

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

## 115-AR. COOPERATIVE EDUCATION PROGRAM

The district will provide qualified students enrolled in vocational technical programs opportunities to participate in cooperative education programs in approved agencies and businesses.

Students and parents/guardians must complete and sign all required forms each school year prior to participating in a cooperative education program.

The district will be responsible to monitor the effectiveness and quality of each cooperative education experience.

Each cooperative education sponsor will be notified of and will acknowledge compliance with the following requirements:

1. Cooperate with the principal or designee and other school staff.
2. Keep accurate records of student progress and attendance, including daily time of arrival at and departure from the work site.
3. Be aware of the academic requirements the school may have while the student participates in the work experience.
4. Obey all applicable federal and state child labor laws.