

Hart District Regional Occupational Program



Community Classroom Cooperative Vocational Education Teacher Handbook

Hart District ROP
DEFINITIONS
Community Classroom/Cooperative Vocational Education

Community Classroom (CC) is an instructional methodology which utilizes unpaid on-the-job training experience at business, industry, and public agency sites to assist students in acquiring those competencies (skills, knowledge, and attitudes) necessary to acquire entry-level employment. The intent of the community classroom methodology is to provide additional resources so concurrent, formalized classroom instruction can be extended and the acquisition of salable skills enhanced. Students are under the direct supervision and direction of an employee designated as the training site supervisor; the ROP teacher is not present during CC hours.

Community Classroom:

- provides students with Workers' Compensation Insurance under the Wm S. Hart Union High School District.
- requires official authorization in the form of a signed Joint Venture Training Agreement.

Cooperative Vocational Education (CVE) is an instructional methodology which correlates concurrent, formal vocational classroom instruction with regularly scheduled, paid on-the-job training experience. Cooperative vocational education assists students to develop and refine occupational competencies (attitudes, skills, and knowledge) needed to acquire, adjust, and advance in an occupation. CVE is designed for students employed by business/industry to develop and refine occupational skills for advancement in their occupation. Students must work a minimum of 8 to 15 hours per week and no more than what is allowed on their work permit. Students are under the direct supervision of their employer; the ROP teacher is not present during CVE hours.

Cooperative Vocational Education

- provides students with Workers' Compensation Insurance under their employer.
- requires a current, valid work permit (for students under the age of 18).
- requires official authorization in the form of a signed Joint Venture Training Agreement.

Maximum Number of Students CC/CVE CLASSES MAY NOT EXCEED 30 STUDENTS PER SECTION, 60 PER TEACHER.

Competency means the prescribed performance level for a skill, knowledge, and attitude necessary to accomplish a job task.

Productive Work Unpaid on-the-job experiences are considered productive if all of the following criteria is met:

- The training, even though it includes actual operation of the facilities in the community classroom, is similar to that which would or could be given in a vocational education course or occupational training program;
- The training is for the benefit of the students and is meaningful
- The students do not displace regular employees but work under close observation;
- The community classroom manager providing the training derives no immediate advantage from the activities of the student;
- Students are not necessarily entitled to a job at the conclusion of the training period; and
- The community classroom manager and the students understand that the students are not entitled to wages for the time spent in training.

Related Classroom Instruction means formal vocational instruction which is correlated with unpaid/paid on-the-job training experiences. A minimum of 2 ½ hours of classroom related instruction must be scheduled and conducted in order for students to receive hours for the OJT. If the related classroom instruction is cancelled due to holiday, teacher illness, etc., a make-up class must be scheduled and conducted during the same week. In cases of rescheduling, it is possible for the class to meet 60 minutes only. **If no class is held during the week, students will not receive credit for OJT hours during that week.**

Legal Holidays: Students may NOT participate in on-the-job training activities on legal holidays (See District Calendar for legal holiday list).

Furlough Days: Students may participate in on-the-job training activities on legal holidays. Teachers will NOT be paid for site visits on furlough days.

REQUIREMENTS

COMMUNITY CLASSROOM / COOPERATIVE VOCATIONAL EDUCATION

Conditions	Community Classroom (CC)	Cooperative Vocational Education (CVE)
Student is paid	No	Yes
Work permit is required (if under 18 years of age)	No	Yes
Provider of worker's compensation insurance	WSHUHSD	Employer
Minimum/Maximum hours per week of on-the-job training	Per course schedule	8 to 15 hours
Schedule of related classroom instruction	Minimum of 2.5 hours per week	Minimum of 2.5 hours per week
Schedule of supervision visits to training stations	Once every three weeks – observe student every visit	Once every four weeks – observe student every other visit
Attendance	Maximum hours per course outline	Minimum 8 hours, maximum 15 hours per week
Student/Teacher Ratio	30 per class/60 per teacher	30 per class/60 per teacher
Training Agreement required	Yes	Yes
Individualized Training Plan required	Yes	Yes

Community Classroom/Cooperative Vocational Education RESPONSIBILITIES

CC/CVE Teacher Responsibilities

- Related classroom instruction at least 2 ½ hours per week.
- If class is cancelled, it must be rescheduled during the same week. This includes classes cancelled for holidays (a 60 minute class may be held during a holiday week to meet class meeting requirements).
- Locate and select training sites for approval.
- Maintain required records currently and accurately.
- Conduct training site visits routinely and regularly (every 3 weeks for CC/every 4 weeks for CVE).

CC/CVE Teacher Records Requirements

- Teacher Site Visitation Records
 - Site visitation made and documented on the back of the student folder every three weeks (Community Classroom). Documentation includes date, activities observed and instructor initials for each visit. Teacher must observe the student at each three-week interval.
 - Cooperative Vocational Education requires teacher to visit site once every four weeks and document visit. Student must be observed every other visit.
- A written student evaluation by the site is required at least once during the program, signed by the site contact.
- Cooperative vocational education students under age 18 must have a work permit.
- All community classroom/cooperative vocational education students must have a completed registration form.
- All students must have time cards submitted monthly, signed by the site supervisor and instructor. A copy must be turned in with the signed attendance sheet.
- Student time cards must follow the Start and End Dates for the District Months per the District Calendar.
- Cooperative vocational education student must have a minimum of 8 hours, but not more than 15 hours of OJT each week. These hours are in addition to the related classroom instruction.

Procedure for submitting OJT cards:

- Reporting period should be one month, per the District Calendar Attendance Periods.
- Student should report four (4) weeks on each time card. Colored copies are used for weekly attendance keeping only. Use colored copies to record your students hours on a weekly basis.
- Hours are due to teachers the week following the work completed. Hours must be entered and signature sheets due to advisors no later than the 2nd Monday following the OJT week. For example, OJT hours completed during the week of April 2 should be reported on the signature sheet due to the advisor no later than April 16.
- Once the month is completed, only the white original copies, with all 4 weeks of attendance completed, should be submitted to advisors. These should be stapled together and marked with the class name and the month, e.g. Infant Care Month 11, March 19-April 15, 2010. Do not submit the colored NCR copies to the office. These are draft copies for your use to keep weekly records.

Community Classroom/Cooperative Vocational Education Teacher Reimbursement

Hart ROP teachers receive an additional one (1) hour pay per week for every five (5) students enrolled per California Code of Regulations (CCR), Title V - CC-10088(b)/CVE-10109(b). Reimbursement for teachers of courses not following CCR Title V CC/CVE guidelines will vary from this reimbursement schedule.

Hart ROP teachers are eligible for mileage reimbursement for OJT site visits. ROP teachers may choose to claim mileage on their personal tax returns in lieu of reimbursement; however, it is illegal to claim both reimbursement and a tax deduction for the same mileage activities. Mileage is actual, not estimated, and is counted to and from home or school site, whichever is less. Reimbursement forms are available from your advisor and must be submitted with your last time sheet.

RECORDS CHECK LIST (CC & CVE)

AT THE BEGINNING OF EACH SEMESTER

- Submit to District Office any new Joint Venture Training Agreements (one for each facility where students are placed must be on file)
- Create an Individualized Training Folder for each participating student. Include Student Registration Form, OJT Training Agreement, and Individualized Training Plan.

MONTHLY

- Student Time Cards for On-the-Job Training (attached to your attendance signature sheets). NOTE: Student time cards must follow the Start and End Dates for the District Months per the District Calendar.

AT THE END OF EACH SEMESTER (on or before your last timecard), submit one for each student to the District Office:

- Individualized Training Folder (complete with documentation of site visits)
- On-the-Job Training Agreement (signed by student, parent, training site supervisor, teacher)
- Individualized Training Plan (complete with documentation of competencies met)
- Student Evaluation
- CVE only: documentation of work permit status must be noted on the individualized training folder.
- Registration Form

California Code of Regulation (CCR) Title V

Item CCR Title 5 Citation	Community Classroom (CC)	Cooperative Vocational Education (CVE)	Comments
California Code of Regulations (CCR) Title V Analysis			
Definitions CC-10080 CVE-10100	The community classroom is an instructional methodology that expands classroom instruction through unpaid, on-the-job experience.	Cooperative vocational education is an instructional methodology which correlates classroom instruction with paid, on-the job experience.	Neither community classroom or cooperative vocational education are instructional programs. They are instructional methodologies used to teach students occupational skills.
Credit CC-10081 CVE-10102	The evaluation and rating of each student's achievement in a community classroom is made on the basis of participation in related classroom instruction and unpaid, on-the-job training.	The evaluation and rating of each student's achievement in cooperative vocational education is made on the basis of participation in related classroom instruction and paid, on-the-job training.	The management of the community classroom assists the instructor with evaluation. The employer in cooperative career technical education assists the instructor with evaluation.
Student Qualifications CC-10082 CVE-10103	A student must be concurrently enrolled in a career technical course or program.	A student must: Be at least 16 years of age (with exceptions) Be a full-time student Have parent approval if under 18 years of age. Be concurrently enrolled in a career technical course or program	A full-time student in CVE is a student enrolled in ROCP (i.e., secondary and adult).
Teacher Responsibilities CC-10083 CVE-10104	The community classroom teacher provides related classroom instruction and supervision or coordination.	The cooperative vocational education teacher provides related classroom instruction and supervision or coordination. CVE reported attendance is limited to 15 hours per week.	Only the classroom teacher of record for community classroom or cooperative vocational education can provide the required supervision or coordination.

California Code of Regulation (CCR) Title V

Item CCR Title 5 Citation	Community Classroom (CC)	Cooperative Vocational Education (CVE)	Comments
Records CC-10084 CVE-10105	The community classroom teacher keeps copies of the following records on file: Joint venture training agreement Individualized training plan Visitations and consultations Student training station hours Training station student assignment: location, time, and dates	A cooperative vocational education teacher keeps copies of the following records on file: Work permit if required Training agreement Individualized training plan Visitations and consultations Student training station hours Training station student assignment: location, time, and dates	
Related Classroom Instruction CC-0085 CVE-10106	<p>The community classroom teacher ensures that related classroom instruction is concurrent and based on skills, knowledge, and attitudes in the occupation for which training is conducted. Related classroom instruction is provided at an equivalency of three instructional periods a week. At least one instructional period must be offered a week. An instructional period must equal at least 50 minutes.</p> <p>The curriculum must identify how competencies will be taught through concurrent classroom instruction and unpaid, on-the-job training experience.</p>	<p>A cooperative vocational education teacher ensures that related classroom instruction is concurrent and directly related to paid, on-the-job training of students. Related classroom instruction is provided at an equivalency of three instructional periods a week. At least one instructional period must be offered a week. An instructional period must equal at least 50 minutes.</p> <p>The curriculum must identify how competencies will be taught through concurrent classroom instruction and paid, on-the-job training experience.</p>	<p>If the duration of the course or program is 35 weeks, at least 105 periods of instruction (35 x 3) must be offered. Each period must be at least 50 minutes. At least one period must be offered each week. If the duration of the course or program is 18 weeks, at least 54 periods of instruction (18 x 3) must be offered.</p> <p>This related classroom instruction requirement is a minimum. Additional classroom instruction may be required.</p>

California Code of Regulation (CCR) Title V

Item CCR Title 5 Citation	Community Classroom (CC)	Cooperative Vocational Education (CVE)	Comments
<p>Training Agreement CC-10087 CVE-10108</p>	<p>A joint venture training agreement exists between local educational agency and the management of the community classroom.</p>	<p>A training agreement is established between the employer and the local educational agency.</p>	<p>The agreement is an official document signed by the LEA and the employer that outlines rules and responsibilities of each</p>
<p>Training Plan CC-10087 CVE-10108</p>	<p>An individualized training plan for each student is prepared and includes the following details: Competencies to be acquired by the student Expected duration of training for each competency Identification of whether competencies will be taught in the classroom or on the job site Verification that the student has acquired the competency</p>	<p>An individualized training plan for each student is prepared and includes the following details: Competencies to be acquired by the student Expected duration of training for each competency Identification whether competencies will be taught in classroom or on the job site Verification that the student has acquired the competency.</p>	<p>The competencies identified in the training plan must relate directly to the instructional objectives of the approved course or program. The student's acquisition of skills necessary for employability must be documented by appropriate evaluation techniques.</p>
<p>Supervision/ Training Site CC-10088(a)(c) CVE-10109(a)(c)</p>	<p>Only a community classroom teacher who provides related classroom instruction can provide supervision. One visit to the unpaid training site is required every three weeks. Each on-site visit must include an observation of each student.</p>	<p>Only a cooperative vocational education teacher who provides related classroom instruction can provide supervision. One visit to the paid training site is required every four weeks. One out of every two visits must include an observation of each student.</p>	<p>If a section of the career technical course or program is using both the community classroom and cooperative vocational education methodologies, only the classroom instructor of that section can provide supervision.</p>

California Code of Regulation (CCR) Title V

Item <i>CCR Title 5</i> Citation	Community Classroom (CC)	Cooperative Vocational Education (CVE)	Comments
Supervision-Time CC-10088(b) CVE-10109(b)	The CC teacher must be given time to supervise students equivalent to one hour per week for every five CC student enrolled. When fewer than five students are enrolled, the teacher must be given one hour a week to supervise.	The CVE teacher must be given time to supervise students equivalent to one hour per week for every five CVE student enrolled. When fewer than five students are enrolled, the teacher must be given one hour a week to supervise.	Example: If 25 CC or CVE students are enrolled in one section, then the teacher must be given five hours a week to supervise students.
Student-Teacher Ratio CC-10089 CVE-10110	The maximum number of students enrolled in a section using the community classroom methodology shall be 30. The maximum number of students assigned to an instructor using the community classroom methodology shall be 75.	The maximum number of students enrolled in a section using the cooperative career technical education methodology shall be 30. The maximum number of students assigned to an instructor using the cooperative career technical education methodology shall be 75.	No comments added
Unpaid On-the-Job Experiences CC-10090	Unpaid, on-the-job training shall not: Provide the community classroom site with any immediate benefit. Include productive work of any kind as defined by state and federal labor regulations. Unpaid, on-the-job training shall only expand competencies developed in the classroom portion of the career technical course or program.	N/A	Unpaid, on-the-job training experiences must be identified in the training plan and relate directly to the instructional objectives of the approved course or program

California Code of Regulation (CCR) Title V

Item CCR Title 5 Citation	Community Classroom (CC)	Cooperative Vocational Education (CVE)	Comments
Paid On-the-Job Experiences CVE- 10111	N/A	The student is paid an hourly wage, by employer, for related work.	Paid, on-the-job training experiences must be identified in the training plan and relate directly to the instructional objectives of the approved course or program.