



## Montachusett Regional Vocational Technical School District Student Cooperative Placement Contract

- The student must complete and return **all** forms as required by the school before the student will be officially signed out to start Co-op. All completed forms must be turned into the Co-op office.
- The student has reliable transportation to and from Co-op **in accordance with the work schedule set forth by the employer.** If a parent/guardian is providing transportation, please fill out a Co-op transportation agreement form.
- Students who accept a Co-op job will not leave or change jobs without due reason and must consult with the Cooperative Education Director prior to resignation. If a problem exists and cannot be resolved, the Cooperative Education Coordinator will terminate the agreement. **Under NO circumstances may the student initiate change.** The employer must be given appropriate notice in cases of resignation, or suspension due to academic or attendance violation(s). *Students who leave a co-op job without “just cause” render themselves ineligible for the remainder of the school year.*
- You must complete a weekly time card by logging into your Google account and use the following URL **bit.ly/mt-timecard** to record your weekly time card. You must provide a description of the job with at least two matching frameworks. Each day has a space for descriptions and an arrow for a pull down bar of the strands. Be sure to forward the verification e-mail you receive to both the Co-op Coordinator and your employer. Once completed your employer will be required to grade you. They will use the following URL **bit.ly/mt-coop** to record your weekly grade. Your time cards are to be submitted at the end of each workweek. **This is the responsibility of the student. If a time card is not submitted, the student may not be allowed to go to work the following shop week.**
- **If a student is absent for any reason, the student must notify the employer prior to the start of their workday and the school’s attendance secretary before 7:30 a.m.** Any absence from work must be indicated on the time card. Students work the contractual hours of the company anywhere from 32 to 40 hours per week. The students are required to be in shop if not needed at work. All accidents big or small require the employer and student to fill out an accident report and a copy to the school nurse, and the Co-op coordinator.
- The co-op job is an extension of the school and the specific trade area you are representing. Co-op work will only take place during shop days/weekends. The student is required to follow the Employer’s schedule, not the school’s schedule. This means you must work during school vacations, early release days and snow days. Under **NO** circumstances are students allowed to work before 6:00 a.m. or after 10:00 p.m., or work during an academic day between the hours of 7:40 a.m. and 2:40 p.m.
- Students may not ask an employer for time off to work on school projects, attend shop parties or other work whether vocational, academic or college. Field trips are **not allowed** unless discussed with and approved by Co-op Coordinator.

**I HEARBY AGREE TO COMPLY WITH THE ABOVE STATED RULES, REGULATIONS AND THE REQUIREMENTS AS IDENTIFIED BY THE SCHOOL IN THE HANDBOOK**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Student Signature/ Date

\_\_\_\_\_  
Co-Op Coordinator Signature/Date

\_\_\_\_\_  
Parent Signature/Date