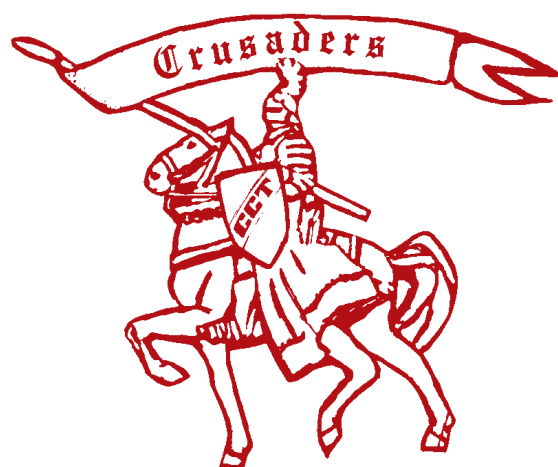


Cape Cod Regional Technical High School



Cooperative Education Program

STUDENT 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 therto with regard to special education and education of 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 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

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.

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.

Qualifications

Qualification for a student to enter and remain in the Cooperative 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 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 for the Co-op Program may reapply when progress reports are issued for the first trimester or when report cards or progress reported are issued for the following trimesters.
5. Juniors are eligible to apply for Co-op Program when report cards are issued for the first trimester provided that they have been in their 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.

Under no circumstances can a student report to work unless he or she receives official written acceptance into Cape Cod Tech's Cooperative Education Program.

Qualifications for an employer to sponsor a Cooperative Education 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 prior to the student beginning Co-op.
2. Must conform with the state and federal laws and regulations relative to child labor.
3. Must provide work experiences that are productive and progressive in nature relative to the student's vocational/technical shop program.
4. Must pay wages comparable to those paid to 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 practice on account of race, color, sex, religion, sexual orientation, or national origin.
6. Must employ the cooperative student during the weeks when the student would normally attend shop. (During the alternate week, the students will be present at the Cape Cod Regional Technical High School attending academic and related classes).
7. Personnel used as instructors must be qualified in the particular trade of occupation being taught.
8. Must agree to complete Employer Evaluation forms at the completion of each work cycle (student has been notified that failure to return sheet to school will result in losing Co-op privileges).

Responsibilities

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 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 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.

Evaluation

Employer Grade Report

At the end of each working cycle, the employer must complete an Employer Evaluation Form that will be reviewed by the lead shop teacher and Co-op Coordinator. It is the student's responsibility to submit evaluations upon returning to school. **Failure to submit evaluations could result in the loss of Co-op privileges according to the penalty section in this handbook.**

Request For Review

On a regular basis, the student's progress will be closely monitored. Failure to meet the standards of conduct as outlined in this handbook will result in a "Request for Review" will be issued and a meeting will be mandated. The student, parent, academic teacher, Dean of Students, shop teacher, counselor, Co-op Coordinator and any others pertinent to the particular student could be invited to attend. The committee could decide between the following actions:

1. Placement Discontinued
2. Conditional Continuance (*probation*)
3. Temporary Discontinuance
4. No Action Taken

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 by which he or she has to change undesirable behavior and performance.
3. Employer will be notified regarding work status.

Penalties For Failure

to Abide by Cooperative Education Guidelines*

Any pattern of poor attendance (including tardies) in either cycle (academics/Co-op) will result in suspension from the Cooperative Program.

Failure to have cycle evaluation turned in to Co-op Coordinator:

1st Offense	Written Warning
2nd Offense	Probation/Possible 1 Cycle Suspension
3rd Offense	Removal From Co-op For Full Trimester

Failure to maintain academic performance standards:

C-	Probation
D	Suspension From Cooperative Program
F	Termination From Cooperative Program

Failure to abide by Cape Cod Tech rules of conduct during academic cycle as stated in the student handbook:

3rd Detention In A Trimester	Suspension For 1 Cycle
1st In-School Suspension	Probation
2nd In-School Suspension	Termination From Program
1st Out-Of-School Suspension	Termination From Program

Note: Serious or grave infractions of either the employer or school's rules may result in immediate termination from the Cooperative Program at the discretion of the program coordinator.

Reinstatement of Co-op privileges will not be considered for at least 1 full trimester and only then by a full meeting of the Co-op committee.

*See Student Handbook, page 43, Cooperative Education Program Qualifications.

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

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL

COOPERATIVE EDUCATION PROGRAM

STUDENT ENROLLMENT CONTRACT

Congratulations on your acceptance into the Cooperative Education Program at Cape Cod Regional Technical High School. In order to ensure a *successful work experience*, it is important that you understand the responsibilities you have to yourself, your employer and the Co-op coordinator.

Please review the following conditions of Co-op enrollment and sign where indicated.

RESPONSIBILITIES OF A CO-OP STUDENT ARE:

- To report to work on all scheduled days.
- To call in to your employer, **PRIOR TO THE START OF THE WORK DAY**, if absent.
- **To call the Cape Cod Tech attendance answering machine (508-430-7448), if absent.**
- To maintain satisfactory progress in class and shop work.
- To have **NO SUSPENSIONS**, in-school or out-of-school, during your enrollment.
- To have no more than **four (4) excused absences** in a trimester. ***UNEXCUSED ABSENCES ARE NOT ACCEPTABLE AT ANY TIME.***
- To abide by all company policies and regulations.
- To return to school if work hours fall under 30 hours per week.
- To report any violations of the Cooperative Program to your lead instructor and Co-op Coordinator.
- **TO RETURN WORK EVALUATIONS TO THE CO-OP OFFICE ON YOUR FIRST DAY RETURNING TO SCHOOL TO ACADEMICS.** Failure to submit evaluations will result in a **Written Warning, Notice of Probation, or Removal of Co-op privileges for one shop cycle or a full trimester.**
- To notify employer of ANY schedule changes (sports, shop activities, etc.) that may affect work hours.
- To notify the Co-op Coordinator of any change in job status (termination) by you or the employer.
- To report to the Co-op Coordinator any desire to change job sites. **NO CO-OP POSITIONS MAY BE CHANGED WITHOUT WRITTEN APPROVAL FROM THE CO-OP OFFICE.**

I have read and understand the above program regulations. I further understand that any infraction of the Co-op rules and regulations (above and in the handbook) could result in my termination from the program.

Student Name (Please Print)

Date

Student Signature

