

**HARLAN COUNTY HIGH SCHOOL**  
**CAREER & TECHNICAL EDUCATION**  
**WORK-BASED LEARNING PROGRAM**  
*(Cooperative Education)*

**COOPERATIVE EDUCATION PROGRAM:** To provide work experience to students for specific careers.

It is a paid educational program consisting of in-school instruction combined with program related on-the-job work experience in a business or industrial establishment. These are planned experiences supervised by the school and the employer to ensure that each partner contributes to the student's Individual Learning Plan (ILP)

Student Criteria:

- Offered to Seniors:
  - 17 year old seniors will abide by the state's work hour restrictions 803 KAR 1:100.
- Paid employment for a minimum of 10 hours per week.
- Proof of transportation insurance from school to work site.
- Currently enrolled in a Career & Technical Education Program **OR** received credit for a CTE course that is listed on the student's transcript.
- Currently enrolled in a Kentucky Community and Technical College course **OR** received credit for a KCTCS course that is listed on the student's transcript.
- Maintain at least a 2.0 grade point average in the most recent grading period (803 KAR 1:100)
- Abide by the Harlan County School System Code of Conduct
  - Follow truant policy for allowed absences
  - Must not be tardy for school or work

Cooperative Education Guidelines:

- Proof of age on file with the employer and the school.
- Student attendance accounting will take place daily at school and at work.
- A system of student performance will be incorporated into the co-op program and kept on file by the co-op teacher at the school.
- High School Credit will be awarded for both the related class and work-site experiences. Students will receive two (2) credits.
- The Students will be enrolled in the Cooperative Education II course (2 class periods)
- Each student will have a Work-Based Learning Plan/Agreement that has been signed by the student, the parent/guardian, the employer, and the school before he/she is allowed to leave campus to travel to the work site.

\*\*\*\*\*Violation of the Cooperative Education Guidelines by the student will make his/her 'Work-Based Learning Plan Agreement void and the student will be required to return to school.