Cooperative Education Information and Eligibility Requirements

The following procedures will be the governing factors in the operation of our Co-Op program. These regulations are necessary to establish the responsibilities of all parties concerned to successfully implement a strong co-op program. Many of these procedures have been established by the Vocational Division of the State Board of Education and are highlighted in the Chapter 74 manual for Vocational Technical Cooperative Education.

A. Students must meet the eligibility criteria to be considered for the cooperative education experience. To meet eligibility requirements, students:

- Must be midway through his/her junior year and have completed a minimum of at least one and one half years of study in the cooperative education program area and have demonstrated achievement of those academic, technical, and employability competencies that will ensure success as a co-op student.
- Must realize that their academic success is fundamental to their future success in their personal and professional lives and, therefore, are expected to meet the following grade requirements.
  - Shop & Related
    - Junior year - end of quarter two - must have a minimum quarter grade and a yearly average of an 80
    - Junior year - end of quarter three- must have a minimum quarter grade and a yearly average of a 70
    - Senior year – must have a yearly grade of a 70 at the end of their junior year and have not failed fourth quarter
  - Academics
    - Students are expected to have a grade of 70 or better in each academic class. Those students who fail to meet this minimum requirement will be placed on probation. Failure to improve by the end of the following marking period may result in the student being removed from the co-op program. Students entering the co-op program after the first quarter are expected to have a passing yearly average for each of their classes in addition to a grade average of a 70 or better in each class for the current marking period.
- Must have successfully passed MCAS requirements
- Should be recommended and endorsed by their shop and related instructors who will assess, and document, the following qualities/skills needed to be a successful co-op student
  - has successfully accomplished an adequate amount of the trades curriculum

It is the policy of the Lynn Public Schools not to discriminate on the basis of race, color, national origin, age, sex, religion, sexual orientation, gender identity, and/or disability in admission to, access to, treatment in, or employment in its programs and activities in compliance with Title VI and VII of Civil Rights Act of 1964, Title IX of the 1972 Amendments to the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and M.G.L. Ch. 76, §5, M.G.L. Ch. 151B, and M.G.L. Ch. 151C.
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B. The work performed at the cooperating company shall meet the standards of industry. Students will be paid a reasonable (at least minimum) hourly wage for the type of work performed. While on coop, they will work the same number of hours, but at least thirty hours, and under the same conditions as other employees. Students are required to turn in their weekly co-op timecard and a copy of their paystub (for each week of work) to the Cooperative Education Coordinator’s office on their first day of their next academic week. Failure to do so will result in disciplinary action.

C. Students who are not 18 years of age are under the following restrictions:

- Cannot operate hazardous equipment unless approved by the Massachusetts Department of Labor.
- Cannot work more than nine hours per day, no more than 48 hours per week.
- Cannot start work earlier than 6:00 a.m. or work later than 10:00 p.m.
- Companies and students must sign both form H and the work cooperative agreements.

D. Failure to follow school rules, co-op regulations and falsifying illness will result in disciplinary action, and possible removal of the students from the program.
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