

# SHAWSHEEN VALLEY TECHNICAL HIGH SCHOOL

## Cooperative Education Program

### Employer's Responsibilities

- 1) **EMPLOYER WILL FOLLOW ALL MASSACHUSETTS AND/OR NEW HAMPSHIRE CHILD LABOR LAWS**
- 2) **MAINTAIN A STUDENT FILE WITH ALL CO-OP PROGRAM PAPERWORK**
  - a. Student application
  - b. Student co-op work permit (under 18)
  - c. Co-op Agreement
  - d. Weekly time cards at the conclusion of every co-op week – retain original pink copy for your records
- 3) **WILL CONDUCT A SAFETY ORIENTATION WITH STUDENTS PRIOR TO STUDENTS STARTING WORK**
- 4) **NOTIFICATION OF PLACEMENT COORDINATOR**
  - a. When student is absent from work.
  - b. If student is being terminated or if student initiates termination of placement.
  - c. If student is not working on co-op days that school is in session. (see co-op calendar)
  - d. Of any issues or concerns as they arise so that the placement counselor may offer assistance in the resolution of the matter.
- 5) **AGREEMENT AND APPLICATION**
  - a. Adhere to all provisions as agreed to on the Cooperative Education Application and Agreement.
  - b. Notice of Non-Discrimination Act: Employer will employ students, without regard to race, color, gender, religion, gender identity, national origin, sexual identity, sexual orientation, disability or homelessness status.

### Emergency Contact Information

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|---|----------------|
| ➤ Richard Lavoie, CO-OP Placement Counselor | (978) 671-3619 |
| ➤ David Norkiewicz, Vocational Director     | (978) 671-3642 |
| ➤ Terry Romkey, School Nurse                | (978) 671-3625 |
| ➤ Dr. Robert Kanellas, School Principal     | (978) 671-3640 |

\*Employer signature \_\_\_\_\_

Date \_\_\_\_\_

Shawsheen Valley Technical High School admits students and makes available to them its advantages, privileges and course of study, without regard to race, color, gender, religion, gender identity, national origin, sexual identity, sexual orientation, disability or homelessness status.