

# Greater Lowell Technical High School

250 Pawtucket Boulevard, Tyngsboro, MA 01879



## **COOPERATIVE EDUCATION STUDENT MANUAL**



We Strive to R.E.A.C.H.

Respect – Effort – Accountability – Commitment - Honesty

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## **COOPERATIVE EDUCATION PROGRAM**

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The Cooperative Education Placement Program provides students with an exciting opportunity to expand their educational knowledge and experience in a real work environment that directly relates to their career goals. Students gain valuable employability experience while furthering their understanding of their occupational field within a structured, supervised environment.

## **OBTAINING EMPLOYMENT**

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Cooperative Education is an optional program for qualifying seniors and juniors. Instead of coming to school on their shop week, students are hired to work for a company and perform tasks that are directly related to their technical program. Students should be communicating with their technical Instructors on whether they want to participate in the Co-op Program when opportunities arise. Students must meet all eligibility requirements at all times to participate in the Co-op Program. There are a few ways students can obtain co-op employment.

1. The Co-op Office works with employers in the area to hire our students through the Co-op Program. Once a co-op opportunity comes through, the Co-op Office contacts the technical Instructor for student recommendations.
2. Technical instructors work with their field contacts.
3. Students secure a co-op opportunity through their own resources.

It is each students' responsibility to find and obtain employment, related to their program of study, with a qualified employer who is in compliance with federal and state discrimination, wage and workers' compensation. Employers must meet the requirements as listed on the Cooperative Education Site Agreement: (Labor Laws, Health and Safety Regulations and Workplace Harassment Policies).

## **COOPERATIVE EDUCATION PROGRAM: GR. LOWELL TECH STUDENT FORMS**

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In addition to meeting the eligibility requirements, students must agree to complete the following:

- Cooperative Education Resume
- Cooperative Education Student Application
- Cooperative Education Employer Agreement
- Cooperative Education Work Permit (if under 18 years of age)
- Submit a copy of OSHA card

## **COOPERATIVE EDUCATION PROGRAM: COMMUNICATION**

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Communication is an important part in achieving success in school and at the workplace. The Co-op Office will send out information via school email. Please be diligent in checking your school email regularly and respond when necessary.

### **CONTACT INFORMATION:**

Mrs. Bezanson, Director of Cooperative Education

Email: [sbezanson@gltech.org](mailto:sbezanson@gltech.org)

Work Office phone: 978-441-4959

Work Cell phone: 978-551-4838

Location: Room 2255, 2<sup>nd</sup> floor, Street 3, West

Mr. Jones, Cooperative Education Construction Coordinator

Email: [bjones@gltech.org](mailto:bjones@gltech.org)

Work Office phone: 978-441-4935

Work Cell phone: 978-302-8276

Location: Room 3253, 3<sup>rd</sup> floor, Street 3, West

Mrs. Bergeron, Cooperative Education Administrative Assistant

Email: [mbergeron@gltech.org](mailto:mbergeron@gltech.org)

Work Office phone: 978-441-4813

Location: Room 2255, 2<sup>nd</sup> floor, Street 3, West

Timecards should be emailed to: [coop@gltech.org](mailto:coop@gltech.org)

## **COOPERATIVE EDUCATION PROGRAM: EMPLOYER HIRING DOCUMENTS**

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Students will be required to complete a job application. Job applications will be provided by the employer and may be in paper format or completed through an online portal. Some employers will require students to complete background checks, drug testing, and/or health requirements.

Employers will need each student to complete the following hiring paperwork:

- Payroll (direct deposit)
  - Blank VOIDED check or Direct Deposit Form
  - Bank routing and bank account information
- W4 (tax form)
- I9 (Employment Eligibility Verification)
  - Photo ID (school ID, driver's license, passport)
  - Social Security Card OR Birth Certificate

Students need to follow all company policies and procedures.

## **COOPERATIVE EDUCATION PROGRAM ELIGIBILITY REQUIREMENTS: SENIORS**

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### **1ST TERM ELIGIBILITY IS BASED ON THE FOLLOWING:**

#### **Attendance**

- Maximum of 12 total unexcused days absent during junior year.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses in junior year.

#### **Discipline**

- No out-of-school suspensions in term 4 of junior year.

#### **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor (junior and senior), theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

### **2ND, 3RD, AND 4TH TERM ELIGIBILITY IS BASED ON THE FOLLOWING:**

#### **Attendance**

- Maximum of three (3) unexcused days absent during the previous term.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of previous term.

#### **Discipline**

- No out-of-school suspensions within the previous term to the present.

#### **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

## **COOPERATIVE EDUCATION PROGRAM ELIGIBILITY REQUIREMENTS: JUNIORS**

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### **3RD TERM ELIGIBILITY IS BASED ON THE FOLLOWING:**

#### **Attendance**

- Maximum of six (6) total unexcused days absent during 1st and 2nd term junior year.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 2nd term.

#### **Discipline**

- No out-of-school suspensions within the previous term to the present.

#### **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

### **4TH TERM ELIGIBILITY IS BASED ON THE FOLLOWING:**

#### **Attendance**

- Maximum of three (3) unexcused days absent during previous term.

#### **Grade Requirements**

- Pass all technical and theory courses with a grade of 70 or higher.
- Pass all academic courses at the end of 3rd term.

#### **Discipline**

- No out-of-school suspensions within the previous term to the present.

#### **Instructor/Administrator Recommendations and Verifications**

- Recommended by technical instructor, theory instructor, academic instructors, and administrators.
- Verification of completion of 1 ½ years in the technical program of study.
- Students must have taken and successfully completed a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training.
- Must be at least 16 years of age.

## COOPERATIVE EDUCATION PROGRAM: REMOVAL

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A co-op student may be removed from Cooperative Education Program for:

- Failure to maintain punctuality, attendance and passing grades.
- Failure to present themselves as mature and responsible representatives of Greater Lowell Technical High School.
- Failure to follow the Code of Conduct listed in the Student Handbook.
- Failure to turn in the **Co-op Weekly Timecard** to the Co-op Office by Monday of their academic week.
- Forging and / or falsifying timecards
- Failure to call the Co-op Office and Employer when not in school or at work.
- Employer dissatisfaction with student performance.

Students who have not passed the Math, Science or English Language Arts (ELA) MCAS assessments, must attend MCAS support classes during their academic week. Students who have an academic course (other than Health or PE) scheduled on their shop week, may not be able to participate in the Cooperative Education Program.

## COOPERATIVE EDUCATION PROGRAM: EMPLOYMENT ATTENDANCE

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Students are expected to report to their cooperative education placement every day they are scheduled during their shop week. Student work hours do not need to be school hours. As long as shifts are at least 6 hours long, students do not need to report to school that day. Students under 18 are allowed to work:

- Shifts up to 9 hours per day; 48 hours per week; 6 days per week
- Work hours are between 6AM – 10PM on nights preceding a school day; until 11:30 on nights not preceding a school day

Students (under 18 years old) working in New Hampshire can work up to 35 hours / week while school is in session.  
*Students on co-op cannot work an overnight shift regardless of age.*

### CO-OP WORK SCHEDULES

Student work schedules that are NOT Monday through Friday must be communicated to the Co-op Office each week. Students will need to email or text a picture of their work schedule to the Co-op Office by Monday morning to ensure accurate attendance. Students must report to school on any day school is in session and the student is not scheduled to work.

### CALLING OUT OF WORK

If you are going to be absent from work, you need to notify your supervisor and the Co-op Office immediately. You will need to list the reason for your absence on your Co-op weekly timecard.

If your supervisor notifies you (for any reason) to not report to work, then you must report to school and notify the Co-op Office immediately. Examples could be the employer is sick, on vacation, workload is slow, or in between projects.

## **TARDINESS**

If a student is going to be tardy / late to work, please contact the supervisor immediately.

## **HOLIDAYS, SCHOOL VACATION WEEKS, AND SUMMER VACATION**

Students need to communicate with their employers to determine their work schedules during school vacation weeks and holidays. Not all industries/companies observe the same holidays and vacations as Greater Lowell Tech. If a student is hired during their junior year, the student will need to work out a summer schedule with their employer. Most employers are expecting students to work over summer break.

## **SNOW DAYS**

Work with your employer ahead of time as to whether you will need to report to work. If roads are cleared and you feel safe driving, then you should report to work. Please use caution when driving.

## **HALF DAYS**

Co-op students do not participate in half days if they are on their co-op week. Students should be working their regular co-op hours.

## **COOPERATIVE EDUCATION PROGRAM: GRADES / SCHOOL ATTENDANCE**

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### **PROGRESS REPORTS / SCHOOL ATTENDANCE**

Progress Reports will be reviewed each quarter. If there are failing grades on the student progress report, the Co-op Office will email the student to alert them.

### **REPORT CARDS**

Students who are not meeting the eligibility requirements for grades may be placed on probation or removed from co-op.

### **SCHOOL ATTENDANCE**

At the close of each quarter, the Co-op Office will review the attendance for all students who are on co-op. Students who are not meeting the eligibility requirements for attendance may be placed on probation or removed from co-op.

### **PROBATION**

Students who are on co-op that do not meet the grade or attendance eligibility requirements may be placed on probation. The Co-op Office and the student will develop an improvement plan. The parent, student, academic instructor, and employer will be notified of the plan. Repeated and multiple offenses will result in removal from the Co-op Program. Any extenuating circumstance may be appealed to the Assistant Superintendent/ Principal.

## **COOPERATIVE EDUCATION PROGRAM: EMPLOYABILITY SKILLS**

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### **WORKPLACE BEHAVIOR**

When you begin your cooperative education placement, you are not only representing yourself, but you are also representing your technical program and Greater Lowell Technical High School. It is important you act professional at all times.

Avoid using your cell phone while you are working. This includes texting and all use of social media sites. Many workplaces restrict employees from taking videos and pictures based on laws and confidentiality (for example HIPAA).

### **HEALTH AND SAFETY**

Student safety at the worksite is our number one priority. Students who are required to wear the proper PPE must do so. This may include wearing the proper footwear, safety glasses, high visibility clothing, hard hats, etc. If applicable, if you are asked to operate a machine or tool that you do not feel comfortable with, you need to let your supervisor know. They will provide you with the proper training. You will need to follow all machine and tool safety procedures at all times. Please review all the Federal and State Co-op Child Labor Laws (if under 18).

### **INJURIES AT THE WORKPLACE**

If you are injured at the workplace, you need to notify your supervisor immediately. If your injury requires medical attention, you and/or your supervisor need to notify your parent/ legal guardian and the Co-op Office immediately. Injuries need to be reported to the school in a timely manner.

### **RESIGNING FROM COOPERATIVE EDUCATION EMPLOYMENT**

Cooperative Education is a replacement for your technical program. The expectation is that you will work at your cooperative education placement until the end of school. If you want to resign from your cooperative education position prior to school ending, then you need to set up a meeting with the Co-op Office to discuss further steps. If it is determined that ending the cooperative education placement is in the student's best interest, then the student is required to provide a two-week notice (unless there is an extenuating circumstance).

Students who do not provide an appropriate two (2) week notice when leaving their position of employment will not be eligible for reassignment within the previous term to the present and must complete a self-reflection on employability expectations within ten (10) school days of their last day of employment.

## COOPERATIVE EDUCATION PROGRAM: CO-OP GRADING

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### CO-OP WEEKLY TIMECARDS

Co-op weekly timecards are an important part of the cooperative education program. Co-op timecards are used for term grades for shop and serves as your school attendance record.

- Timecards can be turned in via email or text to the Co-op Office by Monday morning of the academic week following the co-op week.
- Student name, worksite location, date, hours, and journal need to be completed for each co-op weekly timecard. If information is missing or incomplete, the co-op weekly timecard will not be accepted.
- Students will use the Chapter 74 Frameworks from their technical program to complete the journal section of the co-op weekly timecard.
- Failure to turn in timecards will directly affect term shop grades and could lead to removal from the co-op program. Forging and / or falsifying timecards will also result in removal from the co-op program.

#### Timecards turned by Monday to the Co-op Office:

Students will be allocated 80 points for meeting the co-op eligibility requirements and taking the initiative to obtain and maintain a co-op job placement. The employer will allocate 20 performance points on the Co-op Weekly timecard that will be combined with the 80 eligibility points to create a weekly grade.

#### Timecards turned in late to the Co-op Office:

Calculated same as above, however, students will receive a **5-point deduction** for each day the time card is late.

#### Timecards not turned in the Co-op Office prior to grades closing:

Weekly shop grade will be recorded as a 50 for each missing timecard

#### COMPLETING TIMECARDS:

Students will write the number of hours they work each day in the Hours Worked section. If a student is not at work, here are options to write in the box:

**Sick:** If a student has a medical issue or is sick and cannot attend school or work

**Shop:** If a student is not at work, but in school

**Hol:** If school is closed and jobsite / workplace is closed due to a holiday

**Snow:** If school is closed and the jobsite/ workplace is closed due to a snowstorm

**Ber:** If you had a death in the family and you did not attend school or work (bereavement)

### MIDTERM AND FINAL SHOP GRADE

A comprehensive mid-term and final performance evaluation form will be filled out by each co-op employer to determine the mid-term and final exam performance grades. The Co-op Office will forward a copy of the completed performance evaluation to the technical instructor. The technical instructor will enter the grade into the grading system for each student.

# Greater Lowell Technical High School

## Co-op Weekly Attendance and Evaluation Form

Student's Name: Josephine Melendez					Co-op Work Site: ABC Medical Office			Date: 9/2/2024 – 9/6/2024																														
	M	T	W	TH	F	Sa	Su	<b>EVALUATION</b>																														
# Hours Worked	7	8	8	8	8																																	
Employer Feedback (optional):       								<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Outstanding 5 Points</th> <th style="text-align: center;">Above Avg. 4 Points</th> <th style="text-align: center;">Average 3 Points</th> <th style="text-align: center;">Poor 1 point</th> </tr> </thead> <tbody> <tr> <td>Attitude</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Work Ethic</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Work Quality</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Work Quantity</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total Points</b></td> <td colspan="2" style="text-align: center;"><input style="width: 100px;" type="text"/></td> </tr> </tbody> </table>		Outstanding 5 Points	Above Avg. 4 Points	Average 3 Points	Poor 1 point	Attitude	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Work Ethic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Work Quality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Work Quantity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Total Points</b>			<input style="width: 100px;" type="text"/>	
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<b>Total Points</b>			<input style="width: 100px;" type="text"/>																																			
Employer's Signature _____						Date _____																																

The Co-op Office will contact employers of students receiving 6 points or less.

### Student Journal

Please list the frameworks and tasks you performed on Co-op this week.

FRAMEWORK	WEEKLY TASK
1.h	Put on gloves prior to examining patient, removed gloves and disposed in barrel after examining patient.
2.i	Roomed patient then verified medical history with patient.
4.c	Greeted patient before entering the patient room.
5.b	Scheduled follow up and routine appointments with each patient prior to them leaving the office.
5.l	Verified and updated all patient information in the EMR system.
6.n	Took and recorded patient blood pressure.
6.r	Took temperature of sick patient to determine if they had a fever.
8.n	Wheeled patient in their wheelchair into the patient room.
10.hh	Performed strep test on sick patient suffering from sore throat and fever.
11.j	Counted and verified quantity of prescription pills for patients prior to patient pickup.

Timecards are due by **Monday** of your Academic Week

Please take a clear picture of the entire timecard and send to the Co-op Office each co-op week.  
Timecard pictures can be emailed to: [coop@gltech.org](mailto:coop@gltech.org) or texted to: 978-551-4838 / 978-302-8276

# Greater Lowell Technical High School

## MID-TERM / FINAL COOPERATIVE EDUCATION STUDENT EVALUATION FORM

Student: \_\_\_\_\_ Due Date: \_\_\_\_\_ Grading Cycle: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer: \_\_\_\_\_

Tech. Program: \_\_\_\_\_

### 1. Health and Safety

20 Points

*The student understands occupational health and safety issues related to this industry.*

Exemplary	<input type="checkbox"/>	20	Recognizes unsafe situations and communicates concerns to appropriate authority.
Proficient	<input type="checkbox"/>	18	Practices health and safety protocol independently.
Developing	<input type="checkbox"/>	16	Practices health and safety protocol with minimal reinforcement and supervision.
Needs Imp.	<input type="checkbox"/>	14	Practices health and safety protocol with continuous reinforcement.

Comment: \_\_\_\_\_

### 2. Vocational Technical Skills

20 Points

*The student is strengthening and developing the vocational technical skills identified in the cooperative education agreement.*

Exemplary	<input type="checkbox"/>	20	Demonstrates independent performance in alignment with the highest level of industry standards.
Proficient	<input type="checkbox"/>	18	Demonstrates the ability to perform these skills without assistance and has attained proficiency.
Developing	<input type="checkbox"/>	16	Demonstrates the ability to perform these skills only with assistance and must continue development.
Needs Imp.	<input type="checkbox"/>	14	Demonstrates a very limited ability to perform these skills and needs to improve significantly.

Comment: \_\_\_\_\_

### 3. Acting Professionally

10 Points

*The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.
Proficient	<input type="checkbox"/>	9	Accepts direction positively and maintains appropriate attendance, punctuality and dress.
Developing	<input type="checkbox"/>	8	Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.

Comment: \_\_\_\_\_

### 4. Problem Solving

10 Points

*The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Identifies potential problems and their causes as well as proposing creative solutions including preventive action.
Proficient	<input type="checkbox"/>	9	Identifies and solves problems independently.
Developing	<input type="checkbox"/>	8	Identifies and solves problems with minimal assistance and direction.
Needs Imp.	<input type="checkbox"/>	7	Identifies and solves problems with significant assistance and support.

Comment: \_\_\_\_\_

### 5. Interacting with Others

10 Points

*The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Handles difficult and stressful customer/client, co-worker and/or supervisor situations.
Proficient	<input type="checkbox"/>	9	Resolves client/customer problems where appropriate; participates as part of a team.
Developing	<input type="checkbox"/>	8	Initiates positive interactions with customers/clients, co-workers and supervisors.
Needs Imp.	<input type="checkbox"/>	7	Demonstrates basic interaction skills; responds when others initiate conversation.

Comment: \_\_\_\_\_

### 6. Completing Tasks

10 Points

*The student participates fully in a task or project from initiation to completion, using time management skills.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Initiates and manages multiple tasks/projects and delivers high-quality results on schedule.
Proficient	<input type="checkbox"/>	9	Sets priorities/deadlines and completes projects independently.
Developing	<input type="checkbox"/>	8	Manages time in order to complete tasks and projects with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty managing time in order to complete tasks and projects.

Comment: \_\_\_\_\_

**7. Demonstrating Character****10 Points***The student displays loyalty, honesty and dependability.*

Exemplary	<input type="checkbox"/>	10	Takes pride in exhibiting personal and professional integrity.
Proficient	<input type="checkbox"/>	9	Displays and practices positive personal character traits.
Developing	<input type="checkbox"/>	8	Occasionally displays positive personal and professional character traits.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty understanding the traits that define personal character.

**Comment:****8. Workplace Technology, Equipment and Tools****10 Points***The student selects and uses relevant workplace technology, equipment and tools in a safe and appropriate manner.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Identifies innovative uses of technology, equipment and tooling that results in increased productivity.
Proficient	<input type="checkbox"/>	9	Selects/uses appropriate technology, equipment and tooling to complete work tasks.
Developing	<input type="checkbox"/>	8	Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.

**Comment:****9. Applied Mathematics****10 Points***The student applies relevant mathematical calculations and concepts.*

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Applies advanced math concepts in order to complete tasks.
Proficient	<input type="checkbox"/>	9	Applies math calculations such as measurements, fractions, percentages, etc.
Developing	<input type="checkbox"/>	8	Applies basic math calculations as necessary to complete appropriate tasks.
Needs Imp.	<input type="checkbox"/>	7	Performs basic math calculations – addition, subtraction, multiplication and division with assistance.

**Comment:****10. Communication and Literacy***The student demonstrates the ability to speak, listen, read, and write in order to function successfully in the workplace.***10 a. Speaking and Listening****10 Points**

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Expresses complex ideas in an organized and concise manner; listens and retains information over time.
Proficient	<input type="checkbox"/>	9	Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.
Developing	<input type="checkbox"/>	8	Speaks and listens with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty speaking clearly and listening.

**Comment:****10 b. Reading and Writing****10 Points**

<input type="checkbox"/>	N/A	<i>This section is not applicable to the student's work-based learning at this time.</i>	
Exemplary	<input type="checkbox"/>	10	Reads and comprehends complex materials and/or exhibits high-level writing skills.
Proficient	<input type="checkbox"/>	9	Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar.
Developing	<input type="checkbox"/>	8	Reads and/or writes with assistance/reinforcement.
Needs Imp.	<input type="checkbox"/>	7	Experiences difficulty reading for comprehension and/or executing tasks involving writing.

**Comment:****Additional Comments:**

Evaluator's Signature

Review Date

**For School  
Use Only**

TOTAL POINTS EARNED

DIVIDED BY

TOTAL POSSIBLE POINTS

EQUALS

GRADE

### State and Federal Child Labor Laws for Co-op Students

*Below is a summary of the state and federal child labor laws most relevant to students enrolled in Massachusetts Chapter 74-approved vocational technical education programs. As all co-op students must be at least 16 years of age, laws related to teens under 16 are not included in the summary below.*

#### Prohibited Jobs for Minors

##### Persons under 18 may NOT:

*(student learner exemptions are starred\* and highlighted in red)*

- Drive a vehicle, forklift, or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger on a forklift
- **Operate, clean or repair power-driven meat slicers, grinders or choppers \***
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- **Work 30 feet or more above ground or water \***
- Handle, serve, or sell alcoholic beverages
- **Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs \***
- **Use power-driven woodworking machines \***
- Use, service, drive, or work from hoisting machines
- **Operate or load power-driven balers, compactors, or paper processing machines \***
- **Use power-driven metal-forming, punching, or shearing machines \***
- **Use buffing or polishing equipment \***
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- **Work in excavation \***
- Work in forest fire fighting, forest fire prevention, timber track operations, and forestry service
- Work in wrecking, demolition, or shipbreaking
- Work in logging, sawmilling, or mining
- **Work slaughtering, packing, or processing meat and poultry \***
- **Work in railway operations \***
- **Work in roofing or on or about a roof \***
- **Work in foundries or around blast furnaces \***
- **Work manufacturing phosphorus or phosphorus matches \***
- Work where they are exposed to radioactive substances
- **Work as a firefighter or engineer on a boat \***
- **Oil or clean hazardous machinery in motion \***
- Work in any job requiring the possession or use of a firearm

*\* For all child labor law exemptions for student-learners, the work 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 instruction by the employer as part of the training.*

#### Legal Work Hours for Minors

##### 16 & 17 Year Olds

##### *Work Hours (all year round)*

- Only between 6 am & 10 pm on nights preceding a regularly scheduled school day
- If the establishment stops serving customers at 10 pm, the minor may be employed until 10:15 pm
- Only between 6 am & 11:30 pm on nights *not* preceding a regularly scheduled school day, except in restaurants and race tracks until midnight

##### *Maximum Hours (all year round)*

48 hours per week  
9 hours per day  
6 days per week

##### Supervision

After 8 pm, all minors must be directly supervised by an adult who is located in the workplace and who is reasonably accessible (with the exception of minors who work at kiosks in the common areas of some malls).

##### Work Permits

All teens under 18 must obtain a work permit from the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: [www.mass.gov/dos/youth](http://www.mass.gov/dos/youth)

In place of the standard work permit, a special Cooperative Education Employment Permit must be obtained by all minors who will be employed in cooperative education. These permits are issued by the superintendent of the school district where the minor is enrolled in a Chapter 74 program.