



# **Essex Technical High School Cooperative Education Student Packet**

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# Cooperative Education Course Application

## Essex Technical High School

565 Maple Street ♦ P.O. Box 346 ♦ Hathorne, MA 01937-0346  
(978) 304-4700

### Student Data

Student's Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ CTE Program: \_\_\_\_\_

### Student Employment Information

Do you have transportation to/from work? ☐ Yes ☐ No

Do you have a driver's license? ☐ Yes ☐ No

License Number: \_\_\_\_\_

Are you able to work part time after school if requested? ☐ Yes ☐ No

Are you willing to work overtime during the co-op cycle if requested? ☐ Yes ☐ No

Please list any days and/or hours that you are unable to work: \_\_\_\_\_

Do you agree to follow all the rules and regulations for participation in the co-op program as outlined in the student handbook?

☐ Yes ☐ No

### Parental Information

Parent/Guardian Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. I give permission for the student named in this application to participate in the cooperative education program.
2. I give permission for representatives of the school to release academic and vocational records, including competency attainment lists, grades, past and present, as well as any other pertinent information that may be required by potential cooperating employers for the purpose of evaluation.
3. I understand if at any time, in the opinion of the CTE coordinator and the Technical Instructor, the student is not meeting requirements of this program with regards to grades, attendance, attitude, and/or performance his/her placement will be terminated.

**My signature certifies I have read and agree with the above statements.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**CTE Teacher**

Has this student completed one and a half years of instruction in this CTE program? ☐ Yes ☐ No

Has the student completed the 10 Hour OSHA Card? ☐ Yes ☐ No

Has the student satisfactorily completed all appropriate safety instruction in this CTE program? ☐ Yes ☐ No

Has the student attained a sufficient level of achievement in the school based CTE program in preparation for transition into a work-based environment at this time? ☐ Yes ☐ No

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

Additional comments or information: \_\_\_\_\_

Please provide an up to date copy of the student's competency profile to be used in the interview and placement process.

CTE Teacher Signature: \_\_\_\_\_

**Teachers' Recommendation**

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 this student has demonstrated the necessary skills to be successful in the workforce and you would like to recommend him/her for placement as this time, check yes.

Theory \_\_\_\_\_ ☐ Yes ☐ No

English \_\_\_\_\_ ☐ Yes ☐ No

Math \_\_\_\_\_ ☐ Yes ☐ No

Science \_\_\_\_\_ ☐ Yes ☐ No

PE/Health \_\_\_\_\_ ☐ Yes ☐ No

Social Studies \_\_\_\_\_ ☐ Yes ☐ No

Foreign Language \_\_\_\_\_ ☐ Yes ☐ No

Elective \_\_\_\_\_ ☐ Yes ☐ No

**Guidance, Associate Principal, and CTE/Coop Coordinator Recommendations**

Guidance Counselor \_\_\_\_\_ ☐ Yes ☐ No

Associate Principal \_\_\_\_\_ ☐ Yes ☐ No

# of detentions: \_\_\_\_\_ # of suspensions: \_\_\_\_\_

Attendance Tardies: \_\_\_\_\_ Absences: \_\_\_\_\_ # of Dismissals: \_\_\_\_\_

Grades Meet criteria in academics and CTE Program ☐ Yes ☐ No

CTE/Coop Coordinator \_\_\_\_\_ ☐ Yes ☐ No



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

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

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## Prohibited Jobs for Minors

### Persons under 18 may NOT:

*(student learner exemptions are starred\* and highlighted in red)*

- 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 meat slicers, grinders or choppers \***
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- **Work 30 feet or more above ground or water \***
- Handle, serve, or sell alcoholic beverages
- **Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs \***
- **Use power-driven woodworking machines \***
- Use, service, drive, or work from hoisting 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 \***
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- **Work in excavation \***
- 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 slaughtering, packing, or processing meat and poultry \***
- **Work in railway operations \***
- **Work in roofing or on or about a roof \***
- **Work in foundries or around blast furnaces \***
- **Work manufacturing phosphorus or phosphorus matches \***
- Work where they are exposed to radioactive substances
- **Work as a firefighter or engineer on a boat \***
- **Oil or clean hazardous machinery in motion \***
- Work in any job requiring the possession or use of a firearm

## 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

After 8 pm, 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 the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at:  
[www.mass.gov/dos/youth](http://www.mass.gov/dos/youth).

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.

*\* For all child labor law exemptions for student-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.*



# Protecting Your Working Teen

## *A Guide for Parents: Students in Co-op Placements*

Co-op placements (jobs that are part of vocational technical students' curriculum) can be valuable experiences for teenagers; they are designed to build lifetime skills and self-confidence. At the same time, working co-op students also face risks, even in jobs that seem safe. Teens are more likely than adults to get hurt at work.

Every year, more than 160,000 U.S. teens are injured at work, and many are killed. Injuries at work should not be considered "part of the job." Most injuries can and should be prevented. Employers, young workers, schools and parents all have roles to play in ensuring that co-op work placements are positive, safe experiences. The information in this guide can help you play a part in keeping your teen safer at work.

### Questions to consider *prior* to your teen's co-op...

#### *Of the school:*

- What tasks is my teen expected to perform at the worksite?
- Will my teen be performing any tasks generally prohibited for teens in non co-op jobs? If so, what are they?
- Will my teen be trained on how to perform all assigned tasks?
- Will my teen be trained in emergency procedures?
- Is it my responsibility to obtain or purchase any personal safety or protective equipment that is needed for my child's job? (e.g. eye protection, gloves, shoes)
- What are the conditions most likely to cause an injury or illness while my teen works, and what steps will be taken to prevent them?
- What is the process for monitoring my teen's co-op experience? (e.g. face-to-face check ins, student journal entries)
- If my teen is injured at the worksite, who will notify me (school, employer, both)?
- Who should I contact if I have questions or concerns?

#### *Of your teen:*

- Do you understand what your responsibilities will be?
- Do you have any questions about the safety and health or training requirements for your co-op?

### Checking in with your teen *during* the co-op...

#### *Remember to keep talking after your teen starts working:*

- Are you enjoying your co-op?
- What does your workplace look like, and where do you work there?
- Did you learn anything new today?
- What are some of the challenging (and/or exciting) parts of your job?
- Do you feel comfortable doing everything you're assigned to?
- Did you receive training on how to do your tasks? (can also be phrased for tasks brought up in a specific conversation)
- How do you like your supervisor?
- Do you get regular feedback from your supervisor, so you know how you're doing?
- Is your supervisor always nearby?
- Do you feel comfortable reporting any concerns to your supervisor?
- Do you feel comfortable asking your supervisor for help, if you have a question about performing a task or need a refresher on how to do it?



# The Child Labor Laws in Massachusetts

Child labor laws exist to protect teenagers in the workplace. They limit the hours teens are legally able to work, and protect teens' health and safety by prohibiting work in hazardous jobs or dangerous tasks. Below is a summary of the child labor laws most relevant to Massachusetts co-op students, including hour restrictions, work permit information, and *some* of the hazardous tasks prohibited for minors.

*All co-op students must be at least 16 years old, so laws related to teens under 16 are not included below.*

## The legal work hours for 16- & 17 year-olds:

- Only between 6 am and 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 and 11:30 pm on nights **not** preceding a regularly scheduled school day, except in restaurants and race tracks until midnight
- Maximum of 48 hours per week, 9 hours per day, and 6 days per week

**After 8 pm, all minors must be directly supervised by an adult who is located in the workplace and reasonably accessible.**

## Work Permits

Teens under 18 must get a Work Permit from the school district in which they live or go to school. Co-op students must get a special Cooperative Education Employment Permit from the superintendent or designated official at their school.

## Workers' Compensation

If your child is injured at work, they may be eligible for workers' compensation benefits. Contact the Massachusetts Department of Industrial Accidents at 800-323-3249 x470, or [www.mass.gov/dia](http://www.mass.gov/dia), for more information.

## PROHIBITED JOBS FOR PERSONS UNDER 18

*There are special exemptions that allow co-op student to perform some tasks usually prohibited for teens under 18. These tasks are **starred\*** below and allowed only under special criteria, including hazardous task training for students, and closely supervised intermittent performance.*

- 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 meat slicers, grinders or choppers \*
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water \*
- Handle, serve, or sell alcoholic beverages
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs \*
- Use power-driven woodworking machines \*
- Use, service, drive, or work from hoisting 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 \*
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation \*
- 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 slaughtering, packing, or processing meat and poultry\*
- Work in railway operations \*
- Work in roofing or on or about a roof \*
- Work in foundries or around blast furnaces \*
- Work manufacturing phosphorus or phosphorus matches \*
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat \*
- Oil or clean hazardous machinery in motion \*
- Work in any job requiring the possession or use of a firearm

## Contact any of the agencies listed below if you need additional help:

MA Office of the Attorney General (enforces state child labor laws).....(617) 727-3465  
US Department of Labor, Wage and Hour Division (enforces federal child labor laws).....(617) 624-6700  
MA Division of Occupational Safety (oversees the work permit process).....(617) 626-6952  
MA Department of Industrial Accidents (oversees the workers' compensation system).....(800) 323-3249 x470

For more information, contact the Massachusetts Department of Public Health *Teens at Work Project* at (617) 624-5632 or [teens.atwork@state.ma.us](mailto:teens.atwork@state.ma.us). You can also visit our website at [www.mass.gov/dph/teensatwork](http://www.mass.gov/dph/teensatwork).

