

UBCTS SCHOOL TO WORK HANDBOOK



Cooperative Education



UPPER BUCKS COUNTY TECHNICAL SCHOOL

3115 Ridge Road, Perkasie, PA 18944
Ms. Marilyn Reese - School to Work Coordinator
215.795.2911 x242 • 215.795.0530 – fax
mreese@ubtech.org www.ubtech.org

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Regulation 115 Work-Based Learning

Capstone 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 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 workforce. 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 supervision by the School to Work Coordinator enables this program to provide learning opportunities in the real world of work.

Eligibility Requirements

Eligibility of a Cooperative Education applicant will be determined by an administrative team review of the applicant, based on cumulative data provided by CTE (Career and Technical Education) teachers and other professional staff members. Staff derived data will include quantitative values such as a completion percentage of applicant’s task list (skill attainment), grades and attendance, as well as qualitative data such as anecdotal notes, behavior referrals and other references (e.g., IEP team recommendations, Guidance Counselor recommendations, parental input).). If any of these groups feel that this is not in the best interest of the student the criteria will be presented to the administrative team for review. The information will be collected in the Cooperative Education Application. In addition, the Cooperative Education teacher will confer with prospective employers to determine whether the applicant has demonstrated sufficient competencies (i.e., tasks) to be successful at a given position. Cooperative education guidelines may be temporarily suspended or modified if placement or temporary suspension of a student is in the student’s best educational interest.

The cooperating employer, in conjunction with the School to Work Coordinator, shall jointly conduct the student evaluation and grade reporting. Every attempt will be made to encourage the employer to retain the cooperative student as a full-time employee upon graduation.

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 UBCTS 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 UBCTS Cooperative Education students will take this experience seriously and to abide by the Program

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Guidelines, as well as those of the employer. Failure to adhere to the following Program Guidelines will lead to immediate termination from Cooperative Education:

- Submit work reports, time cards, and assignments on time.
- Follow Child Labor Laws.
- Students are required to meet with the School to Work Coordinator and/or their Career & Technical Program instructor at least 45 minutes per week, or 90 minutes every other week.
- Students must carry a valid driver's license, registration, and auto insurance.
- Students must provide their own transportation to and from their place of employment.
- If the student cannot report to work for any reason, they must first call the employer and UBCTS Attendance Office and/or School to Work Coordinator at (215) 795-2911.
- Students may schedule work during school holidays if needed by the employer.
- Work schedule arrangements should also be made in the event of inclement weather or other school closings / delays.
- Cooperative Education students are evaluated by the employer on a daily and quarterly basis. The daily grade is derived from the student journal that is evaluated by the employer. Failure to keep Work Journals current may result in removal from the Cooperative Education Program. A detailed evaluation is completed by the employer on a quarterly basis. These grades are then placed into the teachers grading system by the School to Work Coordinator.
- 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.
- If a student learner is laid off, the student cannot apply for Unemployment Compensation Benefits per the Unemployment Compensation Law of Pennsylvania as amended in 1971.
- A student learner who is fired from the Cooperative Education employment is required to attend a meeting with the School to Work Coordinator to discuss the circumstances of the termination. This meeting may include the employer, parents, Career and Technical Instructor, or others. The purpose of the meeting will be to determine the cause of the unsuccessful placement and to develop strategies to ensure that the student will have a better chance of success in future employment opportunities.
- The Work Based Education Training Plan will list tasks from the Program of Study or local curriculum, along with any additional tasks on the worksite. Currently, the teacher provides current task list to the School to Work Coordinator, who will complete with the employer. A copy of the form is given to the teacher with the student's quarterly evaluation. The instructor will be able to check off tasks completed on the worksite.

The following should be brought to the immediate attention of the Cooperative Education Coordinator:

- Any change concerning wages, hours, or job tasks
- Employment lay off or termination
- Any difficulties students may encounter on the job
- Any difficulties students may encounter in school that are directly related to their employment.

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Career Internship Program (Diversified Occupations)

The Upper Bucks County Technical School offers the Career Internship Program to students as an alternative method of earning credit towards graduation while gaining valuable workplace experience with community employers in conjunction with the Palisades, Pennridge and Quakertown School Districts. The program is delivered through the balanced combination of weekly classroom instruction and paid work-based experience. Career Internship Program students do not attend UBCTS. All classes are held at the sending district high school. Students in 11th and 12th grade may be recommended by their high school guidance department to participate in the program.

Students traditionally work half days in entry-level positions to obtain training in occupational areas that are not offered at UBCTS or in programs in which students were unable to gain access. Students work under the supervision of a worksite mentor who will share his or her expertise and provide training through an Occupational Training Plan. The employer is responsible for evaluating the student's performance on the work site and for tracking attendance.

A UBCTS Cooperative Education certified coordinator is responsible for delivering related competency-based classroom instruction on a weekly basis at the student's high school and to conduct monthly visits with the student at their place of employment. Students are formally evaluated and receive a grade based on a combination of their workplace evaluation and their grade earned in classroom instruction. UBCTS complies with state and federal statutes regarding employment. Insurance protection will be provided for the school and students.

Early workforce training in a supervised environment provides a solid basis for developing a positive work ethic and a pathway for future success in the workplace. The program is also beneficial to local employers, providing an avenue to recruit new workers who are prepared to accept the challenges of today's workforce.

Career Internship Program students will:

- Be responsible for securing employment prior to entry into the program
- Have a work-based experience held at a school-approved worksite and be paid the existing legal wage
- Have school-based academic and career specific instruction and will meet with his/her teacher- coordinator for one 40 to 45 minute period per week
- Obtain working papers prior to beginning the Career Internship Program
- Complete monthly time logs, journals, and assignments
- Be legally employed a minimum of 15 hours a week during the school year. Graduation credits can be awarded for hours worked outside of school hours
- Provide their own transportation to the worksite
- Complete the NOCTI (National Occupational Competency Testing Institute) assessment on worked based learning, if they are enrolled in the program

Career Internship Program employers will:

- Adhere to all state and federal regulations regarding employment, child labor laws and worker's compensation insurance. This would include obtaining all required clearances (Act 34)

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- Criminal Background Check, Act 114-FBI Fingerprint Report, Act 115 Child Abuse Clearance) if a student is under the age of 18.
- Provide the student learner a variety of work assignments, comprehensive instruction, and supervision under the direction of a qualified, experienced mentor
- Provide the student learner instruction in safety procedures and safe work practices
- Provide an existing legal wage and complete periodic evaluations of the student learner's job progress on a rating form provided by the school.

Cooperative Education and Career Internship Program Work Flow

- 1) The School to Work Coordinator presents and promotes the Cooperative Education Program to the student body. The counselors at the sending schools promote the Career Internship Program. All students will complete a Cooperative Education Survey.
- 2) The coordinator meets with all interested students, prints & reviews their student enrollment demographic information from classmate for accuracy, and discuss the

Student-learner intern/apprentice responsibilities:

- a) The student-learner agrees to perform assigned duties in a loyal manner and work to the best interest of all concerned.
 - b) The student-learner agrees to report job problems to the training site supervisor/mentor and to the School to Work Coordinator.
 - c) The student-learner will adhere to all company policies; employment may be terminated for the same reasons as apply to regular employees.
 - d) The student-learner must be regular in attendance at school and on the job. If unable to report to work, the student-learner must notify the employer and School Attendance Office before the start of the normal workday.
 - e) The student learner's employment will be terminated upon withdrawal from school.
 - f) The student-learner will report to the school for designated meetings and related instruction.
 - g) The student-learner/parent-guardian agrees to be responsible for providing transportation to the training site.
 - h) The student-learner/parent-guardian agrees to provide medical insurance and automobile insurance coverage's to satisfy student learner's placement and travel responsibilities and agrees that both the driver and vehicle used for the cooperative education placement are properly licensed, insured and safe.
 - i) The student learner's employment may be terminated if the student is not in compliance with the school's Student Code of Conduct as outlined in the Student Handbook.
- 3) The coordinator follows up with the potential employer to discuss their willingness to obtain clearances if they don't already have them and provide our clearance letter if necessary (Attachment #1). ***The letter will be sent to those businesses where there is a strong likelihood of CIP and or Coop in advance. They will also complete an Individualized Training Plan and Training Agreement with the employer which lists following Employer/Training Site Responsibilities:

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- a) The employer will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and worker's compensation, the Pennsylvania Worker/Community Right-To-Know Act and the Pennsylvania Human Relations Act.
 - b) The employer will recognize and support the student learner's educational objectives of the program and provide employment for the student-learner on a regular, continuous basis.
 - c) Employer agrees to follow the student learner's Individualized Training Plan (attached hereto as Exhibit "A"); to provide the student-learner with a variety of work assignments; and to provide comprehensive instruction and supervision under the direction of a qualified, experienced person.
 - d) The employer will make periodic evaluations of the student learner's job progress on a rating form provided by the school.
 - e) The employer will arrange a conference with the School to Work Coordinator if a trainee problem arises.
 - f) The employer will provide necessary safety instruction throughout the student learner's, training period.
 - g) The employer will not employ a student-learner to displace a regular worker.
 - h) The employer will assure that exposure to hazardous work will be incidental to the student learner's training and not a part of the student learner's training program.
 - i) Employer agrees that treatment of illness or injury to the student-learner at the training site will not be given without the signed permission of the Parent/Guardian, except under emergency conditions.
 - j) The employer is not liable to the unemployment compensation fund for wages paid to the student-learner while under the training program. This is provided in section 4(1)(4)(10)(C) in Pennsylvania Unemployment Compensation Law.
 - k) The employer will keep an accurate record of student learner's attendance and will notify the school if the student-learner fails to report to work.
 - l) Employer agrees to pay the student-learner wages as agreed upon at the time of placement. (Students must be paid by check with all correct deductions withdrawn)
 - m) The employer will permit the school's representative(s) to visit the student learner's training site to determine progress and obtain direct feedback.
 - n) Employer agrees that a student-learner if under 18 years of age should not be permitted to drive company/ customer vehicles or a forklift.
 - o) Employer agrees to provide a safe environment free from harassment and physical dangers.
- 4) Once the employer is cleared and the Training Agreement, Individualized Training Plan, and Workers Compensation Declaration Page are submitted and complete, students will sign the Training Agreement and obtain their parents & instructor signature.
 - 5) At the same time, the coordinator will provide the Cooperative Education Application (Attachment #2) to the student, along with copies of the parent & cooperative education guidelines. The student will need to obtain their teacher, school guidance counselor, and school administrator signatures. A student will also be instructed to provide a copy of their driver's license, registration, and car insurance.

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- 6) The student returns all forms with the necessary signatures and driving information to the coordinator who will then submit them to the CTE Supervisor for final approval.
- 7) The completed forms will be sent back to the coordinator who will re-contact the employer for an official start date.
- 8) The coordinator will then re-submit the Cooperative Education Application to the instructor and secretary of pupil services who will officially enter the information in classmate.

SCHOOL RESPONSIBILITIES FOR THE CAREER INTERNSHIP PROGRAM INCLUDE:

- 1) The program is under the direct supervision of a certified School to Work Coordinator/instructor.
- 2) The student-learner intern/apprentice will receive related instruction and safety instruction from the occupational instructor or the School to Work Coordinator prior to job placement.
- 3) School to Work Coordinator will visit the student-learner and training supervisor on a regular basis at the training site.
- 4) School to Work Coordinator will investigate the compatibility of job circumstances with requirements for student learner's attainment of advanced standing in apprenticeship program upon graduation from high school.
- 5) Except as otherwise set forth herein, the student learner's transportation, insurance, and attendance at school and work will be covered by school policy.
- 6) The school will maintain signed copies of the written training agreement and plan for each student-learner participating in the program for three years from the date of enrollment in the program.

Job Shadowing

A UBCTS Cooperative Education certified coordinator is responsible for coordinating a structured job shadowing program.

AGENCY RESPONSIBILITIES INCLUDE:

- The training, even though it includes the actual operation of the facilities of the employer, is like that which would be given in a career and technical school.
- The training is for the benefit of the trainees or students.
- The trainees or students do not displace regular employees, but shadows under the close supervision of a qualified, experienced person with approved clearances.
- The employer receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may even be impeded; (students may observe only and not directly participate in the workplace activities).
- The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
- The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
- Agency will provide necessary safety instruction throughout the student's shadowing experience.

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- Exposure to hazardous materials will be incidental to the student's shadowing and students will not be permitted to operate vehicles.
- Agency site agrees that treatment of illness or injury to the student at the shadowing site will not be given without the signed permission of the Parent/Guardian except under emergency conditions.
- Agency will keep an accurate record of student's attendance and will notify the school if the student is absent and fails to report to the shadowing agency and permit the school's representative(s) to visit the student and agency to determine progress and obtain direct feedback.
- Agency will adhere to all State and Federal regulations regarding child labor laws, and the Right-To-Know Act 116, provide liability insurance, recognize and support the student's educational objectives, evaluate the student at the end of the shadowing period on a form provided by the school, will arrange a conference with the coordinator when a shadowing concern arises.
- Clearances are required for the person responsible for the supervision of any student-worker under the age of 18

UBCTS RESPONSIBILITIES INCLUDE:

- The program is under the direct supervision of a certified School to Work Coordinator.
- A Job Shadowing Agreement must be completed prior to reporting for the Job Shadowing experience.
- The student intern will receive related instruction and safety instruction from the occupational teacher prior to shadowing experience.
- Upper Bucks County Technical School is not responsible for medical bills but can provide information about various methods to obtain student accident insurance.

STUDENT / PARENT / GUARDIAN RESPONSIBILITIES INCLUDE:

- It is recommended that parents purchase a student insurance policy in the event a student is involved in an accident in the workplace.
- The student agrees to behave in a professional manner, report shadowing concerns to shadowing agency supervisor/mentor and to the school to work coordinator, adhere to shadowing agency policies and procedures.
- The student will demonstrate honesty, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- The student must be regular in attendance at school and at the shadowing agency. If unable to report to the shadowing agency or school the School to Work Coordinator will be notified before the start of the normal shadowing program day. The student's shadowing program will be terminated upon withdrawal from school.

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- Student/parent/guardian agrees to be responsible for providing transportation to the shadowing site and agrees to provide medical and automobile insurance coverage to satisfy student participation and travel responsibilities. All agree that both the driver and vehicle used for this shadowing program are properly licensed, insured and operationally safe.
- No student will be permitted in the Job Shadowing program who has failed to maintain a satisfactory discipline record. The instructor recommends students for the Job Shadowing program.

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Employer Letter Attachment #1

Dear Employer-Partners,

For decades, thousands of Pennsylvania employers just like you have successfully provided valuable workplace experiences for students in school-to-work programs. In return, schools like UBCTS have provided employers with access to a perpetually emerging pool of workers with industry-relevant, entry level skills. Upon my arrival at UBCTS in 2012, I made school-to-work experiences a school-wide priority and since then we have more than tripled the number of students working in cooperative and career internship placements. Our mission is workforce development so nothing else made sense.

Moving forward - Pennsylvania lawmakers recently enacted House Bill #1276, requiring that employer- supervisors of students in school-to-work programs have the same (3) clearances as educational workers. Clearances are required only for the person in your organization who is designated as the supervisor of the student-worker. Clearances are valid for 5 years so they can be applicable to more than one student-worker. We are required to keep these clearances on file.

It is up to each local community to decide how to pay for these clearances and to potentially decide the fate of school-to-work experiences for our students and your future employees. It is our hope that employers in Upper Bucks County will value our programs enough to support us regarding the clearances required by HB#1276. A detailed list of clearances and instructions are available on our website at <http://ubtech.org/Page/554>

If you are able to provide the funding and clearances necessary please let us know by contacting Marilyn Reese, School to Work Coordinator, at mreese@ubtech.org or 215-795-2911 ext. 242. She will need copies of each of the clearances.

If the requirements of HB#1276 are creating a hardship that will stop you from participating in our school- to-work programs, please let us know by contacting Dr. Michael Herrera, Career & Technical Education Supervisor, at mherrera@ubtech.org or 215-795-2911 ext. 217.

Thank you for your consideration in this matter. With gratitude and best regards,



Dr. Michael Herrera
Assistant Director

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Cooperative Education Student Survey

Name: _____ Program: _____

Career Goal: _____

Do you already have employment that relates to your career major? YES_NO _____

If so, where? _____

Do you have a work permit if under 18? _____

Do you have a driver's license or reliable transportation to work and home? _____

If not, who will transport you? _____

Is there any reason why you could not work during normal hours or on certain days of the week?

(i.e. extracurricular activities, community service hours, etc.) _____

If required by the employer, would you submit to a drug test? _____

If required by the employer, would you pass a criminal background check? _____

Your questions or comments _____

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Cooperative Education Application

Student Information:

Student's Name: _____

Address: _____

City: ZIP _____

Sending District: _____

Date

Program: _____

Phone-(H) _____ Phone-(C) _____

Age _____ DOB _____ Grade _____

Employer Information

Supervisor Name: _____

Company _____

Address: _____

Phone _____

E-mail _____

Upper Bucks County Technical School Course Information:

UBCTS Current Course Grade:	% of Completed Tasks:	NOCTI/NIMS:	Days Absent:	Days Excused:	Days Unexcused:
Discipline Record	YES NO		Comments		
I recommend this student for Cooperative Education			Comments		
YES NO					

Sending District Information as reported by UBCTS:

I have reviewed sending school records and recommend the above candidate for the Cooperative Education Program based on academic, attendance and discipline record. YES NO
 Comments: _____

UBCTS School Nurse

I have reviewed the health records and there are the following medical issues.

School Nurse

Signatures of Approval

I understand and agree to complete all course requirements. I will follow all Cooperative Education and workplace guidelines. I also understand that I may not drive to the Upper Bucks County Technical School for any reason without permission. Failure to follow these requirements may lead to the termination of my Cooperative Education privilege.

Student's Signature	Date	Parent/Guardian	Date
School to Work Coordinator	Date	UBCTS Guidance Counselor	Date
Career and Technical Supervisor	Date	School Administrator	Date

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COOPERATIVE EDUCATION/CAREER INTERNSHIP TRAINING AGREEMENT

Pennsylvania Vocational Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for each Student-Learner in a Vocational-Cooperative Education Program

Student Learner	Home
Address	Cell:
Birthdate	Work Permit No.
Career Objective	Job Title
Employment Beginning	Ending
Training Agency	Telephone
Address	
Supervisor	Schedule _____ Hrs/Wk _____ Salary

Employer Training Site Responsibilities:

1. Employer will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and worker's compensation, the Pennsylvania Worker/Community Right-To-Know Act and the Pennsylvania Human Relations Act.
2. Employer will recognize and support the student-learner's educational objectives of the program and provide employment for the student-learner on a regular, continuous basis.
3. Employer agrees to follow the student-learner's Individualized Training Plan (attached hereto as Exhibit 'A'); to provide the student-learner with a variety of work assignments; and to provide comprehensive instruction and supervision under the direction of a qualified, experienced person.
4. Employer will make periodic evaluations of the student-learner's job progress on a rating form provided by the school.
5. Employer will arrange a conference with the Cooperative Education Coordinator if a trainee problem arises.
6. Employer will provide necessary safety instruction throughout the student-learner's training period.
7. Employer will not employ a student-learner to displace a regular worker.
8. Employer will assure that exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
9. Employer agrees that treatment of illness or injury to the student-learner at the training site will not be given without the signed permission of the Parent/Guardian, except under emergency conditions.
10. Employer is not liable to the unemployment compensation fund for wages paid to the student-learner while under the training program. This is provided in section 4(1)(4)(10)(C) in Pennsylvania Unemployment Compensation Law.
11. Employer will keep an accurate record of student-learner's attendance and will notify the school if the student-learner fails to report to work.
12. Employer agrees to pay the student-learner wages as agreed upon at the time of placement. (Students must be paid by check with all correct deductions withdrawn)
13. Employer will permit the school's representative(s) to visit the student-learner's training site to determine progress and obtain direct feedback.
14. Employer agrees that a student-learner if under 18 years of age should not be permitted to drive company/ customer vehicles or a fork lift.
15. Employer agrees to provide a safe environment free from harassment and physical dangers.
16. Employer will provide all required clearances for the immediate supervisor if the student is under 18. This would include Act 34-Criminal Background Clearance Act, 115-Child Abuse Clearance, and Act 114-FBI Fingerprint Clearance.

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Cooperative Education/Career Internship/Program

INDIVIDUALIZED TRAINING PLAN

Student Learner: _____	Telephone: _____
Training Agency: _____	Telephone: _____
Training Supervisor: _____	Telephone: _____
Parent/Guardian: _____	Telephone: _____
Signatures:	
School to Work Coordinator: _____	Date: _____
Worksite Training Supervisor: _____	Date: _____
Student: _____	Date: _____
Parent/Guardian: _____	Date: _____

COMPETENCIES TO BE DEVELOPED

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LEARNING ACTIVITIES

EMPLOYER INFORMATION

TOOLS TO BE USED

Uniform _____
Meal and Break Information _____
Insurance Information _____
Cell Phone Policy _____

Employers/Training Sites of Work Based Education student-learners shall not discriminate in education programs, activities, or employment 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.

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Cooperative Education Program – Career Internship Program Student Evaluation

Student-Learner: _____ Training Agency _____

Job Title: _____ Supervisor's Name: _____

E-mail: _____ Telephone: _____ Marking Period# _____

Instructions: Please evaluate the student-learner for each category by placing a number in the box that most accurately reflects the student-learner's performance in the specific area.

Evaluation Categories	Excellent	Above Average	Avg	Below Average	Unsatisfactory	N/A
	10	9-8	7	6	5-0	
Attendance: Notification of absences, regular attendance, flexibility						
Punctuality: Arrives on time for work						
Attitude/Application to Work: Enthusiasm, energy, willingness to work, relation to others, industrious, diligent						
Cooperation: Ability to work with supervisors and co-workers, teamwork						
Initiative: Interest in assuming additional responsibility; work independently						
Professionalism: Maturity, business-like demeanor, appropriate dress/appearance						
Willingness to Learn: Learned work with or without supervision, understands and follows directions. Asks questions for clarification, accepts corrective criticism						
Judgment: Ability to make sound decisions						
Written Communications: Writes accurate information, writes concisely, uses proper grammar, spells correctly						
Verbal Communication: Speaks clearly and persuasively in positive/negative situations; Listens and gets clarification; Responds well to questions						
Quality of Work: Ability to do satisfactory work following specified procedures						
Quantity of Work: Ability to perform all tasks assigned productively and in an acceptable timeline						
Customer Relations: Courteous, respectful and responsive to customers						
Safety Skills: Follows safety procedures, use of personal protective equipment, use of safety devices & guards						
Housekeeping: Clean work area and organized						
Materials & Equipment Use: Care of tools and equipment, good use of resources						
Overall Performance/Work Ethic						

Absence Dates _____

Late Dates: _____

Absences/tardiness properly and timely reported by student-learner? YES NO Reasons for absences justifiable? YES NO

Additional Comments (Strengths/Areas of Improvement):

Supervisor's Signature

Title

Date

UPPER BUCKS COUNTY TECHNICAL SCHOOL

3115 Ridge Road, Perkasie, PA 18944
Ms. Marilyn Reese - School to Work Coordinator
215.795.2911 x242 • 215.795.0530 – fax
mreese@ubtech.org www.ubtech.org

Work Based Education

Parent Information

Work Based Education affords students the opportunity to learn real life employment experiences while they are still in school. The Work Based Education program is planned and implemented in accordance with a student's declared career objective and in concert with predetermined, expected academic and occupational learning outcomes. The goal is to better prepare students for employment. Earning income is a requirement of the program, but it is of secondary importance. The learning situation is of primary importance.

- Student attendance is closely monitored both at school and on the job. Students that miss school or work without a valid reason or who do not notify the School to Work Coordinator of their absence risk being removed from the program.
- Employers must pay the students at least minimum wage, cover the student with Worker's Compensation insurance, and make an honest effort to give the student as much varied learning experiences as possible. These learning experiences enable the student to grow professionally.
- Each student is visited on the job by the School to Work Coordinator at least once a month. The employer will evaluate the working student daily and at least once every grading period. The school will provide the evaluation form.
- The school has provided safety training to each student. The employer will also provide safety training while the student is at work and should mandate that the student wear safety equipment when and where needed. Students under 18 are required to have working papers. The employer will provide a safe environment free from harassment and physical dangers.
- Work Based Education students are not eligible for unemployment compensation.
- Student participation in the program can be terminated by the employer and the student returned to school if he or she fails to meet employer expectations or if work becomes slow.
- Students are encouraged to work on school holidays. Please record the hours and tasks on your weekly journal. Please comply with Child Labor Laws if you are under 18.
- If UBCTS is delayed or closed due to inclement weather you must communicate with the employer if you are unable to attend work. Safety of our students is always a priority at school and the workplace.

Please sign on the line below indicating that you have read the above information and give your permission for your child to participate in the Cooperative Education Program. Should you have additional questions please call the Cooperative Education Office at (215) 795 - 2911 ext 242 or mreese@ubtech.org.

Parent Signature

Date

Student Name

Career & Technical Area

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Work Based Education Guidelines

In order to insure the successful operation of the Work Based Education Program, the following guidelines must be adhered to.

- Students must be punctual at work and school.
- If absent from sending district during the AM session, students are not permitted to report to their job placement in the PM. Students who report to their job placement in the morning must attend the PM session at their home school.
- Cutting work or school may be cause for suspension or removal from the program.
- When ill or absent, students should contact their employer, sending district, and School to Work Coordinator by 8:00 AM. The technical school telephone number is 215-795-2911, Ext. 242. The School to Work Coordinator will notify the Health Care Services Specialist.
- Students not scheduled for work must report to their technical school program.
- Students may not leave the job site for personal business during working hours.
- Work schedule changes should be reported to the School to Work Coordinator immediately.
- Controversial employment concerns should be discussed with the School to Work Coordinator who, in turn, will discuss them with the employer.
- Any student that is fired will receive a failure grade for that portion of the grading period that the student spent on the job.
- Students wishing to terminate employment must give the employer and the School to Work Coordinator two (2) weeks notice. Failure to give proper notice will result in the failure grade for that portion of the grading period .
- Weekly journals must be completed. Failure to do so will result in suspension from the program.
- Students may not drive to the technical school for any reason without prior permission.
- Students are encouraged to work on school holidays. Please record the hours and tasks on your weekly journal. Please comply with Child Labor Laws if you are under 18.
- If UBCTS is delayed or closed due to inclement weather you must communicate with the employer if you are unable to attend work. Safety of our students is always a priority at school and the workplace.
- Grades will be based upon the following criteria: Work Ethic - 40%; Knowledge - 60%

I have read and fully understand all stated policies affecting my participation in the Work Based Education Program. I further understand that violation of any above regulation will result in a partial or full suspension from the program and /or additional schoolwork assignments.

Print Student Name

Student Signature

Date

Print Parent Name

Parent Signature

Date

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UPPER BUCKS COUNTY TECHNICAL SCHOOL WEEKLY JOURNAL COOPERATIVE EDUCATION

Name _____ Month _____ Technical Area _____

	Date	Description of Tasks Performed	Grade	
Monday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Tuesday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Wednesday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Thursday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Friday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Saturday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10
Sunday	/	_____	1	2
		_____	3	4
	Time in	_____	5	6
	Time out	_____	7	8
	Total Hrs	_____	9	10

Total Weekly Hours _____ Supervisor's Signature _____ Date / /

HOURS MUST BE TOTALED, SUPERVISOR SIGNATURE REQUIRED

****Signature verifies Daily grade****

Coop Wkly Journal- 6/08

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Cooperative Education Grading Rubric

Attitude/Work Ethic/Job Performance

10 – Student exemplifies highest standard in work ethic. Motivated, on task and focused from start to finish at work day.

- Prepared for work, in full uniform, stays on task and completes tasks in a timely manner
- Follows directions and needs no reminders about proper behavior
- No safety related issues
- Thorough clean-up
- Contributes toward teamwork
- Does more than assigned share of work
- Demonstrates leadership

9 – Student displays above average standards. Motivation and time on task is above average.

- Prepared for work, in full uniform, stays on task and completes tasks in a timely manner
- Follows directions and needs no reminders about proper behavior
- No safety related issues
- Thorough clean-up
- Contributes toward teamwork
- Does more than assigned share of work

8 – Student shows average level of compliance. Student needs some direction and occasional reminders to stay on task and focused.

- Not completely prepared for work, occasional reminders to stay on task and completes most tasks in a timely manner-**school to be notified**
- Follows directions
- No safety related issues
- Thorough clean up
- Contributes toward teamwork

7 – Student has minor behavioral issues and or frequent redirection/reminders.

- Unprepared for work, incomplete uniform, needs reminders to stay on task in order to complete tasks in a timely manner-**school to be notified**
- Not following all directions and minor behavior issues
- Minor safety related issues
- Reminders concerning clean up
- Minimal effort to contribute toward teamwork

6 – Student is exhibiting a poor work ethic that impacts his/her ability to function at industry standards.

- Unprepared for work – repeat offense, incomplete uniform– **school to be notified**
- Not following directions
- Minor safety related issues – repeat offense
- Reminders concerning clean up – repeat offense

5-0 -Student performance is below expected level of performance-**school to be notified**

Contact Information

Mrs. Marilyn Reese
Cooperative Education Coordinator
3115 Ridge Road
Perkasie, PA 18944
215-795-2911 ext. 242
Cell-484-744-9091
Fax: 215-795-0288
mreese@ubtech.org
www.ubtech.org

Weekly Journal Topics

Daily tasks
Company history
Current events at company
Supervisor/Co-worker information
Industry trends
Your goals
Safety procedures
Company incentive programs
Education/training provided by the company

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Job Shadowing Agreement

ALL the following criteria must be met to be certain that the student is not considered an employee within the meaning of the Fair Labor Standards Act and the Pennsylvania Minimum Wage Act:

STUDENT

Name

UBCTS CTC Program

Grade

School District

SHADOWING AGENCY

Name

Address

Phone

Mentor

E-mail

PARENT CONTACT

Name

Address

Phone

E-mail

SCHOOL CONTACT

Ms. Marilyn Reese

School to Work Coordinator

(215) 795-2911 ext. 242

MReese@ubtech.org

AGENCY:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a career and technical school.
- The training is for the benefit of the trainees or students.
- The trainees or students do not displace regular employees, but shadows under close supervision of a qualified, experienced person.
- The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may even be impeded; (students may observe only and not directly participate in the workplace activities).
- The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
- The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
- Agency will provide necessary safety instruction throughout the student's shadowing experience.
- Exposure to hazardous materials will be incidental to the student's shadowing and students will not be permitted to operate vehicles.
- Agency site agrees that treatment of illness or injury to the student at the shadowing site will not be given without the signed permission of the Parent/Guardian except under emergency conditions.
- Agency will keep accurate record of student's attendance and will notify the school if the student is absent and fails to report to the shadowing agency and permit the school's representative(s) to visit the student and agency to determine progress and obtain direct feedback.
- Agency will adhere to all State and Federal regulations regarding child labor laws, and the Pennsylvania Worker/Right-To-Know Act and the Pennsylvania Human Relations Act, provide liability insurance, recognize and support the student's educational objectives, evaluate the student at the end of the shadowing period on a form provided by the school, and will arrange a conference with the coordinator when a shadowing concern arises.
- Agency will provide all required clearances for the immediate worksite supervisor of the student if they are under the age of 18. This would include ACT 34-Criminal Background Check, ACT 115-Child Abuse Clearance, ACT-114-FBI Fingerprint Report.

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UBCTS:

- The program is under the direct supervision of a certified School to Work Coordinator.
- A Job Shadowing Agreement must be completed prior to reporting for the Job Shadowing experience.
- The student intern will receive related instruction and safety instruction from the occupational teacher prior to shadowing experience.
- The Job Shadowing will be short term in length and occur during the school day or after school hours

STUDENT / PARENT / GUARDIAN:

- Student agrees to dress and behave in a professional manner, report shadowing concerns to shadowing agency supervisor/mentor and to the school to work coordinator, adhere to shadowing agency policies and procedures.
- Student will demonstrate honesty, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- Student must be regular in attendance at school and at the shadowing agency. If unable to report to the shadowing agency or school the School to Work Coordinator will be notified before the start of the normal shadowing program day. The student's shadowing program will be terminated upon withdrawal from school.
- Student/parent/guardian agrees to be responsible for providing transportation to the shadowing site and agrees to provide medical and automobile insurance coverage to satisfy student participation and travel responsibilities. All agree that both the driver and vehicle used for this shadowing program are properly licensed, insured and operationally safe.
- No student will be permitted to participate in the Job Shadowing program who has failed to maintain a satisfactory discipline record.

_____ <i>Parent / Guardian Signature</i>	_____ <i>Date</i>	_____ <i>Career and Technical Teacher</i>	_____ <i>Date</i>
_____ <i>Student Signature</i>	_____ <i>Date</i>	_____ <i>UBCTS CTE Supervisor</i>	_____ <i>Date</i>
_____ <i>School to Work Coordinator</i>	_____ <i>Date</i>	_____ <i>Shadowing Agency</i>	_____ <i>Date</i>

Employers/Training Sites of student-learners shall not discriminate in education programs, activities, or employment practices based on race, 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 Americans with Disabilities Act of 1990.

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Job Shadowing Report

Name _____ Date _____

Program _____

Job Shadowing Site _____

Type of Business _____

Address of Business _____

Job Shadowing Mentor _____

Title of Mentor _____

How many employees work in this business? _____

What personality traits does this employer look for when hiring a new employee?

What skills does the employer expect new employees to have?

What attitudes are necessary to succeed in this company?

What is the employment outlook in this industry? Will there be openings in the future?

How are the skills you observed on the worksite connected to what you learned at school?

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What different kinds of jobs did you observe?

Create your own question

Create your own question

Job Shadowing Guidelines

- Make an appointment in advance
- Arrive on time
- Be polite and shake hands upon meeting all employers at the site
- Know the name of your job shadowing mentor
- Dress appropriately and present a professional appearance
- Bring your job shadowing report with you to use as a source of questions
- Thank the job shadowing mentor and shake hands at the conclusion of the experience

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ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information and is not to be considered in the same light as official statements contained in the Act or its regulations.

Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

HOURS OF EMPLOYMENT—AGES 14 & 15*

HOURS OF EMPLOYMENT

WORK TIME

During School Term: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Exception: Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

During School Vacations: Maximum eight hours/day, 40 hours/week.

Employment prohibited after 7 p.m. and before 7 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17* **

HOURS OF EMPLOYMENT

WORK TIME

During School Term: Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays.

During School Vacations: Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.

Employment prohibited before 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.

* Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

**MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).
30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.**

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.state.pa.us and click on "Labor Law Compliance."

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

Altoona District Office 1130 12th
Ave.
Suite 200
Altoona, PA 16601
814-940-6224 or 877-792-8198

Harrisburg District Office 1301
Labor & Industry Building
651 Boas St.
Harrisburg, PA 17121
717-787-4671 or 800-932-0665

Philadelphia District Office 110
North 8th St.
Suite 203
Philadelphia, PA 19107
215-560-1858 or 877-817-9497

Pittsburgh District Office 301 5th
Ave.
Suite 330
Pittsburgh, PA 15222
412-565-5300 or 877-504-8354

Scranton District Office 201 B State
Office Building 100 Lackawanna Ave.
Scranton, PA 18503
570-963-4577 or 877-214-3962

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CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

Child Labor Act Hours Rules for Performances By Minors

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work time at minors' residences)
Infants < 6 mos.	2	Not Applicable
6 mos.—1 year	4	2
2—5 years	6	3
6—8	8	4
9—15	9	5
16—17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum hours/non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14—17 may work during school hours with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

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 Altoona, PA 16601
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 1301 Labor & Industry Building
 651 Boas St.
 Harrisburg, PA 17121
 717-787-4671 or 800-932-0665

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 110 North 8th St.
 Suite 203
 Philadelphia, PA 19107
 215-560-1858 or 877-817-9497

Pittsburgh District Office
 301 5th Ave.
 Suite 330
 Pittsburgh, PA 15222
 412-565-5300 or 877-504-8354

Scranton District Office
 201 B State Office Building
 100 Lackawanna Ave.
 Scranton, PA 18503
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Email the Bureau of Labor Law Compliance at: RA-LI-SLMR-LLC@pa.gov