

Keefe Regional Technical School Cooperative Program

The Cooperative Education Program is an extension of a student's vocational education that combines classroom instruction with on-the-job training. It provides a student the opportunity to develop academic, technical, and job skills not attainable in a school-based setting but acquirable in an industrial or business work-based environment. The program is open to all students who are at least half-way through their junior year and have been enrolled for at least one and one-half years in an approved Chapter 74 vocational program. Students must satisfy state and school requirements including grades, attendance, and performance requirements. All co-op students have completed the OSHA recognized CareerSafe online health and safety course, or the OSHA 10-hour General Industry or Construction Industry

training program, demonstrating that they have the fundamental safety knowledge needed in today's workplace.

Through a cooperative arrangement made between an employer and the school, the student on one week receives instruction in the required academic classes. On the alternate week, the student expands their classroom learning experiences and connects the academic knowledge with the business world through paid employment in a supervised educational work setting related to the student's occupational career area. Integrating academic and career related classes with practical work experience helps students strengthen work skills learned in the classroom, develop inter-personal skills related to employment, and improve their chances for a better future.

Employer Benefits

- Work hours can be tailored to the employer's needs.
- Co-op students provide a pool of temporary and potential full-time employees who are already trained to meet company requirements and therefore, are more productive.
- Co-op students reduce employer-training costs due to student's previous vocational exposure.
- Co-op work experienced students have proven to be more reliable and dependable than other applicants.

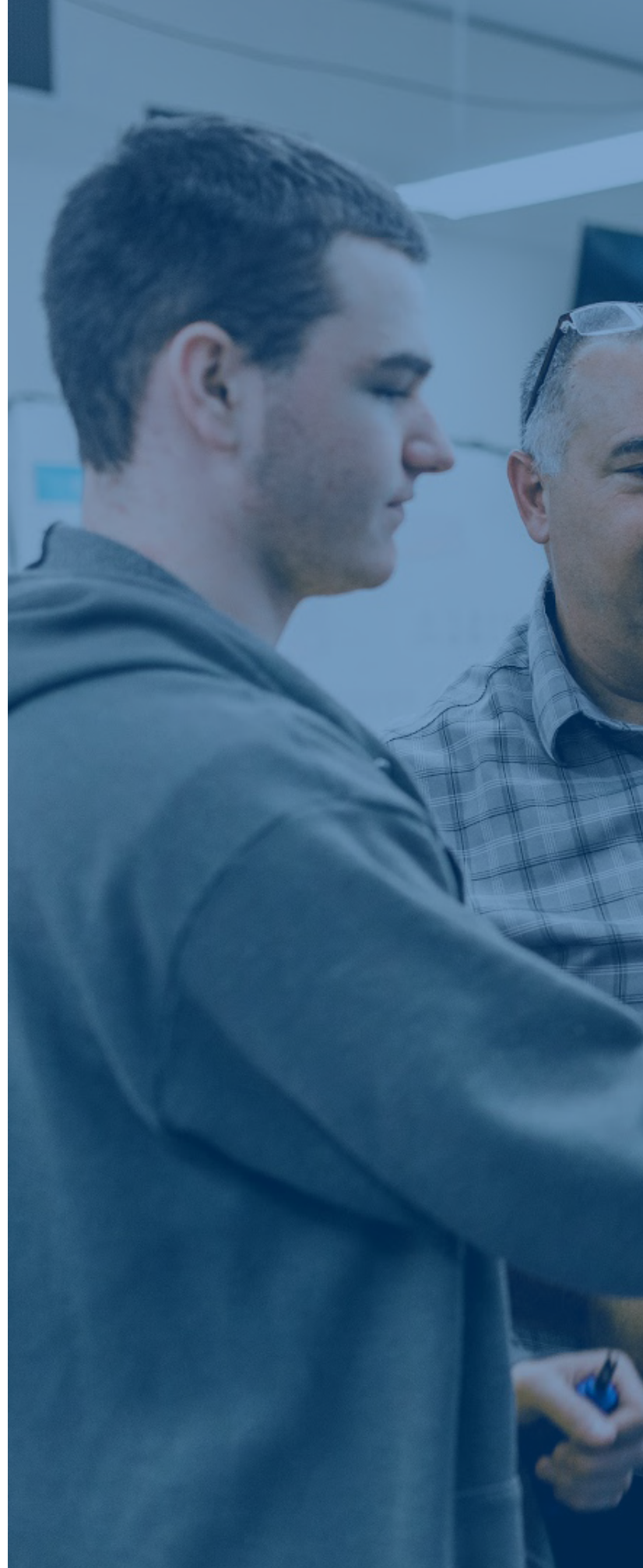
Student Benefits

- Gain practical, on-the-job training thus improving chances for employment.
- Co-op education builds desirable character traits such as responsibility, self-reliance, punctuality, and dependability.
- The co-op work experience makes it possible for students to earn as well as to learn.
- Through co-op education, employers can show students the practical application and meaning of the courses they are taking in school.

The Student

In order to participate in the co-op program, the student agrees to:

- Meet all grade, attendance, attitude, behavior, and/or performance eligibility requirements, as detailed in the Student Handbook. If the standards are not maintained, he/she may be dropped from the co-op program.
- Abide by all company policies and regulations while participating in a cooperative program including but not limited to:
 - Conduct his or herself in a competent and professional manner at all times.
 - Report to work on every scheduled co-op work day, including snow days, school holidays and vacations.
 - Provide at least two-weeks' notice to the employer and Co-op Coordinator prior to terminating employment.
 - Report all absences to the employer and the school, (508-416-2259) prior to the start of work.
- Know the child labor restrictions as they apply to him/her and abide by them.
- Provide his/her own transportation to and from the place of work.
- Report to his/her employer, instructor, and co-op coordinator any violations of the cooperative agreement.
- Submit a copy of his/her paycheck stub or computerized time-clock printout to verify co-op hours worked, if requested by the Co-op Coordinator.
- Report to school on days when the employer is not able to provide work on a scheduled work day.
- Ensure that weekly co-op time cards are completed by the employer and returned to the Co-op Coordinator in a timely manner.



The Co-op Employer

In addition to providing the student with a co-op employment opportunity, the co-op employer agrees to:

- Provide an orientation for the student that includes all safety and emergency practices and procedures that apply to the work site.
- Follow work site safety practices per OSHA regulations.
- Adhere to State and Federal Labor Laws and abide by all labor laws including but not limited to those rules that apply to employees under the age of 18.
 - May not work more than 9 hours per day or more than 48 hours per week.
 - May not operate hazardous equipment unless approved by the Massachusetts Department of Labor.
 - May only work between the hours of 6 a.m. and 10 p.m.
- Retain the Cooperative Employment Permit for students under the age of 18 and conform to the "Exemptions to Child Labor Laws for Minors Under Eighteen Enrolled in Cooperative Education in Massachusetts." The permit must be returned to the student when co-op employment is terminated.
- Provide the student with a qualified and experienced worker to be responsible for the direct and constant supervision of the student.
- Provide the student with a progressive and diversified learning experience that will provide him/her with technical and employability skills while working on the job.
- Provide workers' compensation insurance for the student during employment. A copy of the Certificate of Workers' Compensation Insurance must be mailed to the co-op coordinator's office.
- Provide verbal and written evaluation of the co-op student's work-site performance by completing weekly time cards, quarterly written evaluations, and discussions with the co-op coordinator.
- Provide at least thirty (30) hours of meaningful employment per co-op week, six hours per week day. Exceptions must be approved by the Co-op Coordinator.
- Pay the student a fair (at least minimum) wage for the type of work performed.
- Notify the co-op coordinator when the student is:
 - absent for any reason
 - not abiding by company policies, regulations or co-op requirements.
 - injured or if the police department is called in to handle a student issue
- Return completed and signed student time cards to the school at the end of the co-op week.
- Complete a CORI application form
- Abide by "Equal Opportunity Employment" guidelines and complete a Statement of Assurance form.



The image shows the exterior of Keefe Technical School. The building is a single-story structure with a light-colored facade. The name "KEEFE TECHNICAL SCHOOL" is prominently displayed in large, dark, serif capital letters across the front. Below the name is a wide entrance with multiple glass doors. The foreground features a concrete sidewalk and a parking lot with "NO PARKING" painted on it. Bare trees are visible in the background. The entire image is covered with a semi-transparent orange filter, and a blue border is present at the bottom.

KEEFE TECHNICAL SCHOOL