Cooperative Education Program Application

Shawsheen Valley Technical High School
100 Cook Street Billerica, MA 01821
Ph. 978-671-3619   Fax 978-671-3819
Email: bsmith@shawtech.org   Today's Date_____

Student Information

Student Name: Last: _____   First: _____   Middle: _____

Current Address: Street & Number _____

City/Town: _____   State: _____   Zip Code: _____

Vocational Technical Program: _____

Email: _____ Home Phone: _____ Cell Phone: _____

Date of Birth:_____ Place of Birth:_____ Color of Hair:_____ Color of Eyes:_____

Do you have a driver's license: Yes ☐ No ☐   Do you have transportation to/from work? Yes ☐ No ☐

Do you participate in extracurricular activities that would require you to have a modified work schedule? Yes ☐ No ☐

Parent/Guardian Information

Parent/Guardian Name: Last: _____ First: _____

Current Address: Street & Number _____

City/Town: _____   State: _____   Zip Code: _____

Home Email: _____ Work Email: _____

Home Phone: _____ Cell Phone: _____

Students will be covered under their cooperative education employers' workers compensation insurance while at work.

I/We give permission for the student named in this application to participate in the Shawsheen Valley Technical High School Cooperative Education Program. Yes ☐ No ☐

I/We have reviewed and agree to the attached guidelines for the Shawsheen Valley Technical High School Cooperative Education Program. Yes ☐ No ☐

I/We understand that if at any time, in the opinion of the placement counselor, the student is not meeting the requirements of this program with regards to grades, attendance, attitude and/or performance his/her placement will be terminated.

X _____   X _____
Parent/Guardian   Date   Student   Date

4-11 Cooperative Education Program and Procedures

The Cooperative Education Program is a privilege that provides an opportunity for qualified seniors—and, at the start of fourth quarter, eligible juniors—to enhance their vocational-technical training through work experience in industry on a job related to their program of study.

The Cooperative Education Program takes place on an alternate-week basis during the respective, regularly scheduled vocational-technical weeks for seniors and juniors. Students participating in the program are expected to work at least six (6) hours every day that school is in session. If a student is not at work and does not attend school, then he or she must call in sick to both the employer and Co-op Director or, the student will be considered truant for that day. If for any reason the employer does not have work for a co-op student during co-op week, the student must report to school. Each day this occurs, the student must go first report to home room and then sign-in at the co-op office.

Junior Participation: Fourth-quarter eligibility (based on standards for the first three quarters of junior year)
- Attendance and Punctuality
  - Maximum of 6 total days absent
  - Maximum combined total of 9 days absents and tardy
- Grade Requirements
  - Minimum of a B- (80%) average in the vocational-technical program for the third quarter and first three quarters grade average.
  - Minimum of a C- (70%) average for all subjects in 3rd quarter and first three quarters grade average.
  - Minimum of a B- (80%) average for related in 3rd quarter and first three quarters grade average.
- Teacher Recommendations and 2-Year Verification
  - Recommended by vocational-technical shop, related and academic teachers.
  - Verification of completion of 2 years in the vocational-technical program of study.
  - Students must have taken and successfully complete a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training Program, whichever is most appropriate for their technical career area.

Junior Participation: Summer eligibility (based on standards for the first three quarters of junior year as listed above and the 4th quarter standards listed below)
- Attendance and Punctuality
  - Maximum of 2 total days absent during the 4th quarter.
  - Maximum combined absence and tardy total of 3 days.
- Grade Requirements
  - Minimum of a B- (80%) average in the vocational-technical program for 4th quarter.
  - Minimum of a C- (70%) average for all academic subjects 4th quarter
  - Minimum of a B- (80%) average for related 4th quarter

- Teacher Recommendations and 2-Year Verification
  - Recommended by vocational-technical shop, related and academic teachers.
  - Verification of completion of 2 years in the vocational-technical program of study.
  - Students must have taken and successfully complete a 10-hour OSHA Safety Training Program or a 10-hour Career Safe Training Program, whichever is most appropriate for their technical career area.

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X_____   X_____

Parent/Guardian   Date   Student   Date

Vocational lead Teacher

Has the student completed two years in this vocational/technical Program? Yes ☐ No ☐

Has the student obtained the appropriate safety credential? Yes ☐ No ☐

Has the student attained an achievement level of "proficient" in the core competencies of their CVTE program in preparation for transition into a work-based learning environment at this time?   Yes ☐   No ☐

Do you recommend this student for cooperative education placement?   Yes ☐   No ☐

X
_____
Signature of lead teacher   Date

Teacher's Recommendation

Subject	Signature	Recommendation
Shop		☐ Yes ☐ No
Related		☐ Yes ☐ No
English		☐ Yes ☐ No
Math		☐ Yes ☐ No
Science		☐ Yes ☐ No
Phys. Ed.		☐ Yes ☐ No
Social Studies		☐ Yes ☐ No
Study Skills		☐ Yes ☐ No

Administrators Recommendations

Guidance Counselor		☐ Yes ☐ No
Vocational Director		☐ Yes ☐ No
Dean of Students		☐ Yes ☐ No
Placement Counselor		☐ Yes ☐ No

This student has met the initial eligibility requirements, as outlined in the student handbook, and is applying to participate in the cooperative education program and needs your recommendation in order to do so. If you feel that this student has demonstrated the necessary skills to be successful in the workforce and you would like to recommend him/her for placement at this time, check yes. Please note that if it becomes necessary to withdraw your recommendation during the school year, simply notify the placement counselor in writing.