

Greater Lowell Technical High School

250 Pawtucket Boulevard, Tyngsboro, MA 01879



COOPERATIVE EDUCATION EMPLOYER MANUAL



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

Respect – Effort – Accountability – Commitment - Honesty

TABLE OF CONTENTS

| | |
|---|------------|
| COOPERATIVE EDUCATION PROGRAM..... | 1 |
| EQUAL OPPORTUNITY EMPLOYER | 1 |
| COMMUNICATION AND CONTACT INFORMATION | 1 |
| EMPLOYER FORMS AND REQUIREMENTS..... | 1-2 |
| STUDENT ELIGIBILITY REQUIREMENTS | 2 |
| EMPLOYER HIRING DOCUMENTS | 2 |
| STUDENT ATTENDANCE AND SCHEDULES..... | 3 |
| Co-op work schedules..... | 3 |
| Calling out of work..... | 3 |
| Holidays and school vacations | 3 |
| Snow days | 3 |
| STUDENT SAFETY AND HEALTH | 4 |
| Health and Safety..... | 4 |
| Injuries at the workplace | 4 |
| Resigning from co-op | 4 |
| GRADES AND SCHOOL ATTENDANCE | 4 |
| REMOVAL FROM CO-OP | 4 |
| TERMINATION FROM CO-OP | 5 |
| CO-OP GRADING | 5-6 |
| Co-op Weekly Timecards | 5 |
| Midterm and Final shop grade..... | 5 |
| APPENDIX I: | |
| Weekly Co-op Timecard sample | 6 |
| APPENDIX II: | |
| Mid-Term / Final Cooperative Education Student Evaluation Form sample | 7-8 |
| APPENDIX III: | |
| MA and Federal Co-op Child Labor Laws | 9 |
| APPENDIX IV: | |
| Cooperative Education Agreement sample | 10-11 |
| APPENDIX V: | |
| Gr. Lowell Tech MA CORI sample | 12-13 |

COOPERATIVE EDUCATION PROGRAM

Thank you for your participation in Greater Lowell Technical High School's Cooperative Education Program. This program provides students an opportunity to develop technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting. The role of the employer is key to a successful program for both the student and the company.

COOPERATIVE EDUCATION PROGRAM: EQUAL OPPORTUNITY EMPLOYER

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by the Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts.

COOPERATIVE EDUCATION PROGRAM: COMMUNICATION AND CONTACT INFORMATION

CONTACT INFORMATION:

Stacy Bezanson, Director of Cooperative Education

Email: sbezanson@gltech.org

Work Office phone: 978-441-4959

Work Cell phone: 978-551-4838

Brian Jones, Cooperative Education Construction Coordinator

Email: bjones@gltech.org

Work Office phone: 978-441-4935

Work Cell phone: 978-302-8276

Michele Bergeron, Cooperative Education Administrative Assistant

Email: mbergeron@gltech.org

Work Office phone: 978-441-4813

COOPERATIVE EDUCATION PROGRAM: EMPLOYER FORMS AND REQUIREMENTS

Employer forms:

- Cooperative Education Employer Agreement - Employer signature is required. (Refer to Appendix IV)
- Certificate of Liability (COL) indicating the Workers Compensation Coverage

Greater Lowell Technical High School is required by the Massachusetts State Law to process a MA CORI on any individual who would be in a one-to-one basis with student. This is usually the direct supervisor or foreman the student will be working / driving with. (Refer to Appendix V)

- Massachusetts Criminal Offender Record Information Acknowledgement Form (CORI)
 - Sign the first page
 - Completed all sections that have an asterisk (*)
 - Copy of a photo identification (example: driver's license)

A safety and health worksite visit must be completed prior to a student starting on co-op. The worksite visit can be completed by the Director of Cooperative Education, Cooperative Education Coordinator, or the Technical Instructor. Additional worksite visits may occur throughout the school year.

COOPERATIVE EDUCATION PROGRAM: STUDENT ELIGIBILITY REQUIREMENTS

Student must meet the Cooperative Education eligibility requirements prior to going on co-op and while on co-op. Eligibility requirements include being in compliance with the school attendance policy, passing academic courses, passing technical courses with a 70 or higher, and following the school's code of conduct policy.

Additionally, must meet the following:

- 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 course.
- Must be at least 16 years of age.
- 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.

Juniors are eligible the first week in February.

COOPERATIVE EDUCATION PROGRAM: EMPLOYER HIRING DOCUMENTS

Students are required to be on the employer's payroll. Students cannot work on a 1099. Students should complete tax and payroll forms prior to or on the first day of work.

Employers need to follow all federal and state labor and wage laws. Students cannot work less than the State's minimum hourly wage. Effective January 1, 2023, Massachusetts minimum hourly wage is \$15.00.

Students under 18, will be issued a Cooperative Education Work Permit. This work permit allows students to miss school on their shop week and work as well as tasks in **RED** listed in Appendix III.

COOPERATIVE EDUCATION PROGRAM: STUDENT ATTENDANCE AND SCHEDULING

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 (Refer to Appendix III)

Students (under 18 years old) working in New Hampshire can work up to 35 hours / week while school is in session.

CO-OP WORK SCHEDULES

Students cannot be scheduled to work during the day on their academic week. The school day ends at 2:01 PM. Students can work after school on their academic week if that is an option. Students on co-op cannot work overnight shifts regardless of age.

Student work schedules that are NOT Monday through Friday must be communicated to the Co-op Office each week. Students will 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

Prior to their shift, students are advised to notify the employer and the Co-op Office if they are going to be absent from work that day.

HOLIDAYS AND SCHOOL VACATIONS

Employers and students need to communicate with each other to determine whether or not a student will be working during school vacation weeks and holidays. Our school does not consider the school vacation weeks as a week of school. For example, students working on the vacation weeks would work two weeks in a row.

Massachusetts observes three school vacation weeks: (refer to the school calendar for specific dates): December Break, February Break, and April Break

SNOW DAYS

We normally advise our co-op students to report to work even when school is not in session. However, if a severe storm with hazards and warnings is predicted, and the student / parent does not feel safe with the student driving, we are asking employers to excuse our co-op student from work until the roads are clear and safe to drive. Considering the driving experience of many of our students is limited, we feel it would be wise for the students to stay off the roads until safe travel is advised.

COOPERATIVE EDUCATION PROGRAM: STUDENT SAFETY AND HEALTH

HEALTH AND SAFETY

Student safety at the worksite is our number one priority. Students should be continuously supervised by an experienced employee. Employers should provide an orientation and a safety training to students before or on their first day of work. We ask you to train and supervise students who are using power tools, equipment and/or machinery. Students should be wearing the proper PPE when required to do so. Students should 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. (Refer to Appendix III)

Employers and students should follow OSHA regulations and safety guidelines at all times.

INJURIES AT THE WORKPLACE

If a student is injured at the workplace, please notify the Co-op Office within 24 hours of the injury at. The Co-op office will need to document the injury. Contact: sbezanson@gltech.org / 978-441-4959 or bjones@gltech.org / 978-441-4935.

RESIGNING FROM COOPERATIVE EDUCATION EMPLOYMENT

The Co-op Office requires students to provide a two-week notice. Students who do not provide an appropriate two (2) week notice when leaving their position of employment will not be eligible for reassignment for at least one quarter.

COOPERATIVE EDUCATION PROGRAM: GRADES / SCHOOL ATTENDANCE

Student grades and attendance are reviewed each quarter at progress report time. Warning emails are sent to students at that time if they have too many absences or have failing grades. The Co-op Office reviews all report card grades and attendance at the end of each quarter to determine students are compliant with the co-op eligibility requirements.

COOPERATIVE EDUCATION PROGRAM: REMOVAL FROM CO-OP

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-o Office when not in school or at work.
- Employer dissatisfaction with student performance.

COOPERATIVE EDUCATION PROGRAM: TERMINATION

Employers should contact the Co-op Office if any problems arise. If an employer needs to terminate a student for any reason at all, please email or call the Co-op Office immediately at sbezanson@gltech.org / 978-441-4959 or bjones@gltech.org / 978-441-4935.

COOPERATIVE EDUCATION PROGRAM: CO-OP GRADING

Co-OP WEEKLY TIMECARDS (Refer to Appendix I)

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 the student's attendance record for that week. Students who fail to turn in timecards, it will directly affect term shop grades and could lead to removal from the co-op program.

Student responsibility:

Students are responsible for completing their sections of the co-op weekly timecard and turning it into their supervisor on Fridays (or the last day of the work week). Students are responsible for completing the Weekly journal section at the bottom of the timecard as well as writing 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

Employer responsibility:

At the end of each co-op week, the student should present their timecard to you. We ask that you review the hours worked section and approve the hours by signing the timecard.

Please also complete the Evaluation section. There are four areas: Attitude, Work Ethic, Work Quality, and Work Quantity. 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 remaining 20 points will come from the Evaluation section of the timecard.

Students who turn in timecards late, they will receive a 5-point deduction for each day the time card is turned in late. We appreciate your support in completing the co-op weekly timecards.

MIDTERM AND FINAL SHOP GRADE (REFER TO APPENDIX II)

Employers will be emailed a mid-term (beginning of January) and a final (beginning of May) evaluation for each student. The Cooperative Education Administrative Assistant will be sending the emails. Employers typically have one week to complete the evaluations. Please complete timely. The evaluation is in place of the technical program mid-term and final exam.

APPENDIX I

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

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

Timecards are due by Monday of your Academic Week

6

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.

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.



COOPERATIVE EDUCATION EMPLOYER AGREEMENT

The Greater Lowell Technical High School does not discriminate on the basis of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law.

This is an agreement between an Equal Opportunity Employer and the School Committee of Greater Lowell Technical High 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 the student 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 Information

Name: _____
Technical Program: _____
Grade Level: _____ Age: _____

Employer Information

Employer Name: _____
Address: _____
Industry: _____
Supervisor: _____
Phone: _____ Fax: _____
Email: _____

Employment Information

Work Hours: _____ Hourly Pay Rate: _____
Start Date: _____ Orientation Date: _____
Work Schedule: _____



Cooperative Education Employer Responsibilities and Expectations:

1. **Comply with MA Legislative Act Chapter 385: An Act Further Protecting Children (CORI) background check on an employee who will be one on one with our students.** Greater Lowell Technical High School's Human Resource Department processes all MA CORIs.
2. **Students must be covered under the company's workers' compensation policy.** Provide a copy of the worker's compensation policy for evidence.
3. Provide continuous supervision by a qualified / experienced employee(s).
4. Provide an orientation and safety training.
5. Evaluate students each co-op week via the Co-op Weekly Timecard. Semi-annually, complete the Midterm / Final evaluation for each student, which will be emailed electronically.
6. Follow OSHA regulations and enforce OSHA safety practices.
7. Follow all Federal and State labor and wage laws and regulations. **Students on co-op cannot work on a 1099.**
8. Provide the opportunity for the student to develop technical and employability skills that are directly related to their trade.
9. Notify the Co-op Office if a student is injured, any serious problems arise, absent from work, or student is terminated.
10. Students are not to be scheduled to work on their academic week during school hours.
11. Comply with Federal and State Child Labor Laws as they pertain to cooperative education students.
12. Provide a minimum of 6 hours per day or 30 hours per co-op week of meaningful employment.
13. Must be an equal opportunity employer who does not discriminate against any applicant because of race, color, religious creed, national origin, limited English proficiency, sex, sexual orientation, age, gender identity, criminal record, disability, veteran status, genetic information, pregnancy or a condition related to said pregnancy, parental status and homelessness in the administration of its educational and employment policies, programs, practices or activities, as defined and required by state and federal law.
14. Agrees to provide sufficient site visit time between the student employer and the school's cooperative education director or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed.

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

Our signatures certify that we have read and agree with the statements contained in this agreement and will work together to create and maintain a positive work experience that maximizes student learning.

Student: _____ Date: _____

Parent / Legal Guardian: _____ Date: _____

Co-op Employer: _____ Date: _____

Co-op Director: _____ Date: _____

The cooperating employer, school, parent /legal guardian or the student-learner may terminate this agreement at any time with appropriate notice to the other parties.



**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services 200**

Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

This form is not to be faxed. Please return form to organization .



**Criminal Offender Record Information (CORI)
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

_____ Greater Lowell Technical High School _____ is registered under the
(Organization)

provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to _____ Greater Lowell Technical High School _____
(Organization)

to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Greater Lowell Technical High School
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that _____ Greater Lowell Technical High School may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

Signature of CORI Subject

Date



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY Department of
Criminal Justice Information Services

200 Arlington Street, Suite 2200, Chelsea, MA 02150 TEL: 617-660-4640 | TTY: 617-660-4606 | FAX:
617-660-5973 MASS.GOV/CJIS



SUBJECT INFORMATION

Please complete this section using the information of the person whose CORI you are requesting.
The fields marked with an asterisk (*) are required fields.

* First Name: _____ Middle Initial: _____
* Last Name: _____ Suffix (Jr., Sr., etc.): _____
Former Last Name 1: _____
Former Last Name 2: _____
Former Last Name 3: _____
Former Last Name 4: _____
* Date of Birth (MM/DD/YYYY): _____ Place of Birth: _____
* * Last **SIX** digits of Social Security Number: ____ -- ____ ☐ No Social Security Number
Sex: _____ Height: ____ ft. ____ in. Eye Color: _____ Race: _____
Driver's License or ID Number: _____ State of Issue: _____
Father's Full Name: _____
Mother's Full Name: _____

Current Address

* Street Address: _____
Apt. # or Suite: _____ *City: _____ *State: _____ *Zip: _____

SUBJECT VERIFICATION

The above information was verified by reviewing the following form(s) of government-issued identification:

Verified by:

Print Name of Verifying Employee

Signature of Verifying Employee

Date