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Elmore County Technical Center

Cooperative Education Wage & Hour Information



Cooperative Education (CO-OP) students' grades are resultant from the number of hours worked. All CO-OP Students must work a minimum of 140 hours per credit enrolled. Students are required to submit their paystub for approval at regular intervals – usually at the time they are paid. *For the purposes of CO-OP, paystubs must be generated by the accounting software used by the company or generated on company letterhead and cannot be hand-written.*

Please indicate below the method of paystub delivery.

(Student Name) _____, a student in the Cooperative Education program at Elmore County Technical Center and an employee at (Company Name) _____:

Receives a physical paycheck and paystub

Receives a direct deposit AND has access to an electronic version of paystubs AND has been trained and given access to view, download, and/or print paystubs.

Employer's Signature Date

Employer's Printed Name: _____

Student's Signature Date

Student's Printed Name: _____

Coordinator's Signature Date