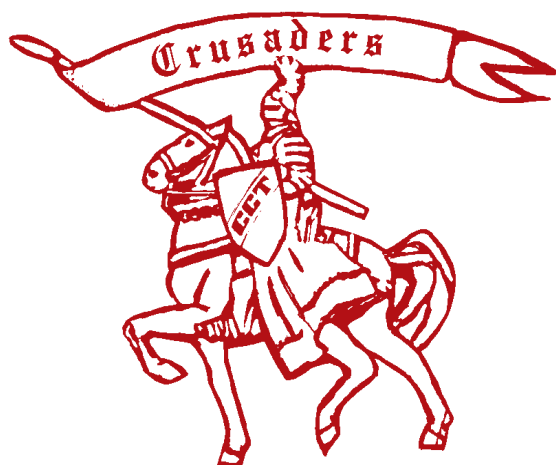


Cape Cod Regional Technical High School



Cooperative Education Program

EMPLOYER HANDBOOK

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It is the policy of Cape Cod Regional Technical High School not to discriminate on the basis of sexual orientation, race, religion, color or national origin in its educational programs, activities or employment policies as required by Title IX of 1972 Education Amendment and chapter 622 The Acts of 1971

Our policy is also in full compliance with the Laws of the United States and Commonwealth of Massachusetts and all applicable regulations thereto with regard to special education and education of the handicapped (chapter 766, PL94-142 and section 504 of rehabilitation Acts of 1973 and chapter 74 vocational Education in Massachusetts.)

Revised Fall 2006

Cooperative Education

A Definition

Cooperative Education is a program of vocational technical education for students who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction, by the alternation of study in school with a job in his or her specific occupational field. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Work periods and school attendance may be on alternate, half-days, full days, weeks, or other coordinated periods of time.

Goals

- Orient and familiarize the student with an actual work situation.
- Give the student an opportunity to observe, experience, and analyze work which is directly related to his or her technical shop program.
- Give the student exposure to personnel, equipment, and procedures different from those experienced in the school setting.
- Help the student bridge the gap between school and employment.
- Give the employers the opportunity to assess the prior training of the student.
- Offer suggestions to the instructor regarding ways to improve the program.
- Bring industry, business, and education closer together in sharing the responsibilities for preparing Cape Cod Tech students to enter the world of work.

Commonwealth of Massachusetts
General Laws-Chapter 731 (Regulations as Proposed)
“An Act to Improve Vocational Education”

Benefits

Employer

- ✓ The most effective and least expensive way to recruit an employee.
- ✓ The employer is receiving a worker already versed in the language, procedures, and vocational/technical routes of the trade.
- ✓ Business establishments have very important input into how the train students.
- ✓ Employers have a chance to observe their cooperative education student in action and consider whether or not they want to employ him or her after graduation.
- ✓ By participating in the training of a vocational/technical student, businesses can locate and hire the best qualified work for their particular purpose.
- ✓ The opportunity for businesses to build a positive relationship with Cape Cod Regional Technical High School.

Student

- ✓ The student is given the chance to gain technical knowledge and vocational skills from craft persons working in the field on equipment reflecting current technology in his or her specific technical shop program.
- ✓ The student has the opportunity to become more confident, mature, and career oriented.
- ✓ The student gains experience and an awareness of adult life in the real workplace.
- ✓ The student builds a record of on-the-job work experience for resume reference and has an edge when applying for “experience only” positions.

School

- ✓ The school gains feedback from local business and industry regarding any vocational/technical change in a given field. This is helpful in keeping their courses of study up to date.
- ✓ Cooperative Education programs enable the school to offer a greater variety of educational opportunities to students. The school’s budget could not allow the variety of skills and experiences of experts who share in training the student’s learning.
- ✓ Cooperative education opens communication doors and bridges the gap between the school and business community.
- ✓ The community also benefits as more trained, achievement oriented young people make employment commitments.

Qualifications

Qualification for an employer to sponsor a student in the Cooperative Program:

1. Must be covered by Workman's Compensation Insurance and provide the school with the policy number, effective date, and name of insurance company issuing the policy.
2. Must conform with the State and Federal Regulations relative to Child Labor.
3. Must provide work experiences that are productive in nature relative to the student's vocational/technical shop program.
4. Must pay wages comparable to those other persons doing similar work in the same establishment.
5. Must be in compliance with Chapter 622 of the Acts of 1971 and not discriminate in recruitment, hiring, or employment practices on account of race, color, sex, religion, national origin, or sexual orientation.
6. Must employ the cooperative students during the weeks when students would normally attend shop. *(During the alternate weeks, the student will be present at the Cape Cod Regional Technical High School attending academic and all related classes.)*
7. Personnel used as instructors must be qualified in the particular trade or occupation being taught.
8. Must agree to complete employer evaluation at the completion of each work cycle.

Qualifications for a student to enter and remain in the Cooperative Education Program:

1. Participants must be at least sixteen years of age.
2. Participants must have and continue to maintain a B average in shop, a B average in shop theory, and a C average in each academic class.
3. Participants must not have any credit deficiencies from previous years.
4. Seniors are eligible to apply for the Co-op Program at the beginning of their senior year in September provided that they have been in their particular shop for a minimum of 1^{1/2} years. Seniors who are academically ineligible to apply for the Co-op Program may reapply when progress reports are issued for the first trimester or when report cards or progress reports are issued for the following trimesters.
5. Juniors are eligible to apply for the Co-op Program when report cards are issued for the first trimester provided that they have been in their particular shop for a minimum of 1^{1/2} years. Juniors who are academically ineligible for the Co-op Program may reapply when progress reports are issued for the second trimester or when report cards or progress reports are issued for the following trimesters.
6. Participants must have and continue to maintain acceptable conduct and attendance (no more than four absences and four tardies in a given trimester).
7. Participants must have their vocational/technical shop skills judged acceptable for Co-op placement by their vocational/technical shop instructor.
8. Participants must speak with the shop instructor and go to the vocational coordinator's office for an application and the necessary forms to become eligible to participate. If you have any questions concerning the Co-op program, please call the guidance office.

Responsibilities

The employer is responsible for:

- Abiding by all child labor laws as they pertain to vocational/technical students.
- Having a work permit on file when required.
- Paying the Cooperative Program student at least minimum wage.
- Students not working in the Cooperative Program for more than 8 hours per day nor more than 48 hours per week.
- Maintaining an adequate work load for the Cooperative student for which he or she will be productively engaged for no less than 30 hours per week.
- Keeping record of student absences.
- Notifying the Co-op Education office of any serious problem involving the student in the Cooperative Program.
- Providing workmen's compensation on the student during the time involved in the Cooperative Program.
- Cooperating with the Co-op Education office in providing a work program which will utilize and expand the student's skills.
- Understanding and abiding by the language of the Cooperative Program agreement.

The student's responsibilities are to:

- Abide by all company policies and regulations while participating in the Cooperative Education Program.
- Obtain a work permit when required.
- Report an absence to the employer and the Cape Cod Tech attendance office (508-430-7448) prior to the start of work on the day of absence.
- Maintain satisfactory progress in class work during participation in the Cooperative Program.
- Know the child labor restrictions as they apply to him or her and abide by them.
- Report to the Co-op Coordinator immediately any violations of the Cooperative Program.
- Abide by school rules/policies (*see Cape Cod Tech Student Handbook*).
- Return to Cape Cod Tech if work load becomes less than 30 hours in a given week.
- Turn in biweekly evaluation sheets immediately upon returning to school during academic week.
Failure to submit evaluations could result in the loss of co-op privileges.
- Have no suspensions, ISS or OSS, for duration of Cooperative Program.

The responsibilities of the Co-op Education office includes:

- The overall supervision of the Cooperative Program.
- The development of all policies and procedures affecting the Cooperative Program.
- Providing leadership, assistance, and guidance in initiating and implementing the Cooperative Program.
- The ongoing evaluation of the Cooperative Program.
- The necessary revisions needed to correct or improve the Cooperative Program.
- Providing the necessary forms and general information pertaining to Co-op, providing information relative to the laws governing child labor.
- Providing assistance and handling emergency situations which involve students in a Cooperative Program.
- Making the employer and student aware of the purpose of the program responsibilities of all parties including the Co-op Education plan of the students.
- Visitations to Cooperative placement sites for observation, information gathering and assistance.
- Providing employers with support in dealing with adolescents through business/mentor training sessions.

Other Employer Requirements

Work Load

The Co-op Program is an extension of the school and specific trade area. Co-op will only take place during shop days and under **NO CIRCUMSTANCES** should the student work during his/her academic week during school hours. Fewer than thirty hours per week does not fulfill the requirements of the Cooperative Educational Program. *If there is no work on the job site on a particular day of the shop week, and the total number of hours for the week is less than thirty, the student must report to his or her shop at CCRTHS for the day.*

Employer Grade Report

At the end of each working cycle, the employer *must* complete an Employer Evaluation Form, that will be reviewed by the shop teacher and Vocational/Technical Office.

Probation

If the review committee decides to place a student on probation, the following will occur:

1. Parent will be notified by mail.
2. The student will be given a date for which he or she has to change undesirable behavior and/or performance.
3. Employer will be notified regarding work status.

Child Labor Laws

Educational Work Program

Cooperative Program

The Co-op Program allows 16 and 17 year-olds to be employed in an otherwise prohibited work setting under the close supervision of a qualified experienced person. Cooperative Education students may obtain waivers from the following Hazardous Orders: 5, 8, 10, 12, 14, 16, and 17 through 24*. A graduate of a vocational/technical training program may be employed in an occupation in which training has been completed, regardless of age. Each Cooperative Educational placement must be supported by a written agreement which provides:

1. That the work of the student-learner in the occupation declared particularly hazardous must be incidental to the training.
2. That such work must be intermittent and for short periods of time, and under the direct and close supervision of the qualified and experienced person.
3. Safety instructions must be given in school and integrated with on-the-job training.
4. That a schedule of the organized and progressive work process to be performed on the job must be prepared.

Minimum wage laws must be complied with, and the employer must be covered by Workman's Compensation. Each Cooperative Educational placement must be supported by a written agreement containing the name of the employer and school coordinator principal. Copies should be kept in file by both the school and the employer. The agreement may be revoked in situations where reasonable precautions for the safety of the minors employed are not being observed. In general, all of the above programs are seen as expanding the educational opportunity and experience of students. They are not designed to provide economic benefit to participating employers, nor can they interfere with the regular employees.

Cooperative Employment

Permit (16 and 17 Years of Age)

A school committee of any city, town or regional school district may permit over sixteen and under eighteen, who is attending school, to be employed in an industry without an educational certificate. However, the minor must be part of a Cooperative Work-Study Program operated by the school committee and approved by the Massachusetts Department of Education. The "**Cooperative Employment Permit**" may be issued to the students in cooperative courses in public day or vocational/technical schools approved by the Massachusetts Department of Education. The permit is issued by the superintendent of schools, and must be signed by the minor in whose name the permit is issued. The permit is valid only while the minor is a regular attendant at a public day school.

Source: *Commonwealth of Massachusetts
Child Labor Laws in Massachusetts
Department of Labor and Industries
Division of Industrial Safety

Massachusetts

Child Labor Laws*

Legal Work Hours For Teens In Massachusetts

14 and 15 Year Olds

Work Hours

- Only between 7 a.m. and 7 p.m. during the school year
- Not during school hours
- Only between 7 a.m. and 9 p.m. during the summer (from July 1st through Labor Day)

Maximum Hours When School Is In Session

- 18 hours a week
- 3 hours a day on school days
- 8 hours a day Saturday, Sunday, and Holidays
- 6 days a week

Maximum Hours When School Is Not In Session

- 40 hours a week.
- 8 hours a day.
- 6 days a week.

16 and 17 Year Olds

Work Hours

- Only between 6 a.m. and 10 p.m. (except in restaurants until midnight on Fridays, Saturdays, and during school vacation)

Maximum Hours of Work - Whether or Not School Is In Session

- 48 hours a week.
- 9 hours a day.
- 6 days a week.

Persons Under 16 Years Old May NOT:

- Operate power-driven machinery (except office machines or machines in retail or food service not otherwise prohibited)
- Operate hoisting apparatus
- Cook (except at soda fountains, lunch counters, snack bars, or cafeteria serving counters) or bake
- Work in a manufacturing facility (e.g. a factory)
- Work on ladders or scaffolds
- Work in freezers or meat coolers
- Work in garages except when dispensing gas and oil
- Work in brick or lumber yards
- Work in barber shops
- Work in amusement places (e.g. pool or billiard rooms or bowling alley)
- Work in construction, transportation, communications, or public utilities (except clerical work away from heavy machinery)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Wash windows in public or commercial buildings if the window sill is more than 10 feet above the ground
- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g. meat, fish, or poultry processing or cracking nuts)
- Work in mining
- Work around boilers or engine rooms
- Work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors
- Work in any of the occupations prohibited for persons under age 18 as listed below

Persons under 14 may NOT work

There are a few exceptions to this such as working as news carriers, on farms, and in entertainment (with special permit)

Persons Under 18 Years Old May NOT:

- Drive a vehicle or forklift
- Use meat slicers or power-driven bakery machines
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular or band saws, guillotine shears, or box crushers
- Use power-driven woodworking machines
- Use power-driven hoisting apparatus
- Use power-driven paper-products machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in wrecking, demolition, shipbreaking, or excavation
- Work in logging, or sawmilling, mining (other than coal)
- Work in slaughtering, packing, or processing meat
- Work in roofing, railway, or excavation operations
- Work in foundaries or around blast furnaces
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion

Resources For More Information

For questions about wages or child labor laws

Massachusetts Office of the Attorney General, Fair Labor and Business Practices Division (regarding state child labor laws)
(617) 727-3465

U.S. Department of Labor, Wage and Hour Division (regarding federal child labor laws)
(617) 565-2066

For questions about health and safety

Massachusetts Office of the Attorney General (617) 727-3465

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)
Methuen Office - (617) 565-8110
Braintree Office - (617) 565-6924
Springfield Office - (413) 785-0123

For questions about workers' compensation

Massachusetts Department of Industrial Accidents
1-800-323-3249 x 470

*This is a compilation of state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations and some exceptions for employers in agricultural industries.

This pamphlet was prepared by the Massachusetts Department of Public Health's Protecting Young Workers Project with funding from the National Institute for Occupational Safety and Health. Portions of the pamphlet were adapted from the U.S. Department of Labor Employer's Pocket Guide to Teen Worker Safety. For more information, call (617) 624-5632

Are there occupational restrictions regarding Co-op students?

The Department of Labor has determined that certain occupations are hazardous to students under 18 years of age. The most common of these that affect Co-op employers are:

*Students cannot drive a motor vehicle off company property
Students cannot work at any occupation over thirty feet above the ground or floor
Students cannot operate power-driven hoisting apparatus
Students cannot operate power-driven bakery machines*

What are the common labor law exemptions for Co-op students?

Supervised Co-op students working under a Co-op working permit can use the following equipment based on labor law exemptions:

*Power-driven woodworking machines
Power-driven metal forming, punching, and shearing apparatus
Power-driven paper product machines
Power-driven circular saws, band saws, guillotine shears
Metalworking machine or machine tools such as milling, turning, grinding, planing and boring machines*

Laws Pertaining To Cooperative Education

Sources

There are two main regulatory agencies covering Cooperative Education in Massachusetts. They are as follows:

1. United States Department of Labor
Employment Standards Administration
Wage and Hour Division
1059 Park Square Building
31 St. James Avenue
Boston, MA 02116
Telephone: (617) 223-9971

The main source of applicable USDOL regulations is found in **Child Labor Bulletin No. 101** (WH Publication 1330). These are employee laws pertaining to all employees and should be observed when placing a student with an employer. These laws are nearly identical to Massachusetts Laws, however, whenever a conflict or difference occurs, the more severe or strict law should be observed.

2. Massachusetts Department of Labor and Industries
Division of Industrial Safety
100 Cambridge Street
Boston, MA 02202
Telephone: (617) 727-3460

The main source of applicable Massachusetts Department of labor and industries regulations is found in **Child Labor Laws (Bulletin 1)**. These are employer laws pertaining to employees and should be observed when placing a student.

Cooperative Educational Programs fall under Massachusetts General Laws. Although no specific regulations pertaining to Cooperative Education are found in the Law, the Department of Education has established guidelines.

For further information, please contact:

Commonwealth of Massachusetts
Department of Massachusetts
Division of Occupational Education
1385 Hancock Street
Quincy, MA 02169

Cooperative Education Evaluation

Cape Cod Regional Technical High School Massachusetts Cooperative Education Student Assessment ToolKit Instrument

20 Points _____ _____ _____ _____	Health and Safety	<u>The student understands occupational health and safety issues related to this occupation.</u>
	20 Exemplary	Recognizes unsafe situations and communicates concerns to appropriate authority.
	18 Proficient	Practices health and safety protocol independently.
	16 Developing	Practices health and safety protocol with minimal reinforcement and supervision.
	14 Needs Improvement	Practices health and safety protocol with continuous reinforcement.
20 Points _____ _____ _____ _____	Technical Skills	<u>The student is strengthening and developing the technical skills listed in the cooperative education agreement.</u>
	20 Exemplary	Demonstrates independent performance in alignment with the highest level of industry standards.
	18 Proficient	Demonstrates the ability to perform these skills without any assistance and has attained proficiency.
	16 Developing	Demonstrates the ability to perform these skills only with assistance and must continue development.
	14 Needs Improvement	Demonstrates a very limited ability to perform these skills and needs to improve significantly.
10 Points _____ _____ _____ _____	Acting Professional	<u>The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.</u>
	10 Exemplary	Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
	9 Proficient	Accepts direction positively and maintains appropriate attendance, punctuality and dress.
	8 Developing	Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
	7 Needs Improvement	Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.
10 Points _____ _____ _____ _____	Problem Solving	<u>The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.</u>
	10 Exemplary	Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
	9 Proficient	Identifies and solves problems independently.
	8 Developing	Identifies and solves problems with minimal assistance and direction.
	7 Needs Improvement	Identifies and solves problems with significant assistance and support.
10 Points _____ _____ _____ _____	Interacting with Others	<u>The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.</u>
	10 Exemplary	Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
	9 Proficient	Resolves client/customer problems where appropriate; participates as part of a team.
	8 Developing	Initiates positive interactions with customers/clients, co-workers and supervisors.
	7 Needs Improvement	Demonstrates basic interaction skills; responds when others initiate conversation.
10 Points _____ _____ _____ _____	Completing Tasks	<u>The student participates fully in a task or project from initiation to completion, using time management skills.</u>
	10 Exemplary	Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
	9 Proficient	Sets priorities/deadlines and completes projects independently.
	8 Developing	Manages time in order to complete tasks and projects with assistance/reinforcement.
	7 Needs Improvement	Experiences difficulty managing time in order to complete tasks and projects.
10 Points _____ _____ _____ _____	Demonstrating Character	<u>The student displays loyalty, honesty and dependability.</u>
	10 Exemplary	Takes pride in exhibiting personal and professional integrity.
	9 Proficient	Displays and practices positive personal character traits.
	8 Developing	Occasionally displays positive personal and professional character traits.
	7 Needs Improvement	Experiences difficulty understanding the traits that define personal character.
10 Points _____ _____ _____ _____	Workplace Technology	<u>The student selects and uses relevant technology, equipment and tools in a safe and appropriate manner.</u>
	10 Exemplary	Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
	9 Proficient	Selects/uses appropriate technology, equipment and tooling to complete work tasks.
	8 Developing	Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
	7 Needs Improvement	Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.

Supervisor's Signature

Date

Student's Signature