

SOUTH HADLEY HIGH SCHOOL

DOCUMENT 06 — COOPERATIVE EDUCATION EMPLOYER HANDBOOK

2026–2027

Thank You for Partnering with SHHS

South Hadley High School Cooperative Education provides eligible junior and senior Chapter 74 CTE students with supervised opportunities to apply technical and employability skills in authentic workplace settings. Co-op extends the student's CTE program, and students earn CTE credit through competency-based workplace learning.

The employer is an important partner in the student's education, providing meaningful work, supervision, instruction, and feedback.

1. Employer Responsibilities

Employers participating in Co-op agree to:

- Provide a safe, supervised, and appropriate workplace.
- Provide work that is related to the student's CTE program and offers meaningful learning opportunities.
- Provide appropriate instruction, equipment, tools, and PPE.
- Provide site-specific safety and health orientation before the student begins work.
- Designate a direct workplace supervisor.
- Follow applicable Massachusetts and federal employment, wage/hour, child labor, workplace safety, workers' compensation, and nondiscrimination requirements.
- Provide progressive opportunities for the student to develop technical skills and workplace independence.
- Communicate promptly with SHHS regarding attendance, performance, safety, scheduling, or other significant concerns.
- Participate in required student evaluations and progress reviews.

2. Required Employer Documentation

Before a student begins a Co-op placement, the employer must complete the required school approval process.

- Co-op Placement & Employer Agreement (Document 03) — Establishes the employer, supervisor, position, schedule, wage, duties, learning opportunities, and responsibilities of the student, family, employer, and school.
- Worksite Safety & Compliance Review (Document 04) — SHHS reviews the worksite, safety conditions, supervision, student duties, and required documentation.

Wages and Employment Terms

The employer is responsible for establishing the student's wage and employment terms directly with the student/family and for complying with all applicable Massachusetts and federal wage and hour requirements. The agreed-upon wage is documented in the Co-op Placement & Employer Agreement.

Workers' Compensation Insurance

The employer must carry workers' compensation insurance as required by law and provide SHHS with the required workers' compensation insurance information/documentation for the worksite before the placement begins.

CORI

A CORI check is required for the student's direct workplace supervisor in accordance with applicable school/district requirements. The employer must cooperate with the required CORI process before the student begins the placement.

CORI results are confidential and are not attached to the student's Co-op file.

Youth Employment Requirements

The employer must comply with the applicable Massachusetts youth employment requirements and complete the employer section of the Massachusetts Youth Employment Work Permit when required.

3. Before the Student Starts

The student may not begin working as a Co-op student until the placement has been approved by SHHS and required documentation is complete.

- Employer and student complete required placement documentation.
- Worksite safety and compliance requirements are reviewed.
- Required workers' compensation information is provided.
- CORI requirements for the direct supervisor are completed.
- Applicable youth employment requirements are completed.
- Transportation arrangements are confirmed.
- The employer provides site-specific safety and health orientation.
- The student receives information about workplace expectations, supervision, safety, and job duties.

4. Student Learning & Monitoring

Co-op is an educational experience, not simply employment.

Students are expected to develop five common workplace competencies:

- Safety & Safe Work Practices
- Technical / CTE Skills
- Professionalism & Reliability
- Communication & Teamwork
- Independence & Problem Solving

Students submit a Weekly Co-op Time & Learning Report electronically each Monday by 9:00 AM for the previous workweek. The report documents hours worked, workplace learning, CTE skill development, examples of skills practiced, increasing independence, and concerns. Employers do not complete this report but should provide accurate information about hours worked and communicate concerns to SHHS.

5. Employer Evaluations & Progress

Employer feedback is an important part of the student's CTE assessment.

Monthly — 05-A Monthly Co-op Learning & Progress Record

The employer/supervisor provides information regarding the student's workplace learning, hours and attendance, competency development, progress, and any concerns. The record supports ongoing communication between the employer and school.

Midpoint — 05-B Midpoint Co-op Evaluation (January)

The employer provides formal feedback on the student's progress, strengths, areas for improvement, and goals for the remainder of the placement.

Final — 05-C Final Co-op Evaluation (May)

The employer provides a final assessment of the student's workplace competencies, overall progress, and completion of the Co-op experience.

SHHS uses these records to monitor student learning, document competency development, and support the student's Co-op completion and CTE credit documentation.

6. Communication & Concerns

Please get in touch with the Vocational Director/Co-op Coordinator promptly regarding:

- Attendance or repeated lateness
- Performance concerns
- Safety concerns or injuries
- Significant changes in duties or schedule
- Supervisor or worksite changes
- Workplace behavior
- Harassment or discrimination
- Any concern that may affect continuation of the placement

Do not wait for a scheduled evaluation to report a significant concern.

SHHS Co-op Contact:

Dr. Susan Brassard

Vocational Director/Co-op Coordinator

South Hadley High School

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7. The Co-op Partnership

A successful Co-op placement is a partnership among the student, employer, family, CTE program, and South Hadley High School.

The employer provides the authentic workplace environment and mentorship. SHHS provides coordination, supervision, and educational oversight. The student is responsible for meeting school and workplace expectations and demonstrating continued learning and growth.

Thank you for helping South Hadley High School prepare today's students for tomorrow's careers!