COOPERATIVE EDUCATION PROGRAM

Diman Regional Vocational Technical High School has instituted a Cooperative Education Program whereby students in Grade 11 and 12 will spend two (2) weeks in class and two (2) weeks in industry working in the profession they have been studying in school. Students are eligible to apply for the Cooperative Education Program at the start of the 2nd Semester of their Junior year and/or anytime during their Senior year.

Student Eligibility Requirements:

1. Participation in the Cooperative Education Program is voluntary.
2. Parental/guardian permission is required for the following:
    1. Participation
    2. Transportation
    3. Out of State Placement*

*Superintendent-Director's signature is required for any out of state placements.

3. Student must have the recommendation of their Vocational Department Head, in collaboration with their instructor and the Cooperative Education Coordinator prior to being employed.
4. Student must be in compliance with the Attendance Policy for initial and continued eligibility.
5. Student must have served any outstanding discipline for initial and continued eligibility.
    1. If a student is suspended from school, he/she is also suspended from Cooperative Education.
    2. The Cooperative Education Coordinator will attend re-entry meeting to determine reinstatement.
6. Students with a grade of "I" (Incomplete) for a term grade will be referred to the Cooperative Education Coordinator and Principal for review of both initial and continued eligibility.

Below are the tiers of academic eligibility:

Tier 1

A student must have a grade of 70 or higher in all classes for initial eligibility and continued eligibility. Eligibility for Cooperative Education is based on semester grades. Eligibility is determined by "report card to report card notification".

Tier 2

A student who does not have a grade of 70 or higher in one or more courses is not initially eligible for Cooperative Education placement. The Cooperative Education Coordinator and/or the Vocational Department Head may petition to the principal for a one-time exemption for said student for either initial or continued placement.

A written petition is made directly to the Assistant Superintendent/Principal for review and subsequent approval.

1. Student cannot remain out on his or her Cooperative Education placement any longer than one semester under this provision.
2. The student must meet Tier I criteria on the proceeding semester.

The Cooperative Education Coordinator, with the support of the Assistant Superintendent/Principal, reserves the right to remove the student from the Cooperative Education Program due to lack of progress toward meeting Tier I criteria at any point in time during this probationary period.

Cooperative Education Employer Requirements:

1. Employers must provide supervision to students in their Cooperative Education placements. Supervision is defined by being present and aware of the students whereabouts and job function.
2. Student will be paid directly by the company which employs the student. Hourly wage will be set by the employer and may vary between sites. No employer shall pay students lower than the state legal minimum wage laws.
3. Student will be provided a minimum of 30 hours per week for employment.
4. All employers must adhere to state and federal Child Labor Laws.
5. Student will be covered through the Workers' Compensation Insurance of the employer.
6. Employer is required to complete student evaluations for each semester employed.

Cooperative Education Job Performance Review/Grading:

1. All students enrolled in the Cooperative Education Program will receive a grade for each semester. The breakdown of the grading rubric is as follows:
    1. 70 % Employer's Evaluation
        - Grading categories translate to internal grading scale
    2. 20 % Senior Shop Instructor
        1. On the first Monday of their respective academic cycle, students are expected to submit a technical writing assessment regarding their Cooperative Education experience.
        2. Senior shop instructor or designee will maintain data for this component.
    3. 10% Cooperative Education Coordinator
        1. Time keeping
        2. Communication
    4. Employer will evaluate student based on the Massachusetts Work Based Learning Assessment Tool per the Department of Elementary and Secondary Education Chapter 74 Vocational Technical Education Manual.

5. The purpose of the evaluation is to guide the continual education of the student in order to meet industry and employer standards/expectations.
6. Student is required to meet with his or her respective employer regarding his or her evaluation.
7. If an employer and student fail to meet the specified grade deadline submission, employer's percentage of the grade will default to the student's previous trimester shop grade prior to placement. If this occurs at the beginning of the senior year, the final junior year shop grade would be utilized as the default grade.
8. If there is suspected wrongful termination, the Cooperative Education Coordinator and the Department Head will investigate the case and determine the outcome with the Assistant Superintendent/Principal.
9. Employer Evaluations will have four rating categories as follows:

A. Exceeds Expectations

A student in this classification very seldom makes errors and produces work of extremely high quality, with high skill accuracy. The student excels in productivity, shows tremendous initiative, and does more than required by their job description. The student performs their job with little supervision and is very self-sufficient. The student has an excellent ability to use equipment, tools, and technology while demonstrating job-relevant concepts and maintaining sound safety practices in accordance with OSHA and industry standards.

B. Meets Expectations

A student in this classification makes occasional errors but is thorough and produces high-quality work with strong skills. The student requires some guidance in their job duties. The student has an excellent understanding of the use of equipment, tools, and technology, while demonstrating job-relevant concepts and maintaining sound safety practices in accordance with OSHA and industry standards.

C. Approaching Expectations

A student in this classification makes errors and produces work of average quality with average skill accuracy. The student requires guidance in their job duties and has learned the necessary routine, but still needs remedial training. The student has a basic understanding of how to use equipment, tools, technology, and concepts relevant to their job. The student must be reminded of safety consciousness and is average at meeting OSHA and industry safety standards.

D. Expectations Not Met

A student in this classification makes frequent errors, is careless, and produces substandard quality of work. The student requires constant supervision during all tasks. The student lacks fundamental skills across various areas, including tools, technology, and concepts. The student does not demonstrate an awareness of safety and poses a potential liability.

Attendance:

1. Student must notify his or her employer AND Diman in the event that he or she will be absent from work. Diman's telephone number for absentee notification is 508-678-2891, extension 2031 or 2032.
2. Students must record their hours worked via electronic timekeeping and/or any other method determined by the district.
3. Failure to comply with reporting absences or time keeping is subject to potential removal. The final determination will be made by the Assistant Superintendent/Principal and the Cooperative Education Coordinator.
4. Should school be cancelled for inclement weather, the student on Cooperative Education will follow the employer's policy and/or protocol related to inclement weather. Students on Cooperative Education are not automatically granted time off due to any school cancellations.

Miscellaneous:

1. If a student experiences an injury at the work site, it must be reported per the employer's policy. Students must also follow up with the Cooperative Education Coordinator no later than 48 hours after the accident.
2. Every attempt will be made to ensure that Diman students will not be exploited by any organization in which they are employed.
3. Students must adhere to the employer's pre-employment policy with regards to any type of screening.
4. Vocational Department Heads and/or their designee may visit the students' work sites as necessary with notification to the Cooperative Education Coordinator and Director of Career and Technical Education.
5. If a student is mandated to quarantine due to a communicable disease the student must notify the Cooperative Education Coordinator and the School Nurse.
6. If a student has contracted a communicable disease the student must notify the Cooperative Education Coordinator and the School Nurse immediately.

Revised and approved by SC 6/4/26