

WEYMOUTH HIGH SCHOOL

# Cooperative Education

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Informational Handbook



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## **Weymouth High School**

Weymouth high School is a comprehensive school consisting of six academy focus areas, one of which is Career and Technical Education (CTE). Within the CTE Academy, there are ten Chapter 74 approved programs including Allied Health, Automotive, Construction, Cosmetology, Culinary, Drafting, Early Childhood Education, Graphic Communications, Information Technology, and Metal Fabrication. Approximately 550 of the nearly 2,000 students enrolled at Weymouth High School attend the CTE Academy. Only eligible CTE students may apply for Cooperative Education.

Cooperative Education employment provides students with real-world work experience aligned with the school Mission Statement, Weymouth High School Expectations, CTE Academy Mission Statement, and specific program standards. Students are paid while enrolled and work during the hours they would be in their technical program during the school day.

### **Weymouth High School Mission Statement**

*Weymouth High School will embed 21<sup>st</sup> century skills across the curriculum to prepare students for post-secondary education, career, and active citizenship.*

### **Weymouth High School Expectations**

The WHS graduate will effectively:

- Employ strategic reading strategies
- Communicate through oral communication
- Research
- Communicate through written communication
- Use technology
- Solve problems
- Collaborate

### **Career and Technical Education Academy Mission Statement**

*The Career and Technical Education Program cultivates student potential by integrating rigorous classroom instruction with relevant, work-based experiences that inspire, guide and empower them for post-secondary college and careers. As an investment in the future of our communities, our state, our nation, and our world, CTE programs cultivate the academic, employability and technical skills that prepare young adults for leadership roles in our ever-changing world.*

## What is Cooperative Education?

### **Cooperative Education per M.G.L.c.74, Section 1**

"Cooperative education: a program of vocational technical education for persons who, through a cooperative 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 any occupational field. 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." *Editor's Note: Cooperative education is always paid as inherent in the definition's use of the term "employer."*

## Cooperative Education Regulations

The *minimum requirements* for the cooperative education course of study *pursuant to 603 CMR 4.03 (7) Employment of Students (Cooperative Education)* are as follows:

"Vocational Technical Cooperative Education Programs must be approved by the Department prior to implementation.

Each approved program shall:

1. be supervised by a person holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical Teacher license in the cooperative education program area;
2. enroll only those students who are enrolled in an approved vocational technical education program and who have demonstrated the acquisition of the knowledge and skills in the applicable Vocational Technical Education Framework and the Massachusetts Curriculum Frameworks associated **with at least one and one half years of full time study** in the vocational technical cooperative education program area, and in no case enroll students earlier than midway through the junior year;
3. be offered only **during time not scheduled for academic classes** during the school year, and may include summer programs;
4. provide students the **opportunity to acquire knowledge, and develop skills not acquirable in a school-based setting but acquirable in a work-based setting**;
5. provide **competency-based assessments**;
6. provide students with **continuous supervision** by the employer;
7. provide students with **vocational technical credit**;
8. provide a **written agreement between the school, employer, student, and parent/guardian delineating the conditions of the employment** including, but not limited to, hours, wages and time-off. The agreement shall include the skills to be acquired by the student. The employer shall agree to meet all applicable requirements of state and federal labor laws and regulations including, but not limited to, those addressing worker compensation insurance, equal employment opportunity and occupational safety and health;
9. **provide a safety and health orientation specific to the site for all employee-students**; and
10. provide sufficient **supervisory visit time between the student, employer and the school's cooperative education coordinator** or appropriate vocational technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the vocational technical teacher. The school's cooperative education coordinator or vocational technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's competency attainment file."

## Student Eligibility

### Student Requirements

The Co-op program provides Career & Technical Education students the opportunity to apply their technical training and develop additional skills in a paid work environment while earning credit towards graduation requirements. Career & Technical Education Seniors may apply to the Co-op program at any time during their senior year.

*To be eligible, students must:*

- receive grades of a C or better in all academic subjects (and maintain a C or better while placed)
- have a grade of B or better in their technical program for the previous term (and maintain it while placed)
- meet the school attendance and conduct policy as stated in the Student Handbook (pgs. 48 and 50)
- hold an OSHA 10-Hour card
- have completed and passed *Entrepreneurship*
- have completed at least 2 full years in their technical program
- be approved for Co-op placement by his/her technical program instructor, the Director of Career & Technical Education/Cooperative Education Coordinator (Mrs. Rebelo is licensed as both).

*\*A student's attendance and behavior will be factored into the application process. A completed application and check-sheet must be turned in before Co-op consideration will take place.*

### Additionally

*While placed on Co-op, students must continually maintain the same grade minimums as stated above, as evidenced by the student's progress reports and report cards. Performance below the stated standards will be cause for removal from Co-op. Students may also be removed from Co-op for issues relating to school discipline and/or school attendance.*

## Cooperative Education Responsibilities

### Employer:

- provide the student with direct/close supervision by a qualified person
- provide the student with a work area in compliance with OSHA regulations
- provide any necessary safety training in compliance with the company safety plan
- follow all State and Federal labor and wage laws and regulation
- provide the student with a progressive and diversified learning experience that will enhance his/her technical and employability skills while working on the job
- provide a work opportunity for the student in compliance with the school calendar AND TIME CARD INFO
- assess the student using the provided assessment tool aligning with the school calendar for progress reports and term grades
- maintain school-provided timecard listing the competencies associated with the work the student does; maintain a file of copies
- The work experience must directly relate to the vocational program for which the student has been trained. The validity of a cooperative education placement may be denied by the Cooperative Education Coordinator if there is not a direct relationship to the student's vocational program or the competencies to be gained on Co-op vary from the vocational frameworks for their program.

### School:

- Ensure that the student demonstrated those academic, technical and employability skills associated with at least one and one half years of full-time study in the program area of the placement
- Supervise and monitor the placement and progress of the student through communication and visits
- Ensure that the placement provides a competency-based work experience unattainable in the school setting
- Please see the Co-op Coordinator immediately if there is any job related issues. If a job related issue cannot be resolved, the agreement will be terminated by the administrator in charge of the Cooperative Education Program. Changes will not be made by the student.
- Students must turn in their weekly time card (to the CTE office) at the beginning of the day on Monday of the following Co-op week. Failure to turn in the log & competency sheets sheet by 9:00 AM on Monday will result in the loss of cooperative education privileges for the next technical training day.
- It will be the responsibility of the student to notify the employer that he/she will not be able to participate in the program because of the failure to submit the log & competency sheets.
- If the student is absent for any reason, he/she must notify the employer and Co-op Coordinator at 781-337-7500 ext. 25203 before 9:00 AM. Sick days must be indicated on the log sheet.
- If the cooperative education employer does not need the Co-op student during a typical Co-op week, the student must report to school that week and notify the Co-op Coordinator.

### Student:

- Abide by all cooperative education guidelines and requirements
- Meet company attendance/punctuality expectations
- Demonstrate effective self-management skills
- Maintain constant professionalism
- Follow workplace etiquette
- Demonstrate effective time management skill and reliability in completing projects/tasks
- Adapt to new technologies as required to perform job
- Think critically and solve problems
- Read industry-related material
- Demonstrate effective writing, listening, speaking, and reading skills
- DEMONSTRATE THE WILLINGNESS TO LEARN
- Students are only allowed to go on Co-op during their technical training schedule and must work a minimum of 15-hours per weekly, Monday-Friday schedule.
- Students who have accepted and committed to a cooperative education job which has been approved by the school will not leave or change jobs without the approval from the Cooperative Education Coordinator

## Cooperative Education Process

### STEP 1: Application

**Student** attains a Cooperative Education Application and Competency List from the CTE Office and must ensure that each section is completed by the appropriate entity.

**Employer** completes the list of skills student will attain while employed *based on Competency List for specific program*

### STEP 2: Safety Visit/Agreement

**Director or Teacher** meet with Cooperative Education Employer to complete the Cooperative Education Agreement and:

- Perform a general safety inspection (see APPENDIX D)
- Discuss assessment of student (see APPENDIX C) and timecards
- CORI form to employer
- Complete the Cooperative Education Agreement (see APPENDIX B)

|  | <u>Student/Parent/Guardian</u>                         | <u>School</u>  | <u>Employer</u>   |
|--|--|--|---|
| Cooperative Education Course Application | Complete appropriate sections                          | Shop teacher, academic teachers, administrator, guidance, dean – <i>must recommend student</i> | -Hours per week, starting wage, check-boxes – <i>must be filled in and completed</i><br>-Workers' compensation insurance number/insurance company – <i>must be provided (last page)</i><br>-List of skills must be complete |
| Cooperative Education Agreement          | Sign last page   | Sign last page   | Sign last page  |
| 1. CORI                                  | N/A  |  | Complete form for person(s) supervising Cooperative Education student<br>*Provide a copy of driver's license with form  |
| 2. Student Assessment Form               | N/A  | Submit grades in X2  | Complete form for progress reports AND term grade   |
| 3. Timecard                              | Student must submit EVERY MONDAY to maintain placement | Coordinator checks for compliance and files  | Ensure accurate reporting on Weymouth Coop Timecard   |

## LAWS & REGULATIONS

### THE CHILD LABOR LAWS and COOPERATIVE EDUCATION

#### Cooperative Employment Permits

Minors who are sixteen and seventeen years old who are to be employed in cooperative education must obtain a COOPERATIVE EMPLOYMENT PERMIT. The superintendent of the school district where the student is enrolled in a Chapter 74-approved program that includes cooperative education issues this permit to students. *Each superintendent has access to the permits through the Security Portal on the Department of Elementary and Secondary Education's website.* The minor signs the permit and it is valid only while the minor is enrolled in cooperative education for a particular employer and attends school as assigned. The permit is retained by the employer, but is returned to the minor when the employment ends. If the student works for two or more employers, the permit may be transferred from one employer to another, if so approved by the superintendent. When the permit expires, the student returns it to the superintendent from whom it was issued, or if the superintendent so directs, to the school official authorized by the superintendent to supervise the student's cooperative education course of study. (Reference M.G.L. c.149, Section 1)

#### Exemptions to Child Labor Laws for Minors under Eighteen Enrolled in Cooperative Education in Massachusetts

In Massachusetts, students participating in cooperative education will always be at least 16 years of age because in no case may students participate in cooperative education earlier than midway through the junior year. Students who participate in cooperative education must be enrolled in a Chapter 74-approved program and have demonstrated those academic, technical and employability competencies associated with at least one and one half years of full time study in the Chapter 74 –approved program that has the cooperative education component. Note that the Chapter 74-approved program and the cooperative education component must be the same occupational area. Massachusetts law (M.G.L. c. 149 section 62 and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1)) lists the type of work that minors under 18 must not perform. M.G.L. c. 149 section 62 A and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001 (see Appendix A for these documents) lists the type of work that minors under 18 may perform if they are enrolled in cooperative education that is part of a Chapter 74-approved program in MA and the work meets the following conditions: • **employed under written agreements** • **performing work that is incidental to their training** • **performing work that is intermittent and for short periods of time** • **under the direct and close supervision of a qualified and experienced person** • **given safety instruction correlated by the employer with on-the-job training.** However, it must be emphasized that there are types of work that even students enrolled in cooperative education must not perform. Thus, the lists below identify the type of work that is not exempt (see No Exemptions Summary, Period below) and the type of work that is exempt (see Exemption Summary for Cooperative Education below) for students enrolled in cooperative education in MA. Also below is the list of work that minors under 18 must not perform (see list of Work that Minors under 18 Cannot Perform below) and is provided because often cooperative education coordinators are involved in monitoring other work-based learning experience that are not exempt.

### **No Exemptions Summary, Period**

*The following list contains the type of work that all minors under 18 must not do regardless of whether they are enrolled in cooperative education components of Chapter 74-approved programs.*

*(Source: Massachusetts (M.G.L. c. 149 Section 62A MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS and Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1)*

1. work involving plants or establishments manufacturing or storing explosives or articles containing explosive components (Federal)
2. work involving coalmine occupations (Federal)
3. work involving logging occupations and occupations in the operation of any sawmill, lathe mill, shingle mill, or cooperage stock mill (Federal)
4. work involving exposure to radioactive substances and to ionizing radiations (Federal)
5. work involving operation of power-driven hoisting apparatus (MA & Federal) (State Director of Career and Technical Education's note: this includes work operating automotive lifts (putting them up and down).
6. work involving mining, other than coal (Federal)
7. work involving operation of bakery machines (Federal)
8. work involving manufacture of brick, tile, and kindred production (Federal)
9. work involving wrecking, demolition, and ship breaking operations (Federal)

### **Exemptions Summary for Cooperative Education**

*The following list takes into account Massachusetts and federal law and regulations. It contains the type of work that minors under 18 are prohibited from doing unless they are enrolled in Chapter 74-approved cooperative education programs and the work meets the following conditions: • **employed under written agreements** • **performing work that is incidental to their training** • **performing work that is intermittent and for short periods of time** • **under the direct and close supervision of a qualified and experienced person** • **given safety instruction correlated by the employer with on-the-job training.***

*(Source: Massachusetts (M.G.L. c. 149 Section 62A MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS, and the Code of Federal Regulations Title 29 (CFR 29) Part 570.51-570.68; Code of Federal Regulations Title 29 (CFR 29) Part 570.50 (c) (1) and the Child Labor Bulletin 101 – Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act WH – Revised March 2001.*

1. work in or about blast furnaces. (MA) (State Director of Career and Technical Education's note: this applies to students in Stationary Engineering Chapter 74-approved programs, only)
2. work in oiling or cleaning hazardous machinery in motion (MA)
3. work involving the operation or use of any polishing or buffing wheel (MA)
4. work in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop (MA) (State Director of Career and Technical Education's note: this means that a student enrolled in a Chapter 74-approved cooperative education program may operate a motor vehicle off the roadway and if 17 or older on roadways subject to the conditions in **Department of Labor Employment Standards Administration Wage and Hour Division, WH-1330 Revised March 2001) in Appendix A.**
5. work in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold (MA) (State Director of Career and Technical Education's note: provided that the students are not serving or handling liquor or liquor containers including glasses that held liquor).

6. work in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.
7. occupations involved in the operation of power-driven woodworking machines (Federal #5)
8. occupations involved in the operations of power-driven metal forming, punching, and shearing machines (Federal # 8)
9. occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing (Federal #10)
10. occupations involved in the operation of paper-products machines (Federal #12)
11. occupations involved in the operations of circular saws, band saws, and guillotine shears (Federal #14)
12. occupations in roofing operations (Federal #16)
13. occupations in excavation operations (Federal #17)

The following exemptions are not applicable because Massachusetts does not have any approved Chapter 74 programs related to this work:

1. work involving switch tending (MA)
2. work involving gate tending (MA)
3. work involving track repairing (MA)
4. work as a brakeman, fireman, engineer, motorman or conductor upon a railroad or railway (MA)
5. work as a fireman or engineer upon any boat or vessel (MA)
6. work involving the manufacture of white or yellow phosphorous or phosphorous matches (MA)
7. work in any distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled (MA)

#### **Work that Minors under 18 Cannot Perform**

This list is provided to ensure that users of this manual understand the Child Labor laws/regulations as they pertain to minors under 18 who are not enrolled in Chapter 74-approved cooperative education programs as often schools have other types of work-based learning experiences and they would not be exempt. The list takes into account Massachusetts and federal law and regulations. Note: Remember that some of the types of work below may be performed by students enrolled in cooperative education programs as listed above under Exemptions Summary for Cooperative Education.

#### **Massachusetts General Law Chapter 149 Section 62A - MASSACHUSETTS LAW RESTRICTING MINORS UNDER 18 FROM CERTAIN OCCUPATIONS**

1. in or about blast furnaces;
2. in the operation or management of hoisting machines;
3. in oiling or cleaning hazardous machinery in motion;
4. in the operation or use of any polishing or buffing wheel;
5. at switch tending;
6. at gate tending;
7. at track repairing;
8. as a brakeman, fireman, engineer, motorman or conductor upon a railroad or railway;
9. as a fireman or engineer upon any boat or vessel;

10. in operating motor vehicles of any description, except golf carts on a golf course if the minor is licensed to operate a motor vehicle, and except in the course of employment in an automobile repair shop;
11. in or about establishments wherein gunpowder, nitroglycerine, dynamite or other high or dangerous explosive is manufactured or compounded;
12. in the manufacture of white or yellow phosphorous or phosphorous matches;
13. in any distillery, brewery, or any other establishment where alcoholic beverages, as defined in section one of chapter one hundred and thirty-eight, are manufactured, packed, wrapped or bottled;
14. in that part of any hotel, theatre, concert hall, place of amusement or other establishment where intoxicating liquors are sold;
15. in any room or other subdivision of a building at a height of more than thirty feet above the floor of such room or other subdivision, or in any other place at a height of more than thirty feet above the ground level or water level, as the case may be; in the operation or management of any type of elevator other than a self-service elevator, as defined in the regulations of the board of elevator regulations and duly filed with the office of the state secretary, or in the cleaning or repairing of any type of elevator.

**Code of Federal Regulations 29 Section 570.51-570.68 - 17 OCCUPATIONS PARTICULARLY HAZARDOUS for the EMPLOYMENT of MINORS BETWEEN 16 and 18 YEARS OF AGE OR DETRIMENTAL TO THEIR HEALTH and WELL-BEING:**

1. occupations in or about plants or establishments manufacturing or storing explosives or articles containing explosive components.
2. occupations of motor-vehicle driver and outside helper. \*
3. coalmine occupations.
4. logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage stock mill.
5. occupations involved in the operation of power-driven woodworking machines.
6. exposure to radioactive substances and to ionizing radiations.
7. occupations involved in the operation of power-driven hoisting apparatus.
8. occupations involved in the operations of power-driven metal forming, punching, and shearing machines.
9. occupations in connection with mining, other than coal.
10. occupations in the operation of power-driven meat-processing machines and occupations involving slaughtering, meat packing or processing,
11. occupations involved in the operation of bakery machines.
12. occupations involved in the operation of paper-products machines.
13. occupations involved in the manufacture of brick, tile, and kindred production.
14. occupations involved in the operations of circular saws, band saws, and guillotine shears.
15. occupations involved in wrecking, demolition, and ship breaking operations.
16. occupations in roofing operations.
17. occupations in excavation operations.

**\*Limited Exemption for 17 year old employees**

**HO 2 – Motor-Vehicle Occupations**

The occupation of motor-vehicle driver and outside helper on any public road, highway, in or about any mine (including open pit mine or quarry), place where logging or sawmill operations are in progress, or in any excavation of the type identified in HO 17 are prohibited for minors between 16 and 18 years of age *except* that 17-year-olds may drive automobiles and trucks on an incidental and occasional basis if all of the criteria listed in the following exemption are met.

## Exemption

### Limited exemption from HO 2 for 17-year-old employees:

Seventeen-year-olds, but no one under 17 years of age, may drive automobiles and trucks on public roads as part of their employment on an occasional and incidental basis if all the following requirements are met:

- the automobile or truck does not exceed 6,000 pounds gross vehicle weight;
- the driving is limited to daylight hours;
- the 17-year-old holds a State license valid for the type of driving involved;
- the 17-year-old has successfully completed a State-approved driver education course and has no record of any moving violations at the time of hire;
- the automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle;
- the driving may not involve:
  - ✓ towing vehicles;
  - ✓ route deliveries or route sales;
  - ✓ transportation for hire of property, goods, or passengers;
  - ✓ urgent, time-sensitive deliveries;
  - ✓ transporting more than three passengers, including employees of the employer;
  - ✓ driving beyond a 30 mile radius from the youth's place of employment;
  - ✓ more than two trips away from the primary place of employment in any single day to deliver the employer's goods to a customer (other than urgent, time-sensitive deliveries which are prohibited);
  - ✓ more than two trips away from the primary place of employment in any single day to transport passengers, other than employees of the employer.

## Definitions

1. The term *motor vehicle* shall mean any automobile, truck, truck tractor, trailer, semi-trailer, motorcycle, or similar vehicle propelled or drawn by mechanical power and designed for use as a means of transportation but shall not include any vehicle operated exclusively on rails.
2. The term *driver* shall mean any individual who in the course of employment, drives a motor vehicle at any time.
3. The term *outside helper* shall mean any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.
4. The term *gross vehicle weight* includes the truck chassis with lubricants, water, and full tank or tanks of fuel, plus the weight of the cab or driver's compartment, body, and special chassis and body equipment, and payload.
5. The term *urgent, time-sensitive deliveries* shall mean trips which, because of such factors as customer satisfaction, the rapid deterioration of the quality or change in temperature of the product, and/or economic incentives, are subject to timelines, schedules, and/or turnaround times which might impel the driver to hurry in the completion of the delivery. Prohibited trips would include, but are not limited to, the delivery of pizzas and prepared foods to the customer; the delivery of materials under a deadline (such as deposits to a bank at closing); and the shuttling of passengers to and from transportation depots to meet transport schedules. *Urgent, time-sensitive deliveries* do not depend on the delivery's points of origin and termination, and include the delivery of people and things to the employer's place of business as well as *from* that business to some other location.
6. The term *occasional and incidental* shall mean no more than one-third of the 17-year-old driver's work time in any workday and no more than 20 percent of the 17-year-old driver's work time in any workweek.

## Work Hours

### 16 and 17 Year Olds Work Hours

Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day) - if the establishment stops serving clients or customers at 10:00 p.m., the minor may be employed until 10:15 p.m.

Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day).

Exception for restaurants and racetracks: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day).

### Maximum Hours of Work - Whether or Not School is in Session

48 hours a week

9 hours a day

6 days a week

<http://www.mass.gov/lwd/labor-standards/dls/youth-employment/summary-of-massachusetts-laws-regulating.html>

## APPENDIX A

### *Cooperative Education Course Application*

**Weymouth High School**

**Career and Technical Education**

**1 Wildcat Way Weymouth, MA 02190**

*Telephone (781) 337-7500 ext. 25203    FAX (781) 340-2569*

The Weymouth Public Schools do not discriminate on the basis of sex in educational programs or activities and are required by Title IX not to discriminate in such a manner. In addition, no child shall be excluded from or discriminated against in admission to a public school or in obtaining the advantages, privileges and courses of study of such public schools on account of race, color, gender, religion, national origin, sexual orientation, or disability

#### STUDENT DATA

**Student's Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ Mr.  Ms.

**Home Address:** Street and Number: \_\_\_\_\_

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

Vocational Technical Program: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone # \_\_\_\_\_

*If you have a resume and/or employer cover letter, please include a copy with this application.*

#### 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 available to work part time after school if requested?  Yes     No

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

Do you agree to follow all the rules and regulations for participation in this program as outlined in the student handbook?  Yes     No

Have you ever been convicted of a felony or a misdemeanor?  Yes     No

If yes, give details including date and nature of offense: \_\_\_\_\_

#### PARENT/GUARDIAN INFORMATION

**Parent/Guardian's Name:** Last: \_\_\_\_\_ First: \_\_\_\_\_

**Home Address:** Street and Number: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Home Email: \_\_\_\_\_ Work Email: \_\_\_\_\_

## STUDENT EMPLOYMENT RECORD INFORMATION

|                         |  |
|-------------------------|--|
| Last Employer: _____    | Employment Dates: _____  |
| Type of Business: _____ | Job Title: _____   |
| Address: _____          | Salary: _____  |
| _____                   | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervisor: _____       | Co. Phone Number: _____  |
| Duties: _____           | Reason for leaving: _____  |

|                          |  |
|--------------------------|--|
| Previous Employer: _____ | Employment Dates: _____  |
| Type of Business: _____  | Job Title: _____   |
| Address: _____           | Salary: _____  |
| _____                    | May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Supervisor: _____        | Co. Phone Number: _____  |
| Duties: _____            | Reason for leaving: _____  |

## REFERENCES

*Please list 2 personal and/or professional adult references. (must not be a relative)*

|  |                              |
|--|------------------------------|
| Name: Last: _____                      | First: _____                 |
| Address: Street and Number: _____      |                              |
| City/Town: _____                       | State: _____ Zip Code: _____ |
| Home Phone Number: _____               | Work Phone Number: _____     |
| Years Acquainted: _____                | Occupation: _____            |
| How do you know this individual: _____ |                              |

|  |                              |
|--|------------------------------|
| Name: Last: _____                      | First: _____                 |
| Address: Street and Number: _____      |                              |
| City/Town: _____                       | State: _____ Zip Code: _____ |
| Home Phone Number: _____               | Work Phone Number: _____     |
| Years Acquainted: _____                | Occupation: _____            |
| How do you know this individual: _____ |                              |

## SIGNATURES

1. The statements and information furnished by us in this application are true and complete.
2. We give permission for the student named in this application to participate in cooperative education.
3. We give permission for representatives of the school to release academic and technical records including Competency Attainment Lists, and grades, past and present, as well as any other pertinent information that may be required by potential cooperating employers for the purpose of evaluation.
4. We understand that if at any time, in the opinion of the cooperative education coordinator, the student is not meeting the requirements of this program with regards to grades, attendance, attitude and/or performance his/her placement will be terminated.

*Our signatures certify that we have read and agree with the above statements.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## TECHNICAL LEAD TEACHER

- Has this student completed two years of instruction in this vocational technical program?  Yes  No
- Has this student satisfactorily completed all appropriate safety instruction in this vocational technical program including the attainment of an OSHA10 card?  Yes  No
- Has this student attained a sufficient level of achievement in the school-based vocational technical program in preparation for transition into a work-based learning environment at this time?  Yes  No
- Do you recommend this student for cooperative education placement?  Yes  No

Please indicate the total number of shop hours that this student has completed in this program to date. \_\_\_\_\_

Additional comments and/or information: \_\_\_\_\_

*Please provide an up to date copy of the student's Competency Attainment List to be used in the interview and placement process.*

\_\_\_\_\_  
Signature of Lead Teacher

\_\_\_\_\_  
Date

## TEACHER'S RECOMMENDATIONS

This student has met the initial eligibility requirements, as outlined in the student handbook, and is applying to participate in the cooperative education and needs your recommendation in order to do so. If you feel that this student has demonstrated the necessary skills to be successful in the workforce and you would like to recommend him/her for placement at this time, check yes. Please note that if it becomes necessary to withdraw your recommendation during the school year, simply notify the cooperative education in writing.

| SUBJECT               | SIGNATURE | RECOMMENDATION   |
|-----------------------|-----------|--|
| CTE Program           |           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| English Language Arts |           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mathematics           |           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Science               |           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Social Studies        |           | <input type="checkbox"/> Yes <input type="checkbox"/> No |

|       |  |                              |                             |
|-------|--|------------------------------|-----------------------------|
| Other |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

### ADMINISTRATOR'S RECOMMENDATIONS

|  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| Guidance Counselor                             |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dean of Students                               |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CTE Director/Cooperative Education Coordinator |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

*See Mrs. Rebelo before bringing this application to the employer; the first 3 pages must be complete.*

### COOPERATING EMPLOYER

Name of Company: \_\_\_\_\_

Address: Street and Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Nature of Employer's Business: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Hiring Person: \_\_\_\_\_ Student's Supervisor: \_\_\_\_\_

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

### COOPERATING EMPLOYER INFORMATION

Hours per co-op week: \_\_\_\_\_ Starting wage: \_\_\_\_\_

Salary increase policy: \_\_\_\_\_

Do you agree to follow all the rules and regulations for participation in this program?  Yes  No

Do you agree to provide the student with a work environment that meets health and safety standards that maximize employee protection and are in compliance with O.S.H.A. regulations?  Yes  No

Do you agree to follow all State and Federal labor and wage laws and regulations?  Yes  No

Is your company an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices?  Yes  No

Workers' Compensation

Insurance

Insurance Number: \_\_\_\_\_

Company: \_\_\_\_\_

Please have your insurance agent FAX (781-340-2569) or mail a **Certificate of Workers' Compensation Insurance** to Mrs. Cathie Rebelo, Director, Career and Technical Education, Weymouth High School  
1 Wildcat Way Weymouth, MA 02190

Please list the number of qualified and experienced workers now employed by your company in the student's occupational program area. (i.e. carpenter electrician, chef, auto technician, etc.) \_\_\_\_\_

Do you agree to provide a qualified and experienced worker to be responsible for the direct and constant supervision of this student?  Yes  No

Do you agree to provide the student with a progressive and diversified learning experience that will provide him/her with technical and employability skills while working on the job?  Yes  No

Please list the skills that the student learner will have the opportunity to acquire while working for your company:

1)

2)

3)

4)

5)

6)

7)

8)

\_\_\_\_\_  
Signature of Cooperating Employer

\_\_\_\_\_  
Date

## APPENDIX B

### Weymouth High School

#### Career and Technical Education

1 Wildcat Way Weymouth, MA 02190

Telephone (781) 337-7500 FAX (781) 340-2569

#### COOPERATIVE EDUCATION AGREEMENT

M.G.L. Chapter 74 and 603 CMR 4.03 (7)

*The is an agreement between an Equal Opportunity Employer and Weymouth High School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.*

Student's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student's Program of Study: \_\_\_\_\_

Age: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: Street and Number: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nature of Employer's Business: \_\_\_\_\_

Hours per co-op week: \_\_\_\_\_

Hours per day: \_\_\_\_\_

Starting wage: \_\_\_\_\_

Salary increase policy: \_\_\_\_\_

Workers' Compensation Insurance Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Number of qualified and experienced workers now employed by this company in the student's program area: \_\_\_\_\_

School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Vocational Technical Teacher license in the cooperative education course area will supervise the course for this student.

School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.

School stipulates that the course will only be provided during time not scheduled for academic classes.

School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.

School ensures that the course will provide competency-based assessment of student work.

The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee.

School stipulates that students will be eligible for vocational technical education program credit.

School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.

The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations

Employer agrees to provide sufficient supervisory visit time between the student, employer and the school's cooperative education coordinator or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's Competency Attainment List.

Employer is an equal opportunity employer who does not discriminate against any applicant because of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

**IMPORTANT NOTICE:** Several trades for which cooperative education is applicable have been declared "Hazardous Occupations" for persons under 18 years of age and are regulated by Federal and/or State statute (whichever is the most stringent standard). In all such trades the work of the student-learner 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.

The following is an outline of the skills that will be evaluated as part of the student's cooperative education.

**A. Employability Skills (from Vocational Technical Education Curriculum Frameworks)**

1. **Communication and Literacy:** The student demonstrates the ability to speak, listen, read, and write to function successfully  
Skills: Use effective problem solving processes
  - Demonstrate effective writing skills
  - Demonstrate effective listening skills
  - Demonstrate effective speaking skills
  - Demonstrate effective reading skills
  - Apply appropriate phone skills
  
2. **Organizing and Analyzing Information:** The student gathers, organizes and evaluates the meaning of documents and information  
Skills: Perform relevant math calculations
  - Read industry-related material
  - Use technology to gather, analyze and evaluate information
  - Understand information presented graphically
  
3. **Problem Solving:** The student identifies problems, understands their context and develops solutions.  
Skills:
  - Work as part of a team
  - Think critically and solve problems
  - Identify, obtain and apply needed resources
  - Visualize/conceptualize ideas and processes
  - Perform effective industry and career research
  
4. **Using Technology:** The student identifies and applies appropriate technologies.  
**Skills:** Adapt to new technology  
Understand new technology-related vocabulary  
Use a computer
  
5. **Completing Entire Activities:** The student participates fully in a task or project from initiation to completion, using time management skills.  
**Skills:** Take the initiative to complete a project independently  
Demonstrate effective time management skills  
Demonstrate reliability in completing projects/tasks
  
6. **Acting Professionally:** The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.  
**Skills:** Meet company attendance/punctuality expectations  
Demonstrate effective self management skills  
Maintain constant professionalism  
Follow workplace protocol (etiquette)
  
7. **Interacting with Others:** The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.  
**Skills:** Demonstrate effective negotiation skills  
Manage conflict with management/co-workers/others
  
8. **Understanding All Aspects of the Industry:** The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and the role of the business within the larger community.  
**Skills:** Make appropriate career choices based on industry/career research  
Work safely and follow company procedures

Understand the career ladder at the company and within the industry  
Understand the role of the company and industry in the local, national, and global arenas

9. **Taking Responsibility for Career and Life Choice:** The student balances demands of work, school and personal life and takes responsibility for developing his or her own personal and professional growth.

**Skills:** Demonstrate the willingness to learn  
Prioritize tasks and activities  
Take initiative  
Establish reasonable long and short term goals  
Apply appropriate stress management techniques  
Demonstrate the ability to perform an effective job search

10. **Character:** Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.

**B. Technical Skills (Enter from the Vocational Technical Education Curriculum Frameworks)**

1. Follows safety rules and procedures at all times
- 2.
- 3.
- 4.
- 5.
- 6.

## APPENDIX C

### MASSACHUSETTS COOPERATIVE EDUCATION STUDENT ASSESSMENT TOOL

Grading Cycle: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Employer: \_\_\_\_\_

Technical Teacher: \_\_\_\_\_ Cooperative Education Coordinator: **Cathie Rebelo**  
781-337-7500 EXT. 25203

#### 1. Health and Safety 20 Points

*The student understands occupational health and safety issues related to this occupation.*

|            |                          |    |  |
|------------|--------------------------|----|--|
| Exemplary  | <input type="checkbox"/> | 20 | Recognizes unsafe situations and communicates concerns to appropriate authority. |
| Proficient | <input type="checkbox"/> | 18 | Practices health and safety protocol independently.                              |
| Developing | <input type="checkbox"/> | 16 | Practices health and safety protocol with minimal reinforcement and supervision. |
| Needs Imp. | <input type="checkbox"/> | 14 | Practices health and safety protocol with continuous reinforcement.              |

**Comment:** \_\_\_\_\_

#### 2. Technical Skills 20 Points

*The student is strengthening and developing the technical skills listed in the cooperative education agreement.*

|            |                          |    |  |
|------------|--------------------------|----|--|
| Exemplary  | <input type="checkbox"/> | 20 | Demonstrates independent performance in alignment with the highest level of industry standards.      |
| Proficient | <input type="checkbox"/> | 18 | Demonstrates the ability to perform these skills without assistance and has attained proficiency.    |
| Developing | <input type="checkbox"/> | 16 | Demonstrates the ability to perform these skills only with assistance and must continue development. |
| Needs Imp. | <input type="checkbox"/> | 14 | Demonstrates a very limited ability to perform these skills and needs to improve significantly.      |

**Comment:** \_\_\_\_\_

#### 3. Acting Professionally 10 Points

*The student accepts direction/criticism and meets workplace standards on attendance, punctuality and dress code.*

|                          |                          |   |   |
|--------------------------|--------------------------|---|---|
| <input type="checkbox"/> | N/A                      | This section is not applicable to the student's work-based learning at this time. |   |
| Exemplary                | <input type="checkbox"/> | 10  | Accepts constructive criticism and exceeds attendance, punctuality and dress expectations.                    |
| Proficient               | <input type="checkbox"/> | 9   | Accepts direction positively and maintains appropriate attendance, punctuality and dress.                     |
| Developing               | <input type="checkbox"/> | 8   | Accepts direction and maintains appropriate attendance, punctuality, and dress with assistance/reinforcement. |
| Needs Imp.               | <input type="checkbox"/> | 7   | Experiences difficulty accepting direction and maintaining appropriate attendance, punctuality, and dress.    |

**Comment:** \_\_\_\_\_

10 Points

#### 4. Problem Solving

*The student identifies problems, understands their context and develops solutions using critical thinking skills and teamwork.*

|            |                          |     |   |
|------------|--------------------------|-----|---|
|            | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.                                   |
| Exemplary  | <input type="checkbox"/> | 10  | Identifies potential problems and their causes as well as proposing creative solutions including preventive action. |
| Proficient | <input type="checkbox"/> | 9   | Identifies and solves problems independently.   |
| Developing | <input type="checkbox"/> | 8   | Identifies and solves problems with minimal assistance and direction.   |
| Needs Imp. | <input type="checkbox"/> | 7   | Identifies and solves problems with significant assistance and support.   |

**Comment:**

10 Points

#### 5. Interacting with Others

*The student works professionally and respectfully with a diversity of co-workers, supervisors and customers/clients.*

|            |                          |     |  |
|------------|--------------------------|-----|--|
|            | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.        |
| Exemplary  | <input type="checkbox"/> | 10  | Handles difficult and stressful customer/client, co-worker and/or supervisor situations. |
| Proficient | <input type="checkbox"/> | 9   | Resolves client/customer problems where appropriate; participates as part of a team.     |
| Developing | <input type="checkbox"/> | 8   | Initiates positive interactions with customers/clients, co-workers and supervisors.      |
| Needs Imp. | <input type="checkbox"/> | 7   | Demonstrates basic interaction skills; responds when others initiate conversation.       |

**Comment:**

#### 6. Completing Tasks

10 Points

*The student participates fully in a task or project from initiation to completion, using time management skills.*

|            |                          |     |  |
|------------|--------------------------|-----|--|
|            | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.            |
| Exemplary  | <input type="checkbox"/> | 10  | Initiates and manages multiple tasks/projects and delivers high-quality results on schedule. |
| Proficient | <input type="checkbox"/> | 9   | Sets priorities/deadlines and completes projects independently.                              |
| Developing | <input type="checkbox"/> | 8   | Manages time in order to complete tasks and projects with assistance/reinforcement.          |
| Needs Imp. | <input type="checkbox"/> | 7   | Experiences difficulty managing time in order to complete tasks and projects.                |

**Comment:**

#### 7. Demonstrating Character

10 Points

*The student displays loyalty, honesty and dependability.*

|            |                          |    |   |
|------------|--------------------------|----|---|
| Exemplary  | <input type="checkbox"/> | 10 | Takes pride in exhibiting personal and professional integrity.                  |
| Proficient | <input type="checkbox"/> | 9  | Displays and practices positive personal character traits.                      |
| Developing | <input type="checkbox"/> | 8  | Occasionally displays positive personal and professional character traits.      |
| Needs Imp. | <input type="checkbox"/> | 7  | Experiences difficulty understanding the traits that define personal character. |

**Comment:**

#### 8. Workplace Technology, Equipment and Tools

10 Points

*The student selects and uses relevant workplace technology, equipment and tools in a safe and appropriate manner.*

|            |                          |     |  |
|------------|--------------------------|-----|--|
|            | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.                                |
| Exemplary  | <input type="checkbox"/> | 10  | Identifies innovative uses of technology, equipment and tooling that results in increased productivity.          |
| Proficient | <input type="checkbox"/> | 9   | Selects/uses appropriate technology, equipment and tooling to complete work tasks.                               |
| Developing | <input type="checkbox"/> | 8   | Selects/uses appropriate technology, equipment and tooling to complete work tasks with assistance/reinforcement. |
| Needs Imp. | <input type="checkbox"/> | 7   | Experiences difficulty identifying appropriate technology, equipment and tools necessary to complete tasks.      |

**Comment:**

10 Points

**9. Applied Mathematics**

*The student applies relevant mathematical calculations and concepts.*

|                 |                          |     |  |
|-----------------|--------------------------|-----|--|
|                 | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.                      |
| Exemplary       | <input type="checkbox"/> | 10  | Applies advanced math concepts in order to complete tasks.   |
| Proficient      | <input type="checkbox"/> | 9   | Applies math calculations such as measurements, fractions, percentages, etc.                           |
| Developing      | <input type="checkbox"/> | 8   | Applies basic math calculations as necessary to complete appropriate tasks.                            |
| Needs Imp.      | <input type="checkbox"/> | 7   | Performs basic math calculations – addition, subtraction, multiplication and division with assistance. |
| <b>Comment:</b> |                          |     |  |

**10. Communication and Literacy**

**10 Points**

*The student demonstrates the ability to speak, listen, read, and write in order to function successfully in the workplace.*

**10a. Speaking and Listening**

|                 |                          |     |  |
|-----------------|--------------------------|-----|--|
|                 | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.                      |
| Exemplary       | <input type="checkbox"/> | 10  | Expresses complex ideas in an organized and concise manner; listens and retains information over time. |
| Proficient      | <input type="checkbox"/> | 9   | Communicates through clear, articulate speech; listens attentively and demonstrates comprehension.     |
| Developing      | <input type="checkbox"/> | 8   | Speaks and listens with assistance/reinforcement.  |
| Needs Imp.      | <input type="checkbox"/> | 7   | Experiences difficulty speaking clearly and listening.   |
| <b>Comment:</b> |                          |     |  |

**10b. Reading and Writing**

|                 |                          |     |  |
|-----------------|--------------------------|-----|--|
|                 | <input type="checkbox"/> | N/A | This section is not applicable to the student's work-based learning at this time.            |
| Exemplary       | <input type="checkbox"/> | 10  | Reads and comprehends complex materials and/or exhibits high-level writing skills.           |
| Proficient      | <input type="checkbox"/> | 9   | Reads for understanding and/or writes clearly with proper spelling, punctuation and grammar. |
| Developing      | <input type="checkbox"/> | 8   | Reads and/or writes with assistance/reinforcement.   |
| Needs Imp.      | <input type="checkbox"/> | 7   | Experiences difficulty reading for comprehension and/or executing tasks involving writing.   |
| <b>Comment:</b> |                          |     |  |

|                                |                            |                   |                                  |                     |              |
|--------------------------------|----------------------------|-------------------|----------------------------------|---------------------|--------------|
| <i>Additional Comments:</i>    |                            |                   |                                  |                     |              |
|                                |                            |                   |                                  |                     |              |
|                                |                            |                   |                                  |                     |              |
|                                |                            |                   |                                  |                     |              |
| Evaluator's Signature          |                            | Review Date       |                                  | Student's Signature |              |
| <b>For School<br/>Use Only</b> |                            | ÷                 |                                  | =                   |              |
|                                | <i>Total Points Earned</i> | <i>Divided by</i> | <i>Total Possible<br/>Points</i> | <i>Equals</i>       | <i>Grade</i> |

| <b><u>APPENDIX D</u></b><br><b>FACILITY ITEMS</b>  | <b>SCHOOL OFFICIAL</b> |           |            | <b>SCHOOL COMMENTS</b> |
|--|------------------------|-----------|------------|------------------------|
|  | <b>Yes</b>             | <b>No</b> | <b>N/A</b> |                        |
| 1. <u>Doors</u><br>a. Are there an adequate number of exits?<br>b. Is there proper signage?<br>c. Is there an unobstructed and clear way to the doors/exits?<br>d. Are the exits in operable condition and unlocked?<br>e. Are the doors periodically inspected?<br>f. Are door/exit handles accessible by all students?   |                        |           |            |                        |
| 2. <u>Eyewash/Deluge Stations</u><br>a. Are there appropriate washing facilities available where students are exposed to corrosive materials, flying chips, or dust?<br>b. Are the stations properly maintained?<br>c. Are the facilities accessible <i>within 10 seconds</i> for students?  |                        |           |            |                        |
| 3. <u>Electrical Devices/Power Shut-Offs</u><br>(If applicable, in other languages)<br>a. Are there an adequate number of outlets and switches?<br>b. Are all outlets, switches, and covers in good condition?<br>c. Are all outlets and Ground Fault Circuit Interrupters (GFCIs) tested periodically?<br>d. Are all outlets properly grounded?<br>e. Is there a master power switch (off) and is it easily accessible?<br>f. Are GFCIs used near sources of water?<br>g. Are there emergency equipment shut-offs?<br>h. Do the all emergency shut-offs work?<br>i. Are they checked once a month?<br>j. Are they accessible by all students? |                        |           |            |                        |
| 4. <u>Fire Drills/Water Sprinklers/Personal Safety Precautions</u><br>a. Are fire drill instructions posted? In other languages<br>b.<br>c. Do alarms work properly?<br>d. Are fire drill practices held frequently?<br>e. Are there water sprinklers and are they in appropriate location?<br>f. Are all sprinklers kept clean and unobstructed?<br>g. Are sprinklers inspected yearly?<br>h. Are students provided and using proper protective attire?<br>i. Are respirators, where applicable, provided for protection to all students?   |                        |           |            |                        |
| 5. <u>Fire Extinguishers</u><br>a. Are the fire extinguishers the proper type (multi-purpose/ABC rated)?<br>b. Are the fire extinguishers mounted in a readily accessible/visible location?<br>c. Were the extinguishers inspected during the past year? (See Inspection Tag.)   |                        |           |            |                        |

| <b><u>APPENDIX D</u></b><br><b>FACILITY ITEMS</b>  | <b>SCHOOL OFFICIAL</b> |           |            | <b>SCHOOL COMMENTS</b> |
|--|------------------------|-----------|------------|------------------------|
|  | <b>Yes</b>             | <b>No</b> | <b>N/A</b> |                        |
| <p>6. <u>First Aid/Fire Blanket</u></p> <p>a. Is there a first aid box in an accessible location?</p> <p>b. Are supplies for the first aid box adequate for the type of potential injuries in the shop? Do they include items to assist in delivering CPR?</p> <p>c. Are all the items in the first aid box sterile?</p> <p>d. Is there a fire blanket readily available? Is it in good shape?</p> <p>e. Is there a telephone?</p> <p>f. Are emergency telephone numbers posted next to the telephone?</p> <p>g. Is there an emergency procedure protocol for staff and for students? Are injury prevention classes for faculty and students held regularly?</p> <p>h. Is there an injury surveillance system in place where injuries are reviewed and prevention strategies are initiated?</p> <p>i. Is there a staff member trained in CPR/first aid?</p> <p>j. Is there a school nurse? (Note: The suggested ratio is 1 FTE in buildings 250-500, with an additional 0.1 FTE for each additional 50 students over 500.)</p> |                        |           |            |                        |
| <p>7. <u>Flammable Items (if applicable)</u></p> <p>a. Are flammable items kept on the premises?</p> <p>b. Are all flammable liquids (oil, paint, gasoline, etc.) sealed in fireproof containers away from possible igniting surfaces?</p> <p>c. Are flammable items stored in a flame-retardant cabinet that meets National Fire Prevention Standards (NFPS)?</p> <p>d. Is a separate storage cabinet/receptacle used for rags?</p> <p>e. Are waste receptacles provided and are they emptied regularly?</p> <p>f. Is there a contract to dispose of hazardous materials?</p> <p>g. Is there an appropriate approval posted for storing hazardous waste oil and other wastes?</p> <p>h. Are all flammables labeled and dated appropriately?</p> <p>i. Are the quantities of flammables that are stored reasonable? Do they have the appropriate Material Safety Data Sheets (MSDS) on file?</p>   |                        |           |            |                        |
| <p>8. <u>Heating</u></p> <p>a. Are all heat-dispersing units appropriately covered, maintained, and free from obstruction and flammable materials?</p> <p>b. Is the heat in the shop adequate?</p>   |                        |           |            |                        |
| <p>9. <u>Lights</u></p> <p>a. Is the lighting suitable for the work being done?</p> <p>b. Is their protective covering for the light bulbs (i.e., bulb guards)?</p>  |                        |           |            |                        |

| <b><u>APPENDIX D</u></b><br><b>FACILITY ITEMS</b>  | <b>SCHOOL OFFICIAL</b> |           |            | <b>SCHOOL COMMENTS</b> |
|--|------------------------|-----------|------------|------------------------|
|  | <b>Yes</b>             | <b>No</b> | <b>N/A</b> |                        |
| 10. <u>Machinery and Tools (if applicable)</u><br>a. Are safety guards in place and in good condition?<br>b. Are the machinery and tools properly maintained?<br>c. Is there adequate space between machines for working safely?<br>d. Is the working space delineated and clear of obstructions?<br>(Note: OSHA standards)<br>e. Are all hand tools and other equipment regularly inspected (e.g., bench grinder – cracks, inconsistencies)?<br>f. Are there working magnetic restarts in place for saws (e.g., planer saw, table saw)? |                        |           |            |                        |
| 11. <u>Ventilation</u><br>a. Do all ducts terminate outside the building?<br>b. Does tailpipe exhaust exit outside the building?<br>c. Do welding areas have fans venting outside?<br>d. Is the system sufficient when the shop is at full capacity?<br>e. Are there excess visible dust and extreme odors?<br>f. Are the vent hoods clean and unobstructed?   |                        |           |            |                        |
| 12. <u>Work Area</u><br>a. Is the work area clean and orderly?<br>b. Is there a secured tool crib for shop supplies?<br>c. Are cleaning products stored away from food products?<br>d. Are floors clean and dry?<br>e. Are signs posted for cleaning hands if required by occupation?<br>f. Are hazard signs properly posted?<br>g. Are exit lanes clearly marked?<br>h. Is there an adequate hot water supply for sanitation purposes?  |                        |           |            |                        |
| 13. <u>Safety Plan</u><br>a. Is there a health and safety plan?<br>b. Is there a safety plan for the use and operation of equipment and is it part of the curriculum?<br>c. Are the staff and students trained in safety procedures?<br>d. Do faculty and students have safe work habits?<br>e. Do staff and students know what to do in emergencies?  |                        |           |            |                        |

## APPENDIX E

### Grading Calendar for 2014-2015

Term 1 Progress Reports: **Grades due / Friday, October 3rd - 7:30am**

Progress Reports Published Tuesday, October 7th

Term 1 Report Cards: Grades Close / Friday, November 7th

**Grades due / Thursday, November 13th - 7:30am**

Report Cards Published Monday, November 17th

Term 2 Progress Reports: **Grades due / Friday, December 12th - 7:30am**

Progress Reports Published Tuesday, December 16th

Term 2 Report Cards: Grades Close / Friday, January 23rd

**Grades due / Wednesday, January 28th - 7:30am**

Report Cards Published Friday, January 30th

Term 3 Progress Reports: **Grades due / Wednesday, March 4th - 7:30am**

Progress Reports Published Friday, March 6th

Term 3 Report Cards: Grades Close / Thursday, April 2nd

**Grades due / Wednesday, April 8th - 7:30am**

Report Cards Published Friday, April 10<sup>th</sup>

Term 4 Progress Reports: **Grades due / Wednesday, May 13th - 7:30am**

Progress Reports Published Friday, May 15<sup>th</sup>

\*Seniors receive Term 4 Progress Reports

Senior Report Cards: Dates to be announced later

Term 4 Report Cards: Grades Close / Friday, June 26th (tentative)

**Grades Due before End of School Day**

Report Cards Published Tuesday, June 30th

## APPENDIX F

|                      | <b>A Day</b>  | <b>B Day</b>  | <b>C Day</b>  | <b>D Day</b>  | <b>E Day</b>  | <b>F Day</b>   | <b>G Day</b>                               |
|----------------------|---|---|---|---|---|--|--|
| <b>1</b>             | 7:30-8:40   | 7:30-8:17   | 7:30-8:17   | 7:30-8:17   | 7:30-8:17   | 7:30-8:17  | 7:30-8:17                                  |
| <b>2</b>             | 8:44- 9:31  | 8:21 -9:31  | 8:21- 9:08  | 8:21- 9:08  | 8:21- 9:08  | 8:21- 9:08   | 8:21- 9:08                                 |
| <b>3</b>             | 9:35 - 10:22  | 9:35 - 10:22  | 9:12 - 10:22  | 9:12 -9:59  | 9:12 -9:59  | 9:12 -9:59   | 9:12 -9:59                                 |
| <b>4</b>             | 10:26-11:13   | 10:26-11:13   | 10:26-11:13   | 10:03 -<br>11:13  | 10:03 -<br>11:13  | 10:03-<br>10:50  | 10:03-10:50                                |
| <b>5<br/>(LUNCH)</b> | 11:17 -<br>11:42<br>11:42 -<br>12:07<br>12:08-<br>12:33 | 10:54 -<br>11:19<br>11:19-<br>11:44<br>11:45-<br>12:10 | 10:54 -11:19<br>11:19-11:44<br>11:45-12:10 |
| <b>6</b>             | 12:37-1:24  | 12:37-1:24  | 12:37-1:24  | 12:37-1:24  | 12:37-1:24  | 12:14 -<br>1:24  | 12:14 -1:01                                |
| <b>7</b>             | 1:28 -2:15  | 1:28 -2:15  | 1:28 -2:15  | 1:28 -2:15  | 1:28 -2:15  | 1:28 -2:15   | 1:05 - 2:15                                |