

**Interdisciplinary
Cooperative
Education**



**YOUR PATHWAY
TO SUCCESS**



STUDENT HANDBOOK

2010/11

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NEW CASTLE AREA CAREER PROGRAMS INFORMATION

New Castle Area Career Programs

801 Parkview Dr.
New Castle, IN 47362

Office Hours

Monday-Friday: 7:30 a.m.-4:00 p.m.

Phone: (765)593-6680

FAX: (765)593-6682

New Castle Area Career Programs Director

Mr. Robert Hobbs

New Castle Area Career Programs Student Services Coordinator

Mrs. Soni Jones

Interdisciplinary Cooperative Education Coordinator

Mrs. Pam Koby

Phone: (765)593-6680

pkoby@nccsc.k12.in.us

Office Hours for Mrs. Koby

Monday & Wednesday: 7:30 a.m.-12:00 p.m.

Tuesday, Thursday & Friday: 7:30 a.m.-4:00 p.m.

ICE Class Times

Monday and Wednesday: 12:15 p.m.-3:00 p.m.

Moodle Website

<http://elearning.nccsc.k12.in.us>

Select "New Castle Area Career Programs". Then select "Interdisciplinary Cooperative Education".

COURSE OVERVIEW

Interdisciplinary Cooperative Education (ICE) spans all career and technical program areas through an interdisciplinary approach to training for employment. The ICE program is a combination of classroom study and on-the-job training. The student is employed, receives wages from the employer and earns three credits per semester. It provides relevant opportunities for students by connecting classroom instruction and on-the-job training. The purpose of the program is to provide technical skills training and develop positive work habits. Students learn to meet the responsibilities of working as a productive employee.

RELATED INSTRUCTION CLASS

This is the classroom-based instruction that is taught in conjunction with the On-the-Job Training component of ICE. The focus of this course is developing and improving skills and knowledge necessary to be a successful worker and adult citizen. Topics include the job-hunting process, resume and letter writing, interviewing skills, workplace competencies, work ethics, attitudes, abilities, job safety, as well as legal and financial responsibilities, and day-to-day consumer topics. All subjects/activities are structured around the students' individual jobs and with their career objectives in mind.

ON-THE-JOB TRAINING

The student will be placed in a training station for the entire school year that correlates with tentative career interests. During this time, the student must work an average of 15 hours per week or 540 hours over the course of two semesters under the direct supervision of the Training Sponsor or representative. Students will be dismissed early from school and receive appropriate wages for their particular level of knowledge and/or expertise. The training station must provide Worker's Compensation and comply with all state and federal regulations/laws pertaining to Child Labor Laws, safety in the workplace, and discrimination policies.

PROGRAM OBJECTIVES

The program provides students

- The opportunity to acquire marketable skills that will help them during their life.
- The opportunity to gain high school credits toward graduation while also gaining valuable workplace skills.
- The opportunity to receive pay while receiving work-based learning experiences.
- The opportunity to make a smooth transition from schools to work.
- The opportunity to receive career training in an area that may not be offered in the regular school curriculum.
- A better understanding of the importance of learning in the regular classroom.

STUDENT ATTENDANCE GUIDELINES

1. You are expected to be in the Interdisciplinary Cooperative Education (ICE) class everyday your class meets. **A parent or guardian must call the New Castle Area Career Programs office at (765)593-6680 prior to class time each day you are absent.** If a parent or guardian is not available, you may call yourself, and you will be forwarded to Mrs. Koby. If a call is not received prior to class time, a parent/guardian will be notified to make sure they are aware that you are not in class.
 - If no call is received for absence on a class day, you will serve detention for class time missed. This detention may consist of time spent doing homework in the career programs office, participating in a community service project or working on the KeyTrain assessments. A call the next day will not be accepted. In addition, you will lose double class participation points if a call is not received prior to class time.
 - Assignments missed due to any absence must be made up. It is your responsibility to find out what was done in class.
 - When New Castle Community Schools are open, New Castle Area Career Programs is open and you are expected to be in ICE class, even if your home school is closed. If you cannot make it to class due to snow, a **parent or guardian** (not you) must call the New Castle Area Career Programs prior to class time.
 - If you are going to be late to the ICE class, call the career programs' office (765-593-6680) to let Mrs. Koby know.
 - If New Castle has a 2-hour delay on a class day, class time will not change.
 - For New Castle students--anytime there is a 2-hour delay, you will miss your 4th period class. Be sure to inform your 4th period teachers on those days that you are in ICE and will not be in 4th period if you have to work. You are responsible for finding out what was done in class.
2. **No school/No work. Any day you are absent from school due to illness, you will not go to work that day. It is your responsibility** to call the employer to let them know you will not be at work and why. You must also call Mrs. Koby to inform her of your absence from work.
3. If you are absent from school due to a doctor's appointment, you will be allowed to go to work. Any other circumstances need to be discussed with Mrs. Koby prior to the absence.
4. As with work, there are no excused and unexcused absences for the ICE class. Absences due to doctor's appointments during the ICE class time count as an absence and will count against the daily-related class grade.

School field trips will not count as an absence as long as arrangements are made in advance with Mrs. Koby and at work. A Planned Absence Request Form should be filled out.

College visits taken on an ICE class day will count as an absence in the ICE class.

5. Those absences that require advance notice (vacations, appointments, funerals, etc.) should be dealt with as soon as possible by requesting/notifying the appropriate persons. Students are to follow their particular training station guidelines for requesting time off and must notify Mrs. Koby as well. A Planned Absence Application form must be completed and signed by all parties. This form is in the Sample Forms section or you can obtain one from Mrs. Koby.
6. If you are not employed nor have a positive job lead by the end of the second week of school, special arrangements will be made for you such as returning to the sending school for a full day schedule or choosing another program within the New Castle Area Career Programs. **You must be employed somewhere by Friday, September 3.**

STUDENT ABSENCE POLICY

Students participating in the Interdisciplinary Cooperative Education class are expected to be in attendance each day class is held. A majority of activities are hands-on and cannot be duplicated through homework or alternate assignments. The Interdisciplinary Cooperative Education class meets 2.75 hours, one afternoon a week which equals 5 days of regular classes. Missing one class day is the same as missing a full week of regular classes. Therefore, all absences, except those requested by the home school for special activities, will affect a student's grade.

ABSENCES WITHIN A 6-WEEK GRADING PERIOD

- 1st Absence:** Teacher will notify the parent in writing that their student has missed a class period (which equates to a week of missing regular classes). A copy of the notice will be sent to the home school counselor.
- 2nd Absence:** Student Services Coordinator will notify the parent and the home school counselor of concerns regarding attendance and request details if extenuating circumstances exist. Notice will be given that continued absences may result in loss of credit and administrative action including a parent conference. **Future absences will require a Doctor's verification or the student will lose 1 credit.**
- 3rd Absence:** Career Programs Administrator will request a parent conference to discuss attendance and potential loss of credit. A home school representative will be invited to attend this conference.
- 4th Absence:** Career Program Administration will request the student be removed from the career program due to non-attendance. This may result in disciplinary action including suspension and/or expulsion.

ACCUMULATED ABSENCES WITHIN A SEMESTER

- 3rd Absence:** Teacher will notify the parent in writing their student has missed significant number of class periods in the semester which could result in a failing grade. A copy of the notice will be sent to the home school counselor.
- 4th Absence:** Student Services Coordinator will notify the parent and the home school counselor of concern regarding attendance and request details if extenuating circumstances exist. Notice will be given that continued absences may result in loss of credit and administrative action including a parent conference. **Future absences will require a Doctor's verification or the student will lose 1 credit.**
- 5th Absence:** Career Programs Administrator will request a parent conference to discuss attendance and potential loss of credit. A home school representative will be invited to attend this conference.
- 6th Absence:** Career Programs Administrator will request another parent conference to discuss attendance and potential loss of a 2nd credit. A home school representative will be invited to attend this conference.
- 7th Absence:** Career Program Administration will request the student be removed from the career program due to non-attendance. This may result in disciplinary action including suspension and/or expulsion.

ALL ABSENCES FROM CLASS (EXCLUDING HOME SCHOOL FIELD TRIPS) WILL BE MADE UP WITHIN 2 WEEKS BY EITHER PARTICIPATING IN A COMMUNITY SERVICE PROJECT OR WORKING ON KEYTRAIN TESTING FOR 3 HOURS PER CLASS DAY MISSED.

SNOW DAYS

- When New Castle Community Schools are open, the New Castle Area Career Programs is open and all students are expected to be in class. If a student cannot make it to class due to snow, a ***parent or guardian*** (not the student) must call the New Castle Area Career Programs to let us know. The day will be counted as a snow day, not an absence, if the student's sending school is closed as long as a parent has called. If the sending school is open and the student is not in class due to snow, then it will count as an absence.
- If New Castle Community Schools are closed on Monday or Wednesday, we will not have class that day.
- Always call your employer to find out if you are to go to work or not due to snow even if school is closed. Most likely, the business will be open and may need you.

ARRIVING LATE TO CLASS

Be punctual to class and to work. You must be in your seat and ready to begin when the bell rings. Being late to class is arriving in the classroom after the bell has rung. If you are detained at your school, bring a pass from the teacher, counselor or administrator explaining why you are late.

- After the 3rd tardy, the student will be assigned a 30-minute detention to be served with Mrs. Koby or in the career programs' office.
- The 4th tardy will result in two 30-minute (or one 60 minute) of detention to be served with Mrs. Koby, in the career programs office or at the sending school.
- The 5th tardy will result in a conference with Mr. Hobbs and a Saturday school or its equivalent for your school.
- Failure to serve all detention time assigned within the prescribed days will result in Mr. Hobbs meeting with the student and adding time to the remaining unserved time.
- Students will have five school days to complete the detention time once it is assigned.
- Tardiness for work or class will be reflected in the student's grade.

GRADING POLICY

Students' six weeks grades will be figured from three sources:

- | | |
|-----------------------------|----------------------|
| 1. Class work and homework | 35% of overall grade |
| 2. Tests | 30% of overall grade |
| 3. Related Class Evaluation | 35% of overall grade |

Each six weeks grade will count as 25% of the semester grade for a total of 75% of the semester grade. The total points from the three 6-weeks work evaluations will be averaged. This average of points from the evaluation will count as the final exam for the semester and will be worth 25% of the semester grade.

All students will be evaluated on-the-job every grading period by their supervisor and/or co-workers. This evaluation will receive a Pass or Fail rating for the six weeks, but the points will count towards a semester average. Students will be expected to set goals each grading period to raise their evaluation scores. The following criteria will be given point values on the evaluation:

- | | |
|------------------------|--|
| • Quality of work | • Initiative |
| • Quantity of work | • Cooperation |
| • Attendance/tardiness | • Dependability |
| • Attitude | • Work habits |
| • Appearance | • Specific on-the-job responsibilities |

A student who is terminated from his/her job or quits the job will automatically receive an "F" for the six weeks. Any student who quits or is terminated will complete a Termination Packet provided by Mrs. Koby, complete a community service project and will be required to find another job or the student may be dismissed from the program. **An "F" in either the classroom work or a "Fail" rating from the work evaluation will result in an "F" for the 6-weeks.**

The grading scale will be:

100– 98 = A+	10	84 -- 82 = C+	4
97 -- 95 = A	9	81 -- 78 = C	3
94 -- 93 = A-	8	77 -- 75 = C-	2
92 -- 90 = B+	7	74 -- 71 = D	1
89 -- 87 = B	6	70 or below = F	
86 -- 85 = B-	5		

Assignments will be given a point value based on the type of assignment. Assignments turned in one class day late will be accepted for ½ credit. If the assignment is any later, no credit will be given unless prior arrangements have been made with Mrs. Koby.

All points for written work, homework, quizzes and tests will be averaged to arrive at the percentage grade. The letter grade will be based on the above grading scale.

Students will receive 6 credits (3 credits per semester) for the ICE class provided all requirements are met.

Students receiving a "D" or an "F" on a test or assignment may be required to redo the test or assignment.

RELATED CLASS EVALUATION

The in-class evaluation takes into account all the intangibles that arise with students participating in a career program class. This takes into account details that show that a student is a mature, responsible individual. This includes attendance in class, the effort and attitude the student displays on a daily basis and tardiness to class.

Students are expected to be prepared for class, work without constant supervision, and do their work without getting distracted. This includes being in class and in your seat when the bell rings and bringing your own paper, pen/pencils and your notebook to class every day.

- Double participation points will be deducted if no call is received **prior to class time** concerning an absence.

The student will be evaluated and awarded points each class day on the following criteria:

Responsibility—100 points
Attitude—100 points
Effort—100 points
Punctuality—100 points will be deducted for every 5 minutes late to class
Cooperation—100 points
TOTAL--500 possible points per class meeting
Points will be deducted from the per day totals for the following:
Excessive Talking/Causing Distractions---100 points deducted per infraction
Sleeping in class/Head on desk---100 points deducted per infraction
Improper computer use—100 points deducted per infraction
Not prepared for class—50 points deducted

The Related Class Evaluation points count as 35% of the students' six weeks grade.

ICE WORK IMPROVEMENT PLAN

If a student quits their job or is terminated from their training station, the following action shall be taken:

1. Mrs. Koby must be informed **immediately** if the student quits or is fired. The student will be told where to report the next day. The student cannot simply go home.
2. The student must complete the termination packet. One part of this packet will be writing a letter of apology to the company from which they were dismissed or quit.
3. Upon completion of the termination packet (within the time frame allotted), the student will have one week to secure a three-week position of service to the community or a new paying job that is approved by Mrs. Koby. The community service will be performed in the afternoons from the time the student is dismissed from their home school until at least 3:00. The student must perform 45 hours of community service within this three-week period. A time sheet will be kept and will be signed by the community service coordinator.

During this three week time period, the student is also to be looking for a new training station position. A log will be kept of the job search that will include how the student found job openings, businesses visited and actions taken. This will be turned in each class meeting until a position is found.

5. If a new training position is not found within the three weeks, the student will be required to do an additional three weeks (45 hours) of community service with a different organization and keep up the job search.
6. The community service performance will be evaluated in the same manner as a training station at the end of the six weeks and the resulting points will be figured into the semester grade.
7. If a student is not be able to secure employment in this time period, a conference will be held with Mrs. Koby, the student and the home school counselor to discuss options ranging from withdrawal from the program and returning to the home school, suspension from school, or continuing in the ICE program. The student may receive an "F" for the semester and may face loss of credits for the ICE class.
8. Any student who quits or is fired from their job will receive an "F" for that six weeks grade.

LEGAL ISSUES

The ICE program, students, training stations, and parents will abide by all local, state, and federal laws regarding employment (including Child Labor Laws). The most recent information as posted on Indiana Government and Federal Government web sites will be followed. A synopsis of each law follows:

Minimum Age for Employment

Federal law stipulates that student-learners in an ICE class must be at least age 16. All students under 18 must have a work permit prior to starting a job. Students are responsible for obtaining Work Permits through the office at their home school.

Employment Certificate or Work Permit

State laws permit minors to have more than one job but students are not allowed to go over the maximum number of hours stated per week in all jobs. **A Work Permit is required for each job.** Students must have special permission from Mrs. Koby before obtaining the second job. The second job cannot interfere with the job for the ICE class. If grades and/or attendance drop, the second job will be terminated or hours cut back.

Minimum Wage and Overtime Pay

Wages are to be paid for the actual time the student is working. The student is to be paid for all work performed before the employment site officially opens, regular hours, and after closing. Employment of students in the program complies with all state and federal laws pertaining to the employment of youth including minimum wage regulations (511 IAC 8-2-Sec. 5-C)

Worker's Compensation Law

Minors enrolled in cooperative education programs are treated as adult workers. Therefore, they are not subject to double compensation that other minors receive if injured while working in a prohibited occupation. This exemption applies only if ALL conditions for employment of students outlined in the state's vocational education legislation are met. Employers are required to provide Worker's Compensation for all students enrolled in the ICE program.

Health Issues

A health permit is necessary in order for students to work in occupations in which disease could be spread. The application form can be obtained from the County Health Department. Students participating in all clinical activities are required to be trained in OSHA regulations, understand the basic concepts of infectious disease, and have the required immunizations (TB & Hepatitis).

Unemployment Benefits

The commitment between the training station and the school to train students exempts employers from paying unemployment benefits to students employed through the ICE program.

Equal Employment Opportunities

Discrimination in employment based on sex, race, color, religion, and national origin is forbidden.

INJURIES AND INSURANCE ON THE JOB

Upon hiring, this topic should be discussed with the Training Station Sponsor, as all employers are required to provide Worker's Compensation for the students. All students must follow guidelines appropriate to your workstation in the event of an injury. Students who are injured on the job are required to inform the appropriate person **immediately**. If the injury is of a more serious nature, Mrs. Koby should be notified as soon as possible. Mrs. Koby may be notified at the earliest convenience with injuries that are minor in nature. An injury report should be completed as soon as possible with any type of injury.

All training stations are expected to provide Worker's Compensation for students. However, if a student is dismissed, the training station does not have to provide for Unemployment Insurance. Parents are expected to assume legal responsibility for the actions of the student while employed by the training station.

DRESS CODE

Many companies today have dress codes in effect. An entire company may be judged by the appearance and behavior of an individual employee. Therefore, good grooming and proper dress are important factors to be considered. Employees must learn to distinguish between acceptable and unacceptable business attire. What may be appropriate for one company may not be appropriate for another.

Acceptable business attire is what is appropriate for the particular business environment in which you are working.

- Skirts and dresses should be an appropriate length—no less than 3” above the knee.
- Short tops (or anything which allows the belly or skin to show or your back to show when bent over) or low cut tops are unacceptable.
- No spaghetti straps are allowed unless covered by a sweater or jacket at all times.
- No flip-flop sandals will be worn unless approved by a supervisor.
- Proper hygiene must be followed. Hair, hands and nails must be clean.
- Clothing must be neat, clean and presentable.
- Depending on the business, students should have no visible body piercing (except conservatively pierced ears for female students).
- Depending on the business, students should have no visible tattoos.
- Students are expected to dress in the manner designated by their employer. At times, something may be worn that is not suitable for the workplace environment. The employer will discuss any infractions of the policy with the student.

Any deviations from the stated policy must be approved by Mrs. Koby and training station supervisor.

STUDENT GUIDELINES AND EXPECTATIONS

1. All training stations/employers must be approved by Mrs. Koby.
2. I will not accept a job unless I intend to keep it for the **entire school year**.
3. I will obtain a work permit before actual work starts if I am under 18 (Child Labor Law). A work permit can be denied or revoked due to poor grades or attendance.
4. I will become familiar with training station rules, school regulations, and policies of the Interdisciplinary Cooperative Education program and will make every effort to live up to them. I understand that my training station is considered an extension of my high school.
5. I will observe all rules, regulations, policies, and confidences of the business in which I am employed as well as those of the Interdisciplinary Cooperative Education program.
6. I will report to Mrs. Koby any change in my status on the job (raises, changes in hours, terminations, or any other problems that arise, etc.) **immediately**.
7. I will not allow extracurricular activities to interfere with my work. If any extracurricular activities take place during my period of employment, I will give my employer adequate notice of times and events.
8. Regardless of what type of job I am performing, I will conduct myself in a polite and courteous manner and present a neat appearance. I will keep in mind that I not only represent myself and my family, but I am also representing the Interdisciplinary Cooperative Education program, my high school, and New Castle Area Career Programs.
9. When I am on the job, my work there comes first. If I feel that my studies, family, physical health, or moral well-being are jeopardized because of my job, I will consult my parents, Mrs. Koby and my employer to resolve this issue.
10. If I am too ill to attend school, I am also considered too ill to go to work. If I am absent from school, it is my obligation to contact Mrs. Koby. I will also need to notify my employer of my absence as early as possible if I am to be at work that day.
11. I will leave the school building following my last class at my home school.
12. I WILL **NOT** QUIT MY JOB, CHANGE JOBS, OR TAKE ANY OTHER ACTION, WHICH MAY AFFECT MY EMPLOYMENT WITHOUT THE APPROVAL OF MRS. KOBY. FAILURE TO DO SO COULD LEAD TO REMOVAL FROM THE PROGRAM.
13. I realize that if I am suspended from school for any reason, I will not be allowed to work on those days during which time the suspension remains in effect, and I will not be allowed to return to work until I have been allowed to return to school.
14. I understand that if I am laid off from my job, time will be spent at the New Castle Area Career Programs office to make up for the lack of working time until another training station can be located. I will have two weeks to find proper employment.
15. I know that in order to receive credit for the class I must work 540 hours through the school year earning at least minimum wage. This is an average of at least 15 hours per week.

16. When I am absent, I understand that I must make up required class work in a timely fashion. I also understand that I will be required to either participate in a community service project or work on the Keytrain testing to make up for the class hours missed.
17. I will respect that Mrs. Koby is the authority for making adjustments or changes in my training station as well as the training received through employment.
18. I give Mrs. Koby permission to release and/or discuss my school records: grades, attendance, age, general health, and extracurricular data.
19. If my job is terminated due to my own negligence, I understand that I may be withdrawn from the program and assigned to a full-day schedule at my home school.
20. I understand that I may be required to take a drug-screening test by an employer. If I fail to pass the drug screening, I may be dismissed from the program.
21. I understand that I will be evaluated by my employer/supervisor with a competency profile rating representing the knowledge, skills, attitudes, and employability readiness that I have demonstrated on the job. I understand that I must perform satisfactorily on the job and in the classroom in order to receive high school credit and that the employer will evaluate me every six weeks.
22. Parents or guardians will assume responsibility for the conduct and safety of the student from the time he/she leaves school until the time he/she reports to work and from the time he/she leaves the job until the time he/she arrives at home. All student drivers must provide proof of auto insurance to Mrs. Koby.
23. Theft at my high school or on the job will result in immediate dismissal from the program.
24. I understand that I am responsible for obtaining and accurately filling out the various reports and forms required by the school and the employer. I will be expected to keep accurate records of hours worked, work performed, and money earned. These records will be evaluated every six weeks. I will also keep all pay stubs in my notebook for verification of my hours.
25. As a member of the Interdisciplinary Cooperative Education program, I understand that it is in my best interest to participate in the Career & Technical Student Organization (Business Professionals of America) and to pay the associated fees (\$25) required for membership by November 12.
26. I understand that I am required to attend the Employer Appreciation Banquet in May with my employer. I must be dressed appropriately for this event. The cost will be \$35 per student and will be due by November 12.
27. I understand that I will be required to attend the New Castle Area Career Programs' Honor Program on May 16 and be dressed appropriately.

Failure to comply with the above expectations and/or falsifying a report or being uncooperative may result in dismissal from the Interdisciplinary Cooperative Education program with a failing grade and loss of credits, and/or loss of job, and/or reassignment to a full schedule of classes.

AWARDS



RECOGNITIONS



CERTIFICATIONS

BUSINESS PROFESSIONALS OF AMERICA

Business Professionals of America (BPA) is a student organization that contributes to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills for students at the secondary and the postsecondary level.

Through co-curricular programs and services, members of Business Professionals of America compete in demonstrations of their computer technology skills, employability skills, develop their professional and leadership skills, network with one another and professionals across the nation, and get involved in the betterment of their community through projects.

Students in the ICE program must belong to BPA as part of the class curriculum. Students may belong to the New Castle Area Career Programs chapter or may belong to their high school chapter if one is available.

Business Professional of America involvement includes:

- Participating in fund raising endeavors. Money from fundraisers pays for BPA expenses and will pay for the Employer Appreciation Banquet in May. Each student is expected to raise a proportionate share of the club's expenses. Students choosing not to participate in the fund raising will be assessed their share of the club budget to be paid out of their pocket.
- Participating in Competitive Events at District, State and National Levels
- Service and Community Activities



NATIONAL TECHNICAL HONOR SOCIETY

National Technical Honor Society (NTHS) is a non-profit educational organization established to reward excellence in workforce education. Similar to regular National Honor Society, the NTHS recognizes those students in New Castle Area Career Programs who excel in their career programs classes and demonstrate leadership and community involvement.

Students are nominated by their career programs instructor early in second semester. To be nominated, the student must have:

- At least a B+ in the ICE class first semester,
- At least a 97% attendance rate at the New Castle Area Career Programs class and at their home school (can only be absent 3 days in the first semester),
- Have a C+ average at the home school,
- Demonstrate consistent progress in attainment of core proficiencies,
- Show community involvement.

Once nominated, students will fill out a packet of information, which will be forwarded to a selection committee. Students selected to be in the NTHS, will be inducted during a ceremony in March.

NTHS TIMELINE

- Cut-off date to meet attendance and GPA requirements End of First Semester
- Instructor nomination forms turned in to career programs office January 14
- Congratulatory/Information meeting with nominees Week of Jan. 31-February 4
- Student Packets due in the career programs office February 23
- Student selection for induction Week of February 28
- Induction Ceremony, 7:00 p.m. @ Bundy Auditorium March 22



CUSTOMER SERVICE SPECIALIST CERTIFICATION

Students in the ICE program will have the chance to earn the Customer Service Specialist Certification. The related class will follow the curriculum associated with this certification. The students will have the option of taking the certification exam at the end of the school year. The curriculum brings together common sense guidelines on how to treat customers, co-workers and employers. This certification is applicable to anyone who works with the public, co-workers, help desk or as a customer representative.

OUTSTANDING STUDENT

Each six-week grading period, an Outstanding Student will be selected for recognition from each ICE class. The selection of students will be based on one or all of the following:

- Grade point average
- Attendance
- Work evaluation.

The students recognized will have their picture taken and displayed at the New Castle Area Career Programs office and possibly at their home school.

FORMS

**ICE CLASS
PLANNED ABSENCE REQUEST**

Students who know in advance of an upcoming absence are required to complete a Planned Absence Request and turn it into Mrs. Koby (prior to the absence if possible).

1. Student Name: _____

2. Date(s) of Planned Absence: _____

3. The reason for this planned absence is:
(Select one response.)

_____ Doctor Appointment

_____ School-Related (Field trip, etc.)

_____ Funeral

_____ Family Vacation

_____ College Visit

_____ Personal Business

4. Please explain your absence below. Be specific regarding your absence such as: location, who's funeral, what college, etc.

5. I will be missing the following:
(Select only one response.)

_____ School

_____ Work

_____ School and Work

6. Specify the time you will miss:

7. Please sign below. If you will not miss work, it is not necessary for your employer to sign.

Student Signature

ICE Coordinator Signature

Parent/Guardian Signature

Employer Signature (if needed)

**NEW CASTLE AREA CAREER PROGRAMS
INTERDISCIPLINARY COOPERATIVE EDUCATION
STUDENT INJURY REPORT**

Student: _____

Training Station: _____

Date of Injury: _____

Please be specific in your description of how the injury occurred.

What type of injury was suffered? (Be specific)

Did any employees/customers see what happened? If so, who?

Did you inform the appropriate people at work? Why or why not? If so, whom?

Did you fill out a Worker's Compensation form? If not, why?

What action was taken?

Student Signature Date Training Station Sponsor Date

Parent Signature Date ICE Coordinator Date

**NEW CASTLE AREA CAREER PROGRAMS
INTERDISCIPLINARY COOPERATIVE EDUCATION
PROBATION NOTICE**

Student _____

Training Station _____

_____ **1st Offense** _____ **2nd Offense** _____ **3rd Offense****

Offense:

- | | |
|------------------------|--|
| _____ Training Station | _____ Attendance Issues (absences/tardies) |
| _____ School | _____ Inappropriate Behavior |
| | _____ Insubordination |
| | _____ Failure to comply with rules/regulations |
| | _____ Not completing required documentation |
| | _____ Other |

Student Action (Please explain in detail)

**These offenses serve as a possible warning to students that upon the 3rd offense the student will be removed from the ICE program. Those offenses that take place the first time and are severe in nature may lead to automatic dismissal. Students dismissed from the program will lose 3 credit hours.

Student Signature Date Training Station Sponsor Date

Parent Signature Date ICE Coordinator Date

**NEW CASTLE AREA CAREER PROGRAMS
INTERDISCIPLINARY COOPERATIVE EDUCATION
TRAINING STATION TERMINATION NOTICE**

Student _____

Training Station _____

Supervisor _____

TERMINATION HAS BEEN RECOMMENDED FOR THE FOLLOWING REASON(S)

- | | |
|---|--|
| _____ Excessive absences/tardies | _____ Insubordination |
| _____ Inappropriate behavior on-the-job | _____ 3 rd probationary offense |
| _____ Needs more training/Skills don't match position | _____ Theft |
| _____ Failure to comply with company policy | _____ Other |

Details:

This action will result in recommendation for:

- _____ Loss of credits for On-the-Job Training and Related Instruction (3 credits)
- _____ Assignment to new training station
- _____ Other Explain

_____ Student Signature	_____ Date	_____ Training Station Sponsor	_____ Date
_____ Parent Signature	_____ Date	_____ ICE Coordinator	_____ Date
		_____ NCACP Director	_____ Date

PROGRAM AGREEMENT FORM

STUDENT,

As an Interdisciplinary Cooperative Education student, I accept the responsibilities toward my school and employer as outlined. I realize that participation in this program is a privilege, not a right, which will be extended only as long as the conditions of the program are met.

I understand that I may need to take a drug test as a part of the hiring procedure for some businesses and that some businesses may require random drug testing. I also understand that if I do not pass the drug test, I will be terminated from the training station and may be removed from the Interdisciplinary Cooperative Education program.

I understand I need to work a minimum of 540 hours through the school year to receive full credit for the work-based experience component of the program. I will attend the related class as scheduled.

I have read the *Student Handbook* and, by my signature below, indicate that I understand the handbook and guidelines and will comply with them.

Student Name (Print)

Student Signature

Date

PARENTS/GUARDIANS,

I have made note of the New Castle Area Career Programs contact number.

I understand that my student may need to take a drug test as a part of the hiring procedure for some businesses and that some businesses may require random drug testing. I also understand that if my student does not pass the drug test, he/she will be terminated from the training station and may be removed from the Interdisciplinary Cooperative Education program.

I have reviewed the *Student Handbook* and, by my signature below, indicate I will help my student comply with the rules and regulations of the Interdisciplinary Cooperative Education Program.

Parent/Guardian Signature

Date

**RETURN THE LAST SIGNATURE PAGE (PROGRAM AGREEMENT FORM) TO
MRS. KOBY.**

**KEEP THE REST OF THE *STUDENT HANDBOOK* IN YOUR NOTEBOOK FOR
FUTURE REFERENCE.**