



Greater New Bedford Regional Vocational Technical High School

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COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF EDUCATION
DIVISION OF OCCUPATIONAL EDUCATION

COOPERATIVE EDUCATION AGREEMENT M.G.L. Chapter 74 and 603 CMR 4.03 (7)

The is an agreement between an Equal Opportunity Employer and the School Committee of Greater New Bedford Regional Vocational Technical High School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.

STUDENT DATA

Student's Name: Last: _____ First: _____ Middle: _____
Home Address: Street and Number: _____
City/Town: _____ State: MA Zip Code: _____
Vocational Technical Program: _____ Email: _____
Home Phone _____ Cell _____

STUDENT EMPLOYMENT INFORMATION

Do you have transportation to/from work? Yes No
Do you have a driver's license? Yes No License Number: _____
Are you available to work part time after school if requested? Yes No
Are you available to work full time during shop cycle? Yes No
Please list any days and/or hours that you are unable or unwilling to work? _____
Do you agree to follow all the rules and regulations for participation in this program as outlined in the student handbook? Yes No

PARENT/GUARDIAN INFORMATION

Parent/Guardian: _____ First: _____
Home Address: _____
City/Town: _____ State: MA Zip Code: _____
Home Phone _____ Cell Phone Number: _____
Home Email: _____ Work Email: _____

STUDENT GUIDELINES

In order for a student to participate in GNB Voc-Tech's Cooperative Education Program, the student must agree to the following conditions of employment:

- Must adhere to work standards as set forth by the employer, as well as school standards
- Must provide own transportation
- Portfolio and Career Plan must be up to date
- Student must pass all Chapter 74 Shop and Related requirements
- Student must have a grade of 70 or better in all areas
- Student must obtain a co-op cycle report and turn it in to the co-op coordinator at the end of every academic cycle.
- Student must maintain good attendance and discipline record (in accordance with the school policy)
- Student is required to work a minimum of 36 hours in a six day cycle
- Student must notify Co-Op Coordinator and employer immediately in the event that he/she will miss a co-op work day.
- Student is responsible for having the evaluation form filled out by the employer and returned to the co-op coordinator upon return to the academic cycle
- Student will not be allowed to return the co-op site until the evaluation is completed and returned
- Student must work at a site that provides the opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- **Student is required to work until the end of the school year, if student needs to resign from the co-op position they must write a letter of resignation and give a two week notice.**
- Student must be highly recommended by shop and related teacher
- **Students who do not pass MCAS must be willing to attend MCAS support classes during the academic cycle or summer MCAS support classes if available**

SIGNATURES

1. The statements and information furnished by us in this application are true and complete.
2. We give permission for the student named in this application to participate in cooperative education.
3. We give permission for representatives of the school to release academic and technical records including Competency Attainment Lists, and grades, past and present, as well as any other pertinent information that may be required by potential cooperating employers for the purpose of evaluation.
4. We understand that if at any time, in the opinion of the cooperative education coordinator and/ or school administration, the student is not meeting the requirements of this program with regards to grades, attendance, attitude and/or performance his/her placement will be terminated.

Our signatures certify that we have read and agree with the above statements.

Signature of Student

Date

Signature of Parent/ Guardian

Date

GNB Voc-Tech GUIDELINES

The Vocational Technical Education Regulations 603 CMR 4.03 (7) contain the standards for cooperative education. The Cooperative Education Coordinator has the main responsibility for ensuring that the standards are met. The individual technical teacher and Cooperative Education Coordinator are responsible for ensuring that:

- Student is capable of doing the work required by the employer
- Review work required with the employer before student is placed
- Complete a Safety Site Checklist on each worksite
- Student is passing all Chapter 74 Shop and Related requirements
- Student has a grade of 70 or better in all areas
- Obtain a co-op cycle report at the end of every academic cycle to ensure that the student is meeting grade requirements
- Evaluate student performance with periodic visits to the work site
- Student is working a minimum of 36 hours in a 6 day cycle
- The students competency list is reviewed with the employer
- Student evaluation form is filled out by the employer and returned to the co-op coordinator upon students return to school for the academic cycle
- Student is working at a site that provides the opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- Student continues to meet all requirements to remain on co-op
- If for any reason the student is terminated from their position, the school has the right to determine the appropriateness of that student obtaining another co-op position

Discrimination Statement: Greater New Bedford Regional Vocational Technical High School affirms that it *does not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, age, disability, gender identity and homelessness* or any other legally protected group and that all conditions are free from discriminatory practices.

SHOP INSTRUCTOR

- Has this student completed two years of instruction in this vocational technical program? Yes No
- Has this student satisfactorily completed all appropriate safety instruction in this vocational technical program? Yes No
- Has this student attained a sufficient level of achievement in the school-based vocational technical program in preparation for transition into a work-based learning environment at this time? Yes No
- Do you recommend this student for cooperative education placement? Yes No
- Please indicate the total number of shop hours that this student has completed in this program to date. _____

Additional comments and/or information: _____

Signature of Shop Instructor

Date

OTHER RECOMMENDATIONS

This student has met the initial eligibility requirements, as outlined in the student handbook, and is applying to participate in the cooperative education program and needs your recommendation in order to do so. If you feel that this student has demonstrated the necessary skills to be successful in the workforce and you would like to recommend him/her for placement at this time, check yes. Please note that if it becomes necessary to withdraw your recommendation during the school year, simply notify the cooperative education in writing.

SUBJECT	SIGNATURE	RECOMMENDATION
Related Instruction		<input type="checkbox"/> Yes <input type="checkbox"/> No
Cooperative Education Coordinator		<input type="checkbox"/> Yes <input type="checkbox"/> No

COOPERATING EMPLOYER

Name of Firm: _____

Address: Street and Number: _____

City/Town: _____ State: MA Zip Code: _____

Phone Number: _____ Fax Number: _____

Nature of Employer's Business: _____ Number of Employees: _____

Hiring Person: _____ Student's Supervisor: _____

Email Address: _____ Email Address: _____

COOPERATING EMPLOYER INFORMATION

Hours per co-op week: Minimum of 36 hours in 6 days Starting wage: \$12.75

Do you agree to follow all the rules and regulations for participation in this program? Yes No

The role of the employer is the key to a successful program for both the student and the company. The fact that employers step up to provide cooperative education opportunities already speaks to their commitment. Do you agree to follow all the rules and regulations for participation in this program?

- Be familiar with each student's career plan
- Provide experienced supervision
- Comply with Mass Legislative Act Chapter 385: An Act Further Protecting Children (CORI-Background Check on any employee who will be one to one with our students)
- Enforce worksite safety per OSHA regulations
- Provide orientation including safety and emergency practices
- Evaluate student performance (each cycle)
- Ensure worker's compensation coverage for the Co-Op student
- Provide a minimum of 36 hours of meaningful employment per 6 day co-op cycle
- Provide the opportunity for the student to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting
- Comply with child labor laws as they pertain to vocational students
- Notify student, co-op coordinator of any serious problem or issue
- Notify school/Co-Op Coordinator if student is injured
- Return student evaluation sheet at the end of each cycle
- Abide by Equal Opportunity laws/regulations/guidelines
- May not employ student during school hours on their academic cycle
- Follow all State and Federal labor and wage laws and regulations
- **Notify the student and the Co-Op Coordinator in writing if this agreement needs to be terminated**
- Complies with all applicable federal and state laws prohibiting discrimination in hiring and employment practices.

WORKERS' COMPENSATION INSURANCE

Workers' Compensation Insurance
Insurance Number: _____ Insurance Company: _____

Please have your insurance agent FAX (508.998.4639) or mail a **Certificate of Workers' Compensation Insurance** to Mr. Ted Haggerty, Cooperative Education Coordinator ?Academy Administrator GNB Voc-Tech., 1121 Ashley Blvd., New Bedford, MA 02745-2496

SKILLS

Please list the skills that the student learner will have the opportunity to acquire while working for your company:

SIGNATURES

This agreement ends May 2021. (date to be determined)

Our signatures certify that we have read and agree with the conditions outlined contained in this agreement.

Parent/Guardian

Date

Student

Date

Employer

Date

Cooperative Education Coordinator

Date

The school, employer, student, parent/guardian may terminate this agreement at any time with appropriate notice, in writing, to the other parties. Otherwise, this agreement expires upon high school graduation of the student.

IMPORTANT NOTICE: Several trades for which cooperative education are applicable having been declared “Hazardous Occupations” for persons less than 18 years of age and are regulated by Federal and/or State statute (whichever is the most stringent standard). In all such trades the work of the student-learner shall be incidental to his or her training, shall be intermittent and for short periods of time, shall be under the direct and close supervision of a qualified and experienced person, and shall include safety instructions by the employer as part of the training.