



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

#### **AGREEMENT**

***The is an agreement between an Equal Opportunity Employer and Old Colony Regional Vocational Technical High School to provide a student who is enrolled in a state-approved (Chapter 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.***

- School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Technical Vocational Teacher license in the cooperative education course area will supervise the course for this student.
- School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.
- School stipulates that the course will only be provided during time not scheduled for academic classes.
- School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- School ensures that the course will provide competency-based assessment of student work.
- The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee.
- School stipulates that that student will be eligible for technical vocational education program credit.
- School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.
- The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations.
- School stipulates student must be paid as employees with wages reported on W-2, and all applicable taxes be deducted, and not as independent contractors with a 1099 Form.
- School stipulates that in the event of school closure due to inclement weather, that the student is not required to go to co-op on that day. The student must call the employer to inform of school closure. If the parent/guardian deems it safe for the student to travel to co-op, they may do so.
- Employer is an equal opportunity employer who does not discriminate against any applicant because of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency or disability, as defined and required by state and federal laws. and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.
- The District Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study, including athletics and extracurricular activities of such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency or disability, as defined and required by state and federal laws.

***Important Notice:*** Several trades for which cooperative education are 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 more stringent standard). In all such trades the work of the student-learner 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.



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

COOPERATIVE EDUCATION EMPLOYER					
Student's Name:				Grade Level:	
Student's Program of Study:				Age:	
Name of Employer:					
Address (Street and Number) :					
City/Town:		State:		Zip Code:	
Phone Number:			Fax Number:		
Email:					
Nature of Employer's Business:					
Hours per co-op week:		Hours per day:		Starting Wage per hour:	
Salary increase policy:					
Workers' Compensation Insurance:	<p><b><u>NOTE: Student cannot begin until insurance binder is received.</u></b>            Please have your insurance agent:</p> <ul style="list-style-type: none"> <li>▪ Send your current Certificate of Insurance, including General Liability and Worker's Compensation Insurance Coverage, via email to Dawn Robert at drobert@oldcolony.us or fax it to 508-763-9821 Attn: Mrs. Dawn Robert</li> <li>▪ List Old Colony Regional Vocational Technical High School, 476 North Avenue, Rochester, MA 02770, as certificate holder.</li> </ul>				
Do you agree to follow all the rules and regulations for participating in this program?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree to evaluate the student each cycle using the provided Student Evaluation Form and return it to the Vocational Technical teacher at the end of each cycle?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree to provide the student with a work environment that meets health and safety standards that maximize employee protection and are in compliance with OSHA regulations?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree <b>not to employ the student</b> during hours that the student is registered for class?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree to follow all State and Federal labor and wage laws and regulations?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your company an equal opportunity employer who does not discriminate against any applicant because of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency or disability, as defined and required by state and federal laws. and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you agree to provide qualified and experienced worker to be responsible for the direct and constant supervision of this student?				Yes <input type="checkbox"/>	No <input type="checkbox"/>



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

Do you agree to provide the student with a progressive and diversified learning experience that will provide him/her with technical and employability skills while working on the job?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>SAFETY TRAINING AND SKILLS DEVELOPMENT</b>			
Please describe the safety training that the student will receive prior to beginning work.			
Please list the knowledge and skills the student learning will have the opportunity to acquire and strengthen while working for your company.			
Please list the equipment, tools, or machines that the student learner will be using while working for your company.			
<b>STATEMENT OF ASSURANCE OF NON-DISCRIMINATION</b>			
Company Name:			
Affirms that it is an equal opportunity employer who does not discriminate against any applicant because of race, color, sex, gender identity, religion, national origin, age, marital status, veteran status, disability, sexual orientation, or any other legally protected group, and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.			
Cooperating Employer			Date
<b><i>Our signatures certify that we have read and agree with the conditions outlined contained in this agreement. We also certify that the information is true and complete to the best of my knowledge.</i></b>			
Employer:		Date:	
Vocational Teacher:		Date:	

*The school, employer, student, parent/guardian may terminate this agreement at any time with appropriate notice to the other parties. Otherwise this agreement expires upon high school graduation of the student.*



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

#### CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

The Old Colony Regional Vocational Technical High School is registered under the 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, current licenses, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Old Colony Regional Vocational Technical High School 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 Old Colony Regional Vocational Technical High School with written notice of my intent to withdraw consent to a CORI check. Your hiring is subject to a National Background and CORI check, satisfactory to the employer, and is a condition of hiring or continuation of employment prior to the receipt of the above referenced criminal checks.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Old Colony Regional Vocational Technical High School may conduct subsequent CORI checks within one year of the date this form was signed by me provided, however, that Old Colony Regional Vocational Technical High School must first provide me with written notice of this check.

#### **CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY FOR WORK-BASED LEARNING**

On November 27, 2002, the Massachusetts Legislature enacted Chapter 385 of the Acts of 2002, An Act Further Protecting Children. This statute regulates that all schools conduct Criminal Offender Record Information (CORI) checks on **current and prospective co-op employers and supervisors in all school-to-work settings** where “direct and unmonitored contact” with students may occur.

Please submit the required CORI form on any employee who will have “direct and unmonitored contact” with any Old Colony student in a school-to-work position. Please complete the attached form and return it with a copy of a government issued photo ID such as a driver’s license to:

Old Colony RVTHS  
Attention: Aaron Polansky, Superintendent-Director  
476 North Ave.  
Rochester, MA 02770

*NOTE: All CORI information is confidential and will be only viewed by the Superintendent-Director, Aaron Polansky.*



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
476 North Avenue, Rochester, Massachusetts 02770-1899  
Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

Company Name: \_\_\_\_\_

By signing below, I provide my consent I provide my consent to a CORI check and acknowledge that the information provided on this page is true and accurate. Return it with a copy of a government issued photo ID such as a driver's license.

#### Applicant Signature

**CO-OPERATIVE EDUCATION EMPLOYER  
CRIMINAL OFFENDER RECORD INFORMATION (CORI) REQUEST FORM**

#### APPLICANT INFORMATION (PLEASE PRINT)

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
-----------	------------	-------------	--------

MAIDEN NAME (or other name(s) by which you have been known)

MM	DD	YYYY	City	State	Country
DATE OF BIRTH			PLACE OF BIRTH		

LAST 6 of SOCIAL SECURITY NUMBER: \_\_\_\_\_

SEX:	HEIGHT:	FT.	IN.	EYE COLOR:	RACE:	
------	---------	-----	-----	------------	-------	--

DRIVER'S LICENSE or ID NUMBER	STATE of ISSUE
-------------------------------	----------------

MOTHER'S FULL MAIDEN NAME	FATHER'S FULL MAIDEN NAME
CURRENT ADDRESS:	

FORMER ADDRESSES:	
-------------------	--

GOVERNMENT ISSUED IDENTIFICATION PROVIDED: \_\_\_\_\_

FOR OFFICE USE ONLY: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_

\_\_\_\_\_  
NAME OF CORI AUTHORIZED EMPLOYEE FROM OLD COLONY

\_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE FROM OLD COLONY



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT  
 476 North Avenue, Rochester, Massachusetts 02770-1899  
 Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

### Employer Agreement

Old Colony Regional Vocational Technical High School District

476 North Avenue  
 Rochester, MA 02770-1899

Telephone: (508) 763-8011 - Fax: (508) 763-9821 - Email =

#### Cooperative Education Program Student Evaluation Form

Student Name: \_\_\_\_\_ Shop: \_\_\_\_\_

**To the Employer:** Complete Yellow High Lighted Sections in this form at the end of each two week co-op cycle.  
 Email completed form to the Shop Instructor. Thank You.

		Daily Hours Worked											
Month												Year	
Week's Dates		1	2	3	4	5	Week's Totals	6	7	8	9	10	Week's Totals
Daily Hours Worked							0						0

Please evaluate the trainee by placing a **number** in the box that best describes their job performance.  
 Please use the following grade scale of 1-4 for each characteristic.

4	Excellent	Total Score to grade:						Cycle Grade
3	Good	43-44 A+	36-37 B+	25-29 C+	11-18 D		0	
2	Fair	41-42 A	33-35 B	22-24 C	10 or below F			
1	Poor	38-40 A-	30-32 B-	19-21 C-				

Characteristics	Score (1-4)
ACCURACY OF WORK	
CARE OF WORKING AREA	
USE OF MATERIAL & EQUIPMENT	
ATTITUDES TOWARD WORK	
SPEED IN PERFORMING DUTIES	

Characteristics	Score (1-4)
JOB LEARNING AND APPLICATION	
RESPONSIBILITY	
INITIATIVE	
ATTITUDE TOWARDS CO-WORKERS	
ATTITUDE TOWARDS SUPERVISORS	
PERSONAL APPEARANCE	

Additional Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

---

### Employer Agreement

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

Below is a summary of the state and federal child labor laws most relevant 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.

#### 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**

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 school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: [www.mas.gov/dos/youth](http://www.mas.gov/dos/youth)

#### Prohibited Jobs for Minors

##### People under 18 may NOT:

##### General work permit

- 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 bakery machines (except for certain countertop models and pizza dough rollers)
- Handle, serve, or work from hoisting machines
- Use, serve, or sell alcoholic beverages
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- 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 where they are exposed to radioactive substances



# OLD COLONY

REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

476 North Avenue, Rochester, Massachusetts 02770-1899

Telephone: 508-763-8011 • Fax: 508-763-9821



## COOPERATIVE EDUCATION AGREEMENT

---

### Employer Agreement

- Work in any job requiring the possession or use of a firearm

**NOTE:** 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.

#### **Chapter 74-Approved Cooperative Education Employment Permit**

- Operate, clean or repair power driven meat slicers, grinders or choppers\*
- Work 30 feet or more above ground or water\*
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs\*
- Use power-driven woodworking 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\*
- Work in excavation\*
- Work slaughtering, packing, or processing meat and poultry\*
- Work in roofing, or on, or about a roof\*
- Work in or around blast furnaces\*
- Oil or clean hazardous machinery in motion\*

*Please discuss any concerns or questions regarding under 18 work restrictions with the school's Cooperative Coordinator.*

\*For all child labor law exemptions for students-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 before work is performed by minor.