

# **Nashoba Valley Technical High School**

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**(978) 692- 4711**

## **School-to-Career Program**

### **Employer Handbook (2020-2021)**

#### **School to Career Program Handbook**

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## **1.1 DEFINITION OF SCHOOL TO CAREER**

“School to Career provides a structure for schools and businesses to close the gap between classroom learning and the skills necessary for career success. School to Career is a program of vocational technical education for persons who, through a Worked-Based Learning Plan arrangement between the school and employers, receive instruction, including required academic courses and related vocational technical instruction by the alternation of study in school with a job in related occupational field. The Worked-Based Learning Plan is a tool to help the supervisor, student, and teacher set clear goals and expectations so that the job is a productive experience for both employer and student. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student’s education and employability. Work periods and school attendance may be on alternate half-days, full days, weeks or other coordinated periods of time.”

Commonwealth of Massachusetts General Laws, Chapter 74

## **1.2 GOALS OF SCHOOL TO CAREER**

Nashoba Valley Technical High School has established goals for the School to Career program as required by Chapter 74 of the Massachusetts General Laws.

The goals are to:

- Provide eligible students with a learning experience in which to practice learned skills, an insight into the workplace, and an opportunity for gainful employment after graduation.
- Provide employers with the services of students who possess technical knowledge and skills in their occupational area.
- Provide an opportunity for participation in the program to students who have mastered the competencies of their vocational technical area, and who meet both academic achievement and attendance requirements.
- Ensure affirmative action and equal education and employment opportunities for all students without regard to race, gender, color, national origin, qualified handicap, or sexual orientation.

### **1.3 BASIC ELEMENTS OF SCHOOL TO CAREER**

1. School to Career is an integral part of the activities of Chapter 74 approved vocational technical education programs.
2. Eligible students will participate in one week of employment followed by one week of academic instruction.
3. A student participating in a school to career work experience is legally considered to be a student and shall be evaluated/guided by the employer. Training is authorized by the completed school to career agreement signed by the employer, Nashoba Valley Technical High School, and the student.
4. Placement can only be made with an affirmative action/equal opportunity employer. The employer must carry Workers Compensation Insurance.
5. Every effort will be made to support students in occupations nontraditional for their gender, and for other targeted population students.
6. Employment shall be of a useful, productive, and progressive nature, and shall meet the standards of industry. Work must be directly related to the student's specific vocational technical program of study.
7. Supervisors in the workplace must be qualified in the particular trade or occupation.
8. Students must be paid wages that comply at all times with minimum wage laws, and that are reasonably comparable to those paid to other persons doing similar work in the same establishment.
9. Wages, hours, and conditions of employment shall conform with those established by statutory regulations affecting minors in regular employment.
10. No minor under age 16 may participate. A minimum of two successful years of training in the same vocational technical program is required prior to entering an agreement for school to career placement.

## **1.4 SCHOOL TO CAREER BENEFITS**

### **A. Employer Benefits**

- The most effective and least expensive way to recruit a trained employee.
- The employer receives a worker who understands the language and procedures of the industry and possesses technical skills, as well as employability skills.
- The employer has an opportunity to provide input to vocational technical programs and how students are trained.
- Employers have a chance to observe the student employee and consider offering full-time employment after graduation. By participating in the training of vocational technical students, businesses are able to locate and hire the best qualified worker.
- The opportunity for business to build a positive relationship with local vocational technical schools.

### **B. Student Benefits**

- The student is given the chance to gain technical knowledge and vocational skills from working in the field and on equipment reflecting current technology.
- The student has the opportunity to become confident, mature, and career-oriented.
- The student becomes experienced and gains an awareness of adult life in the real workplace.
- The student builds a record of on-the-job work experience to use when applying for “with experience only” positions.
- Students benefit from experience with a broader range of equipment and educational opportunities.

### **C. School Benefits**

- There is an ongoing direct link to industry: Maintains up-to-date program competencies.
- School to Career programs enable the school to offer a greater variety of educational opportunities to students. The school’s budget could not allow the variety of

skills and experiences of community experts who share in the training of student-learners.

- School to Career establishes communications between Nashoba Valley Technical High School and the business community.
- The community also benefits as more trained, achievement-oriented, young people enter the workforce.

## **1.5 School to Career Program Obligations**

**The student agrees to:**

- Meet and maintain academic, attendance, and discipline standards as outlined in the Student Handbook.
- Obtain and complete all required paperwork for entry into the Cooperative Placement program. (Phase I and Phase II of the packet (this consists of verifying they have a resume, cover letter, career plan, OSHA safety certification, work-based learning plan, worksite permission form, employment permit, and contract with school, parent and employer).
- Report to employer as scheduled.
- Perform designated duties to the best of their abilities.
- Adhere to work standards established by the employer.
- Call the employer and school if he/she is ill and will not report to work.
- Establish agreement with employer on expectations for school vacation periods, holidays, and snow days. (provide school calendar and mutually agree on work schedule)
- Keep timecard records for school credit in the technical area and return card to the Cooperative Placement Office on the first day following the work week. The daily duties are to be explained in brief detail. Failure to turn in timecards may result in termination from the school to career cooperative placement program.
- Continue to work on senior project. Turn in a summary to technical instructor weekly as per senior project timeline. Failure to turn in summary may result in termination from the school to career cooperative placement program and will affect grade as outlined in senior project guidelines.

**The employer agrees to:**

- Develop a job description and tasks to be completed by the student and share these expectations with the student during the interview.
- Employ student(s) for a minimum of 32 hours and a maximum of 48 hours of work to career week. (see school calendar, weeks do change)
- Submit the job description to the Cooperative Education Coordinator at the school.
- Pay wages comparable to those paid to other persons doing similar work in the same establishment. (This is not an intern or externship this is a paid position)
- Be covered by Workers Compensation Insurance and provide the school with documentation including the policy number. This is not necessary for Internship placements.
- Adhere tasks of a productive and progressive nature and provide the school with documentation including the policy number.
- Adhere to state and federal laws and regulations relative to child labor.
- Provide tasks of a productive and progressive nature and provide supervision for the student.
- Follow OSHA requirements regarding worksite safety and provide a student orientation including safety and emergency procedures.
- Sign a completed School to Career Cooperative Education Agreement with the school.
- Provide CORI information of the student's direct supervisor to Nashoba.
- Confer with the School to Career Cooperative Education Coordinator regarding student progress, work ethic and skills. Periodically evaluate the performance of the student in cooperation with the school by providing a grade for work performance and completing the Work-Based Learning Plan evaluation.
- Be in compliance with Chapter 622 of the Acts of 1971 and other federal and state equity mandates and not discriminate in recruitment, hiring, or employment practices on account of race, color, gender, religion, national origin, qualified handicap, or sexual orientation.
- Support students in occupations considered nontraditional for their gender.
- It is recommended that employers participate on the technical area advisory committee which meets bi-annually.

- Allow a representative from the school to visit the worksite for an initial safety review and additional follow up visits throughout the school year.
- Notify the school when the student is absent from work, if any problems arise, if the student is injured, or if police are called in relation to student's employment.
- Sign time cards which the student is required to turn in to the Cooperative Placement Coordinator at the end of each cooperative placement week.
- Contact the School to Career Cooperative Placement Coordinator with any changes in student work hours, as well as student absences or if there are any questions or concerns regarding the program.

**The school agrees to:**

- Establish eligibility requirements and annually post requirements in the student handbook.
- Provide the necessary paperwork, as required by the Department of Education, to students and prospective employers.
- Issue the students a special work permit that will enable the student, under the age of 18, to work with the hazardous equipment related to his/her field of specialization.
- Appoint a School to Career Cooperative Placement Coordinator to serve as the intermediary between the cooperating employer, the student, and the school.
- Verify the student has completed the co-op packet and will schedule a site visit for Vocational Director, or designee, to complete a safety site inspection, workers compensation verification and CORI check for supervisor of the student at the place of employment.
- With verification of passing CORI, the student will be allowed to go on co-op during their regular scheduled shop week.
- Be available for questions and concerns

## **II. CHILD LABOR LAWS for EDUCATIONAL WORK PROGRAMS**

### **School to Career Program:**

The School to Career program allows 16 and 17-year-old students to be employed in otherwise prohibited work settings under the close supervision of qualified and experienced persons.



School to Career education students may obtain waivers from the following Hazardous Orders: numbers 5, 8, 10, 12, 14, 16, and 17 through 24.\* A graduate of a vocational technical training program may be employed in an occupation in which training has been completed, regardless of age. Each school to career placement must be supported by a written agreement that provides:

1. That the work of the student-learner in the occupations declared particularly hazardous must be incidental to the training.
2. That such work must be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person.
3. Safety instruction must be given in school and integrated with on-the-job training.
4. That a schedule of organized and progressive work processes to be performed on the job must be prepared. Minimum wage laws must be complied with, and the employer must be covered by Workers Compensation.

Each school to career placement must be supported by a written agreement containing the name of the student and signed by the employer and school coordinator or principal. Copies should be kept on file by both the school and employer. The agreement may be revoked in situations where reasonable precautions for the safety of the minors employed are not being observed. In general, all the above programs are seen as expanding the educational opportunity and experience of students. They are not designed to provide economic benefit to participating employers, nor can they interfere with the hiring or promotions of regular employees.

### **Cooperative Placement Permit:**

A school committee of any city, town, or regional school district may permit a minor over sixteen and under eighteen, who is attending school, to be employed in an industry without an educational certificate. However, the minor must be part of a cooperative work-study program operated by the school committee and approved by the Massachusetts Department of Education. The "COOPERATIVE EMPLOYMENT PERMIT," Form, H may be issued to students in cooperative courses in public day or vocational technical schools approved by the Massachusetts Department of Education. The permit is issued by the Superintendent of schools and must be signed by the minor in whose name the permit is issued. Their permit is valid only while the minor is a regular attendant at a public day school.

The permit is to be retained by the employer during hours of employment but is to be returned to the minor at the expiration of the term of employment. If the pupil is assigned to two or more employers, the permit is to be transferred by the minor from one employer to another, whenever so directed by the Superintendent of Schools. When the permit expires, it must be returned by the minor to the Office of from whom it is issued. Source: "Commonwealth of Massachusetts, Child Labor Laws in Massachusetts, Department of Labor and Industries, Division of Industrial Safety"