



ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL

Cooperative Education

Student Handbook

Congratulations!

You have met the eligibility requirements to begin your Co-op placement! You are taking the first step toward the career you have been planning for during the last 2 years and you are beginning to build your resume and your future!

In this manual you will find most of the information you will need to be successful during your placement and beyond.

Please read the contents carefully, and keep this manual handy in the event that you have any questions during your placement.

Best of luck as you begin on the path to your future!

“The future belongs to those who believe in the beauty of their dreams”

Eleanor Roosevelt

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General Information

The Cooperative Education work program is open to all eligible seniors* at Essex North Shore Agricultural & Technical School. The program is designed to allow students on-the-job training by involving them in work that is directly related to their technical area of study. On alternate cycles, the students will return to school for their academic classes. Every effort will be made to assist those students interested in participating to find related employment. Students on a Cooperative Education placement will be required to satisfy all attendance requirements and follow all established rules within the Essex North Shore Agricultural & Technical School Student Handbook. To be eligible, students must have:

- Excellent attendance
- Continued good academic standing (Passing all academic subjects/C average in CTE)
- Minimum of 1 ½ years of related training in the CTE program
- Attained OSHA safety credential
- Earn industry specific certifications if required
- Pass Employability Skills assessment (beginning with class of 2020)

The recommendation to participate at any particular work site must be granted by the CTE instructor. No student will be permitted on a Cooperative Education placement unless the employer maintains Workers' Compensation insurance and has completed a written agreement with Essex North Shore Agricultural & Technical School.

The Cooperative Education Coordinator and/or employer reserves the right to terminate any Cooperative Education work position for appropriate reasons. Students are expected to arrive to work on time daily and follow the directives given by supervisors. You are expected to complete all tasks to the best of your abilities and ask for help when needed.

* Outstanding juniors may also be eligible to participate in co-op mid-way through their junior year, provided they meet the above criteria.

Student Requirements/Application Process

In addition to meeting the above mentioned criteria, students must agree to the following requirements in order to participate in the Cooperative Education program.

Completion of the necessary paperwork:

- Resume
- Cover Letter
- 1 letter of recommendation
- Cooperative Education application
- Cooperative Education Work Permit (if under age 18)
- Attendance at a Cooperative Education orientation session

Upon completion of the necessary paperwork and attendance at the Orientation session, students will be given a start date. Students may not begin a Co-op placement until a start date is authorized by the Cooperative Education Coordinator and CTE instructor.

While you are assigned to be at your Cooperative Education placement, you are not allowed to be in school during the school day. If you need to make up work, speak with counselors, teachers, coaches, you must do so during your academic week or schedule time after the school day has ended.

Exceptions will be considered for special circumstances such as athletic events requiring an early dismissal, college visits, testing that is not being offered at any other time, other unforeseen special circumstances. **All exceptions must be cleared by your on the job supervisor, Cooperative Education coordinator, CTE instructor and academy office.**

Any student in the building on a day scheduled for Cooperative Education MUST do the following:

- Sign in at the academy office**
- Notify Cooperative Education office**
- Report to CTE area and complete work assigned by instructor**
- Make notation on the weekly time card**

Expected Workplace Behavior

While you are working at your Cooperative Education placement, remember that you are representing Essex North Shore Agricultural & Technical School. Professional behavior is expected at all times.

Work hours are not necessarily the same as school hours and are listed on the Cooperative Education Agreement. These are the hours you are expected to work. Any variation from these hours must be discussed with the CTE instructor and Cooperative Education Coordinator.

Adherence to all company policies is required.

- You are expected to arrive on time and follow the directives given by your supervisors.
- CELL PHONE USE is not acceptable on the job. You should find a safe place to store your phone until you are given break and/or lunch time. TEXTING, checking email/Facebook/Instagram, SnapChat etc. is to be done during your own time, not the time that the company is paying you to do a job.
- Proper PPE must be used at all times.
- If you need to be absent or will be late, you MUST:
 - Notify your supervisor(s) well in advance, before your shift is to start.
 - Contact the Co-op and academy offices via email or voicemail.
 - You must list the reason for absence on your time card.

Attendance

Students must maintain favorable attendance while on Co-op, during both CTE and academic cycles.

You are expected to adhere to the schedule of work hours/days listed on the Cooperative Education Agreement. Please note that the number of hours may vary for all students. (example: some students are contracted to work 30 while others may be contracted for up to 40.)

Absences during the work week count as school absences. Any “days off” must receive prior approval by the CTE instructor and Cooperative Education Coordinator and must be explained on the weekly time card.

Calling Out

The following procedure must be followed if you are absent from work:

- If you will be absent from work you MUST first contact your supervisor, then you MUST contact the Co-op and your academy office. You can leave voice mail or email.
- You must list the reason for the absence on your timesheet.
- If you have a planned period of extended absence (ie: medical, family, personal), you must notify your supervisor, CTE instructor, the Cooperative Education and Academy offices as soon as possible.
- If your supervisor notifies you for any reason not to report to work on any given day, YOU MUST NOTIFY the Co-op AND academy office ASAP and PLAN TO BE IN SCHOOL during that day. If you do not report to school or work, it is counted as an absence.
- You are not permitted to use time scheduled for Cooperative Education to come to school to work on your academic requirements.

Time Cards

Your time card is a vital part of your Cooperative Education placement. Returning time cards on time is not only necessary to record your grades but it is used to account for your attendance.

Grading policy for time cards:

Timecards are due the day you return to your academic schedule.

Attendance = 10% of grade

Work Standards/Competencies = 90% of grade

Late time cards will result in a loss of points from your original grade, 5 points per day.

Incomplete time cards will also result in deduction of points. It is very important that ALL INFORMATION is completed on the time card for accurate recording purposes.

Time cards are available from your CTE instructor or on the Cooperative Education page on the Essex North Shore Agricultural & Technical School website.

Hard copies of time cards must be turned in.

Students with more than one time card missing will be asked to return from their Cooperative Education placement for the remainder of the marking period.

School Holidays/Vacations

The scheduled holidays and vacations on the school calendar **ARE NOT** necessarily in effect during your Co-op placement.

It is your responsibility to discuss upcoming holidays and vacations IN ADVANCE with your supervisor.

Snow Days

Please discuss a plan for snow days in advance, with your supervisor. If you receive the telephone call notifying you that there is no school at Essex North Shore Agricultural & Technical School, please contact your supervisor to discuss your attendance at work. Many times, although school is cancelled for the day, roads are clear enough for you to travel later in the morning. Please use caution if driving during these times.

Grades

Grades will be checked twice per trimester: at progress report time and at report card time. If there is cause for concern on either grade report, you, your parents/guardians, instructors, guidance counselor and employer will be notified.

If you are in danger of failing any class at progress report time (70 or below), you will be placed on probation.

Probation

A student may be placed on probation if there is cause for concern with grades, and/or attendance. Parents/guardians, guidance counselor, instructors and employers will be notified if a student is placed on probation.

Terms of probation are as follows:

You must meet with the Cooperative Education Coordinator to discuss the issues and come up with a plan for improvement. Part of that plan may be to stay after school for help with individual teachers and a weekly evaluation sheet completed by all instructors.

In all cases, it is the student's responsibility to address the issues of concern and see that the result is not a failure of the class.

Students may not use CTE time/Cooperative Education time to make up academic course work.

Safety on the Job

While you are at your Co-op placement, please adhere to ALL SAFETY rules set forth by your employer. All proper PPE and safety regulations must be followed at all times.

Injury on the Job

If you are injured on the job, you must notify your supervisor AT ONCE. If medical attention is required, you and/or your supervisor must notify your parent and the Cooperative Education office or CTE instructor. ALL INJURIES must be reported!! If you will be in school as a result of an on-the-job injury, you must notify the Cooperative Education and academy offices and provide any documentation that relates to the injury and restrictions. Permission to return to work must be documented by a physician.

Communication

The Cooperative Education Coordinator will communicate with you using your school email.

It is your responsibility to check these on a regular basis for any pertinent information.

Leaving a Job

Cooperative Education is an assigned course for which you are graded as any other course. It is the expectation that once you begin a placement, you complete the course.

If you are thinking of leaving your placement for any reason, YOU MUST first discuss this with your CTE instructors and the Cooperative Education Coordinator.

Leaving a job is an important decision that has many effects. There is a correct way to leave a job. If the ultimate decision is to leave, a plan must be put into effect for you to

provide *proper* notice to your employer and transition back into your technical program.

Participation in athletics and clubs should not be a deterrent from participation in Cooperative Education. Most employers and coaches are agreeable to a student participating in extracurricular activities. In any case, the agreed upon number of weekly hours must be met.

Students wishing to leave their place of employment must complete the trimester and give at least a two week notice.

Termination of Cooperative Education Agreement

The Cooperative Education agreement between Essex North Shore Agricultural & Technical School and your employer will be terminated at the end of your last CTE cycle prior to graduation. Before this time, you should have a conversation with your employer about your future with the company. If the company chooses to, they may hire you as a full-time employee. If the company chooses not to hire you full-time, their obligation to you and to Essex North Shore Agricultural & Technical School is terminated. Please note that a Cooperative Education agreement can be terminated at any time by Essex North Shore Agricultural & Technical School or the employer for appropriate reasons.