

# School to Career

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## What is Cooperative Placement?

- A program for eligible juniors and seniors who, through a cooperative arrangement between Nashoba and an employer, receive instruction, including required academic and related vocational instruction.
- Cooperative Education students spend one week in academics and report to work on their technical week instead of reporting to school.
- The job placement must be related to the technical area and be a learning experience for the student.
- The technical instructor must agree that the job placement is appropriate for the student and will enhance student learning in the technical area.

## What are the eligibility requirements?

- Must be at least 16 years old.
- Must have completed a minimum of 1 year and 7 months of successful training in his or her technical program.
- Must hold a grade of an A or B in your technical area and be recommended by your technical instructor for Cooperative Placement.
- Must be passing all academic subjects with grades of an A or B and a minimum of one academic C grade. *(Some additional C grades may be accepted on an individual basis with teacher recommendation. No D's or F's are acceptable.)*

## What are the eligibility requirements?

Below confirmed by the Dean of Students

- No more than 9 total unexcused absences in any school year and no more than 3 unexcused absences in any trimester. The student has maintained fewer than 3 unexcused tardies per marking trimester with no more than 5 tardies in any school year.
- No more than three discipline incidences in any school year requiring a Dean detention or higher level disciplinary action including suspensions.

## How do I sign up for Cooperative Placement?

Students must complete all the required paperwork for phase I.

- *Resume*
- *Cover letter*
- *Career Plan (guidance)*
- *Copy of OSHA Safety Certificate*
- *Completed Cooperative Education application (includes technical instructor recommendation, guidance recommendation and academic teacher recommendations)*
- *Current physical on file with school nurse*
- *Work Based Learning Plan (a list of technical skills you still need to work on while on Cooperative Placement. Remember Cooperative Placement is an extension of school!)*

## When do I start working?

- Once an appropriate job placement has been secured students move to Phase II.
  - *Worksite Permission Form*
  - *Employment Permit (Principal's office)*
  - *School / Parent / Employer Contract*
  - *Employer Cori and License Copy*
- Students may not officially start Cooperative Placement until all the above paperwork is complete.

## School to Career Program Obligations

The student agrees to:

- Meet and maintain academic, attendance, and discipline standards as outlined in the Student Handbook.
- Complete all required paperwork for entry into the Cooperative Placement program.
- Report to employer as scheduled.
- Perform designated duties to the best of their abilities.
- Adhere to work standards established by the employer.
- Call the employer and school if he/she is ill and will not report to work.

## School to Career Program Obligations

The student agrees to:

- Establish agreement with employer on expectations for school vacation periods, holidays, and snow days.
- Keep time card records for school credit in the technical area, and return card to the Cooperative Placement Office on the first day following the work week. The daily duties are to be explained in brief detail.
- Write a one page typed essay to the Cooperative Placement Office on the first day following the work week. The essay should include detailed experiences from the week. This should not be completed during shop or academic time. This is your homework assignment. The library is open on Tuesdays during your academic week if you need assistance or a computer to type your essay.



# School to Career Program Obligations

## The employer agrees to:

- Develop a job description and tasks to be completed by the student and share these expectations with the student during the interview.
- Submit the job description to the Cooperative Education Coordinator at the school.
- Pay wages comparable to those paid to other persons doing similar work in the same establishment.
- Be covered by Workers Compensation Insurance and provide the school with the policy number.
- Adhere to state and federal laws and regulations relative to child labor.
- Provide tasks of a productive and progressive nature and provide supervision for the student.
- Follow OSHA requirements regarding worksite safety and provide a student orientation including safety and emergency procedures.
- Sign a completed School to Career Cooperative Education Agreement with the school.

# School to Career Program Obligations

## The employer agrees to:

- Provide CORI information of the student's direct supervisor to Nashoba.
- Confer with the School to Career Cooperative Education Coordinator regarding student progress, work ethic and skills. Periodically evaluate the performance of the student in cooperation with the school by providing a grade for work performance and completing the Work-Based Learning Plan evaluation.
- Be in compliance with Chapter 622 of the Acts of 1971 and other federal and state equity mandates and not discriminate in recruitment, hiring, or employment practices on account of race, color, gender, religion, national origin, qualified handicap, or sexual orientation.
- Support students in occupations considered nontraditional for their gender.
- Provide a minimum of 32 hours of work per cooperative placement week.
- It is recommended that employers participate on the technical area advisory committee which meets bi-annually.
- Allow a representative from the school to visit the worksite for an initial safety review and additional follow up visits throughout the school year.

## School to Career Program Obligations

The employer agrees to:

- Notify the school when the student is absent from work, if any problems arise, if the student is injured, or if police are called in relation to student's employment.
- Sign time cards which the student is required to turn in to the cooperative placement coordinator at the end of each cooperative placement week.
- Contact the School to Career Cooperative Placement Coordinator with any changes in student work hours, as well as, student absentees or if there are any questions or concerns regarding the program.

## School to Career Program Obligations

The school agrees to:

- Establish eligibility requirements and annually post requirements in the student handbook.
- Provide the necessary paperwork, as required by the Department of Education, to students and prospective employers.
- Issue the students a special work permit that will enable the student, under the age of 18, to work with the hazardous equipment related to his/her field of specialization.
- Appoint a School to Career Cooperative Placement Coordinator to serve as the intermediary between the cooperating employer, the student, and the school.

## Removal or Suspension from Cooperative Placement

Taken from the Student Handbook:

- Any Cooperative Placement student who does not maintain appropriate grades, discipline, attendance, or any of the above requirements for Cooperative Education, will be terminated from the Cooperative Education Program.
- If this situation occurs, a re-evaluation process will be conducted by the Cooperative Education Coordinator prior to any student being re-accepted into the program.
- All student handbook rules apply to both the school environment as well as the working environment. Unacceptable reports from the employer may lead to termination of Cooperative Placement.

# Start Preparing NOW!

Students must complete all the required paperwork for phase I.

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