

**Proposed Changes to SVTHS Co-op Participation Requirements**  
**Approved by SVTHS School Council on Thursday, April 10, 2025**  
**Approved by SVRVTSD School Committee on Tuesday, April 29, 2025**

#### **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 first report to home room and then sign-in at the co-op office.

##### Senior Participation: First-quarter eligibility (based on junior year and fourth quarter of junior year)

- Attendance and Punctuality
  - Maximum of 12 total days absent, **excused or unexcused**, during junior year, with no more than 3 days absent, **excused or unexcused**, occurring in the 4<sup>th</sup> quarter **of junior year**.
  - Maximum combined total of 20 days absent, ~~and~~ **tardy, and/or dismissed** during junior year, with a maximum combined **total of no more than 5 days absent, tardy, and/or dismissed in the 4<sup>th</sup> quarter of junior year**. ~~absence and tardy total of no more than 5 days in the 4<sup>th</sup> quarter.~~
- Grade Requirements
  - Minimum of a B- (80%) average in vocational-technical program for both 4<sup>th</sup> quarter and final grade for junior year.
  - Pass all subjects in 4<sup>th</sup> quarter and final grade for junior year.
  - Cumulative average of C- (70%) for related and all academic subjects combined 4<sup>th</sup> quarter and final grades for junior year.
- 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.

##### Senior Participation: Second-, third-, fourth-quarter eligibility (based on previous quarter)

- Attendance and Punctuality
  - Maximum of 3 total days absent, **excused or unexcused**, during the previous quarter **of senior year**.
  - Maximum combined **total of 5 days absent, tardy, and/or dismissed during the previous quarter of senior year**. ~~absence and tardy total of 5 days.~~

- Grade Requirements
  - Minimum of a B- (80%) average in vocational-technical program for previous quarter.
  - Pass all subjects previous quarter.
  - Cumulative average of C- (70%) for related and all academic subjects combined for previous 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.

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, **excused or unexcused, for the first three quarters of junior year.**
  - Maximum combined total of **no more than 9 days absent, and-tardy, and/or dismissed, for the first three quarters of junior year.**
- 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 4<sup>th</sup> quarter standards listed below)

- Attendance and Punctuality
  - Maximum of 2 total days absent, **excused or unexcused, during the 4<sup>th</sup> quarter of junior year.**
  - Maximum combined **total of no more than 3 days absent, tardy, or dismissed, during 4<sup>th</sup> quarter of junior year.** ~~absence and tardy total of 3 days.~~
- Grade Requirements
  - Minimum of a B- (80%) average in the vocational-technical program for 4<sup>th</sup> quarter.
  - Minimum of a C- (70%) average for all academic subjects 4<sup>th</sup> quarter.
  - Minimum of a B- (80%) average for related 4<sup>th</sup> 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.

**Probationary Status.** A student placed on probationary status due to attendance concerns will be removed from participation in their Cooperative Education Program after giving their employer a two-week notice. A teacher may retract his or her recommendation of a student for participation in the Cooperative Education Program at any time by notifying the Co-op Director in writing explaining why the recommendation has been retracted.

**Teacher Recommendation.-** A teacher may retract his or her recommendation of a student for participation in the program at any time by notifying the Co-op Director in writing explaining why the recommendation has been retracted.

**Extenuating Circumstances.** Students who are not eligible for the Cooperative Education Program due to extenuating circumstances may present written documentation of these circumstances to the Co-op Director for review and an eligibility determination by a school administrator.

**Obtaining Cooperative Education Program Employment.** Students are encouraged to use job postings provided by the Co-op office as leads in their search for employment, as well as contacts that their vocational-technical instructors may provide, and the Shawsheen Valley Technical High School Career Resource Network. It is each student's responsibility to find and obtain employment, related to their program of study, with a qualified employer who is in compliance with federal and state discrimination, wage, workers' compensation insurance laws.

**Removal from Participation.**

- Students may be removed from participation in the Cooperative Education Program at any time for any of the following:
  - If the student is on probationary status due to violation of attendance policy. (Handbook section 3-2.)
  - Failure to maintain punctuality, attendance, grades, and teacher recommendation criteria.
  - Failure to turn in timecards to the homeroom teacher.
  - Failure to turn in academic reports to the co-op office.
  - Failure to call in sick to the Co-op Director when not in school or at work.
  - Employer dissatisfaction with student performance.
  - Failure to display an appropriate level of maturity with regard to behavior and attitude as a student and employee.

**Timecards.**

Students on Co-op are responsible for submitting their electronic Co-op timecards on-time (using Jobready WBL), to ensure they remain eligible for the Co-op program, in accordance with the expectations outlined below:

- Students will use the Jobready WBL mobile app to login and logout of work each day.
- Students will submit completed electronic timecards (work logs) for employer approval and signature at the end of each co-op week.
- The teacher of record will be emailed the completed timecard once the employer has verified and signed the timecard electronically.

- The teacher of record will keep accurate records of the status of each student's timecard for each co-op week.
- Timecards are to be reviewed and recorded by the teacher of record.
- Teachers should review timecards for any irregularities that may appear and inform the Co-op Director of observed irregularities or suspected inaccuracies.
- The Co-op Director shall receive all electronic timecards by Wednesday of each academic week.
- Any student who has not submitted a co-op timecard by Friday of the academic week will be marked absent for the previous co-op week and a notice shall be sent to the students' parent/guardian informing them of the five (5) unexcused absences and the student's possible removal/suspension from the co-op program for failure to submit the required timecard.
- Should a student not submit a timecard for two (2) consecutive co-op weeks they shall be suspended from participation in the co-op program until all missing timecards are submitted.
- Upon submission of the timecards the unexcused absences shall be removed.
- Continued violations of the timecard policy will result in the student's removal from the co-op program.

Weekly timecards will document that:

- The student worked a minimum of six hours each school day.
- Those hours accrued to the student's shop-hour total.
- The student is eligible to earn a shop week grade based on the following criteria:
- 60 points for maintaining a job.
- 20 points for submitting a timecard on Monday during the academic week.
- 10 points for submitting a timecard after Monday during the academic week.
- 0 points for not submitting a timecard during the academic week.
- 0-20 points based on an evaluation by the co-op employer.
- The employer, at his or her option, provided feedback on the student's performance.
- The placement is related to the student's program of study.

The Co-op Director or his/her designee will conduct spot checks of student attendance at co-op sites by making random phone calls to co-op employers during co-op weeks. Additionally, the Co-op Director or his/her designee will oversee students in the program during the summer months.