



Keefe Regional Technical School

750 Winter Street
Framingham, MA 01702
Cooperative Office 508-416-2229

Commonwealth of Massachusetts
Department of Elementary and Secondary Education
Division of Occupational Education

Cooperative Education Student Application

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

This is an agreement between an Equal Opportunity Employer and the School Committee of Keefe Regional Technical School to provide a student who is enrolled in a (Ch. 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. Applicants with disabilities and/or significant health issues may voluntarily self-identify for the purpose of requesting reasonable accommodations at the workplace.

Student and Parent / Guardian Data

Student name: Last: _____ First: _____ Middle: _____

Student Address: _____

City: _____ State: _____ Zip: _____

Student Cell # _____ Student Email Address: _____

Student Technical Program: _____

Parent/Guardian name: Last: _____ First: _____ Middle: _____

Parent/Guardian address: _____

Parent/Guardian email: _____

Parent/Guardian Home Phone# _____ Cell # _____

Although your son/daughter will be covered by the cooperating employer's worker's compensation insurance, in case of an accident, what other insurance coverage do you have?

Name of Insurance Provider: _____

Insurance Policy Number: _____

Student Employment Information

Do you have transportation to and from work? Yes No

Do you have a driver's license? Yes No

If yes, what is your license number? _____

Are you available to work full time (40 hours) during shop week? Yes No

Are you willing to use public transportation? Yes No

Do you agree to follow all the rules and regulations for participation in this program as outlined in the student handbook and co-op manual. Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No
If yes, give details including date and nature of offense:

Please explain your future educational and/or work plans for after graduation based on:
Education, Employment, and/or Military.

Attach your resume to this application.

Notice of Non-Discrimination in Education

The Keefe Regional Technical School does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, gender identification, criminal record, disability, homelessness, and retaliation in admission, treatment or access to its programs and activities. In addition, ice of Non-Discrimination in Education
The Keefe Regional Technical School does not discriminate in employment in its programs or activities and is committed to providing an environment free from sexual harassment.

Student Guidelines

In order for a student to participate in Keefe 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 to and from work.
- Student must pass all academic classes and have passed MCAS.
- Student must pass technical and theory courses with a grade of 80 or better.
- Student must meet the attendance and discipline eligibility requirements as stated in the Student Handbook.
- Student is required to:
 - meet day and hours requirements (minimum 6hrs / day; 30 hrs / wk every other week)
 - follow child labor laws if under 18 work no more than 9 hours per day - 48 hours per week
 - report to work on time.
 - follow all OSHA regulations and child labor laws.
 - dress appropriately for the workplace.
 - report any injuries to the Co-op Office.
 - avoid using cell phones while at work.
 - act professionally at work (avoid using slang and inappropriate language).
 - must notify the Co-op Office if resigning from co-op job and provide the employer with a standard two – week notice.
- **Co-op Attendance:**
 - Whenever you are going to miss a day of work, you need to contact your **Supervisor** and the Attendance Secretary (via phone or email: 508-416-2100 or arosario@jpkeefehs.org)
 - Holidays and School vacations – Please work with your employer **in advance** as to whether or not you are working.
 - Senior Events – Students are required to communicate with their supervisors **in advance** if you are going to miss work for senior events.
 - School half days – Students are required to work regular co-op hours.
 - Missing work – Students should not be missing work to come to school unless it is a school sponsored event and it is approved by the Co-op Office **in advance**.
 - Inclement weather/Snow days – Work with your employer **ahead of time** as to whether you will need to report to work.
 - Co-op Schedule – Email Director of Cooperative Education your work schedule by Sunday of your co-op week if your work schedule is not Monday – Friday.
(Email: jbrochu@jpkeefehs.org)

- **Weekly timecards:** Timecards are to be completed at the end of EVERY co-op week.
- 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 must be highly recommended by shop, theory, and academics instructors, as well as administrative approvals.

Administrative Approval

Guidance Approval _____ Date _____

Assistant Principal _____ Date _____

Academic Director _____ Date _____

Career and Technical Director _____ Date _____

Cooperative Coordinator _____ Date _____

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 the Cooperative Education Program.
3. We give permission for representatives of the school to release academic and vocational-technical records 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 Director of Cooperative Education, the student is not meeting the requirements of this program with regards to grades, attendance, discipline, attitude and/or performance, his/her placement will be terminated.

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

Signature of Student

Date

Signature of Parent/Guardian

Date