

# Interoffice Memo

**Date:** 8/29/2019

**To:** HHS Work Study Students

**From:** Mr. George (sgeorge@hinghamschools.com) 781-741-1560 x2070

**RE:** Welcome to the Program

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## Goals for Today:

- Introductions and placements
- Program Overview
- Collect email addresses
- Distribute documents
- Review what you have to do

## Work Study Documents:

- Mass. Cooperative Employment Permit (to be returned)
- Civil Rights Document(to be returned)
- Student Agreement (to be returned)
- Program Document
- Work Study Calendar for School Year

## These are your instructions:

- You and your parents/guardian need to read the Student Agreement and the Program Document.
- You and your parents/guardian need to sign the Student Agreement.
- You need to complete the Mass. Cooperative Employment Permit.
- Your employer must complete the Civil Rights document.
- You must return a completed Student Agreement,Civil Rights document and the Mass. Cooperative Employment Permit to me by Friday, **9/20**.

## Big-Time Reminders to ensure your success in this Program:

- Treat it just like a class.
- Set up a routine to submit timesheets on time to me.
- Be responsible.
- See me if you have any questions, problems or concerns throughout the year.

Return



The Commonwealth of Massachusetts  
Division of Occupational Safety  
399 Washington Street, 5<sup>th</sup> Floor  
Boston, MA 02108

**Cooperative Employment Permit**  
Valid only while the student named hereon is a  
regular attendant at a public school

This permit is issued to students in cooperative courses in public day or vocational schools approved as such by the MA Department of Education. G.L. c. 149, §§1 and 86.

Name of Student Authorized for Part-Time Employment:		Permit Number:	
Minor's Address:			
Minor's Place of Birth:			
Date of Birth:	Gender:	Current Age:	years months
Color of Hair:		Color of Eyes:	
Distinguishing Facial Marks:			
School Now Regularly Attended:			
School Address:			
The above-named student is hereby assigned to the following cooperative agencies:			
1. _____	5. _____		
2. _____	6. _____		
3. _____	7. _____		
4. _____	8. _____		
All unused spaces must be blocked-out in such a manner that the names of unauthorized employers may not be inserted. Employment by a person or firm not named hereon is illegal.			
Teacher or Director Assigning Student:			
Student's Cooperative Course:			
_____ Signature of Superintendent of Schools or Authorized Agent		_____ Date	
_____ Signature of Student		_____ Date	

Civil rights  
document

RETURN

Hingham High School  
17 Union Street  
Hingham, MA 02043



Telephone: (781) 741-1560 x2070  
Mr. George, Work Study Coordinator

It is the policy of the Hingham Public Schools that all programs, activities, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity, and disability.

Hingham High School is required to keep on file a signed statement from:

- All businesses that wish to post job opportunities in the Career Center indicating that these employees have a similar policy that is free of bias and discrimination.
- **All businesses or individuals who employ HHS students through the Cooperative Work Experience (Work-Study) Program**

Could you please complete the following and either mail or fax it back to me:

Mr. Steven George  
Hingham High School  
17 Union Street  
Hingham, MA 02043

Thank you.

\_\_\_\_\_ offers employment opportunities without  
(Name of employer)  
regard to race, color, sex, religion, national origin, sexual orientation and disability regard to  
race, color, sex, religion, national origin, sexual orientation, gender identity, and disability.

\_\_\_\_\_  
(Name: Printed)

\_\_\_\_\_  
(Name: Signed)

\_\_\_\_\_  
(Date)

Return

# Hingham High School

17 Union Street  
Hingham, MA 02043  
(781) 741-1560  
Fax: (781) 741-1515

Richard Swanson, Principal

## Cooperative Work-Experience Program - Student Agreement

Name \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

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

Street Address \_\_\_\_\_

Town \_\_\_\_\_ Age \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Employed At \_\_\_\_\_ Job Title: \_\_\_\_\_

Address (Street, City, Zip) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_  
Date Started (approximate) \_\_\_\_\_

By signing this student agreement, I am stating that I have read the Program Document and understand my roles and responsibilities as a work-study student.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

Having read the above **Student Agreement & the Program Document** \_\_\_\_\_  
(Student's name)

has my permission to participate in the Cooperative Work-Experience Program.

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Counselor's Signature)

\_\_\_\_\_  
(Date)

# Hingham High School

17 Union Street  
Hingham, MA 02043  
(781) 741-1560  
Fax: (781) 741-1515

Richard Swanson, Principal

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## Cooperative Work Experience - Work Study 2018-2019 Program Document Program Director - Mr. George Updated August 30, 2018

### Program Overview

This work-study program is designed for students who would like to work during junior and/or senior year. It allows students to attend school in the morning and work in a field of interest during the afternoon/evening. The intention of the program is to place students in a work environment of interest to the student – as an opportunity to explore a career or field of interest, while in the meantime receiving compensation and earning academic credit.

### Prerequisites:

- Student must be approved by his/her School Guidance Counselor and the Program Director
- Program is available to juniors and seniors
- The physical education requirement must be met before enrolling in this program.

### Program Guidelines:

- All employment arrangements are subject to approval by the Program Director.
- The Cooperative Work Experience Program follows the same school attendance policy as all other courses at HHS.
- A student will be allowed **two weeks** from the date of loss of employment to secure another job or result in the loss of credit for that term.

- A student is required to work a minimum number of **weekday hours** (Monday – Friday) based on the number of academic credits being received.

For example, if a student is receiving 10 academic credits for work-study, then the student must work a minimum of 10 weekday hours.

- a. The minimum number of hours should be reached with one employer. Any exceptions need to be approved by the Program Director.
  - b. The setting of work hours is arranged between the student and employer – and should be structured to accommodate both parties.
  - c. Students can work on the weekends at their own discretion, but the minimum number of required work hours must be reached between Monday and Friday.
- A relative or guardian can't be a student's direct supervisor.
  - A student will not be allowed to "baby-sit" or perform "child-care duties" for private residences.
  - Academic credit for work experience is tied directly to the minimum number of required work hours for each student and is based on the following criteria:
    - If a student leaves for the last 3 periods of the day – 15 credits
    - If a student leaves for the last 2 periods of the day – 10 credits
    - If a student leaves for the last period of the day – 5 credits

### **Roles and Responsibilities for the Student:**

The **student** must accept definite responsibilities in order to participate in the Cooperative Work-Experience Program. These responsibilities are as follows:

1. The student is responsible for finding and maintaining employment. The Program Director can provide assistance if needed, but ultimate responsibility for employment lies with the student.
2. The student will submit weekly timesheets to the Program Director by updating a Google Spreadsheet each week (each Monday for the previous workweek). Please note that even if no hours were worked for the week, a timesheet should be submitted indicating zero hours worked for the week.
3. The student is responsible for notifying the Program Director of any issues, problems or concerns related to work performance or the employment arrangement.

4. The student is responsible for notifying the Program Director immediately if there are changes to the status of employment.
5. The student is required to complete writing assignments and attend morning meetings. Please see attached calendar for assignment due dates and meeting dates.
6. The student is required to be on time at school and on the job.
7. The student will notify the employer/immediate supervisor in advance in case of necessary absence from work.
8. The student will carry out job responsibilities in such a manner that it will reflect credit to the program and Hingham High School.
9. The student will notify the Program Director the next school day after loss of employment. The student will be allowed two weeks from that date to find another job or will be removed from the program with loss of credit.
10. The student will know that if student attendance, conduct, or work is not satisfactory, the student will be removed from the program with loss of credit.
11. The student will maintain satisfactory grades in academic studies.

#### **Roles and Responsibilities for the Employer**

1. Employers will be required to give oral, written or email feedback to the program director about the student's attendance, attitude, behavior and work performance.

#### **Grading/Evaluation**

- 30% of grade is based on employer feedback and evaluation
- 20% of grade is based on attending and participating in two workplace topic meetings each term
- 20% of grade – reflective writing assignments (2 per term). Assignments are due at the end of the day they are due. Each day it is late, 10% will be deducted from the overall grade. After three days, the writing assignment will receive a 0%.
- 15% of grade is based on the completion of Student Timesheets
  - On time: full credit for the week. (10/10 PTS)

- The student will then have the remainder of the week to submit the late timesheet to receive **partial credit**. (5/10 PTS)
- No credit will be given for timesheets submitted after one week. (0/10 PTS)

- **15% of grade is based on weekly journal entries to a shared Googledoc with the Program Director.** Each week should contain your thoughts on how the placement is going, what you like about it, and what you don't like about it. Your thoughts can be reflective about your career, career path or direction in life. You can also incorporate a situation that occurred that resulted in some "on the job learning." Each weekly entry should include a date and be 3-5 sentences.

**Loss of credit:**

A student will receive loss of credit for the term if he/she is not employed for more than 2 weeks of the term (approximately 20% of the term)

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The Cooperative Work-Experience Program follows the same school attendance policy as all other courses at Hingham High School. Students should be aware that their employers will be contacted by Mr. George to verify attendance and discuss work performance. Mr. George may also conduct random site visits to verify attendance and work performance.

Honesty, integrity and high moral character and ethical behavior are not only encouraged but required to participate in this program.

- Failure to abide by the above Student Agreement will result in your immediate removal from the program with appropriate loss of credit.

**Mr. George's contact information:**

Email: [sgeorge@hinghamschools.org](mailto:sgeorge@hinghamschools.org)

School Telephone Number: 781-741-1560 x2070

Web Site: [www.georgeacademics.com](http://www.georgeacademics.com)



## **\*\*2019-2020 Work Study Calendar**

- Please note all morning meetings will be at 7:20AM in Room 270. Please be on time.
- Each Timesheet **MUST** be completed via GoogleSheet by the following Monday for full credit. You are at risk for partial credit (within week) or no credit (after one week).
- All assignments can be shared via GoogleDoc to Mr. George at [sgeorge@hinghamschools.org](mailto:sgeorge@hinghamschools.org)

<b>Term 1</b>	
9/6/19 7:20am	Opening Mandatory Meeting; Will receive paperwork. Program and program requirements will be explained.
<b>Term 1 ongoing:</b>	
<ul style="list-style-type: none"> <li>• <b>Timesheets</b> due each Monday based on prior week.</li> <li>• Completion of online Journal entries each week</li> <li>• Performance Evaluation completed by employer</li> </ul>	
9/20 (FRI)	Student Agreement, Mass Form, Civil Rights Form due by end of day.
9/20 (FRI)	Morning Meeting (7:20am): <i>Transferable Skills</i>
9/27 (FRI)	Essay #1 due: Current Employment Situation
10/11 (FRI)	Morning Meeting (7:20am): <i>Career Planning</i>
<b>Term 2</b>	
<b>Term 2 ongoing:</b>	
<ul style="list-style-type: none"> <li>• <b>Timesheets</b> due each Monday based on prior week.</li> <li>• Completion of online Journal entries each week</li> <li>• Performance Evaluation completed by employer</li> </ul>	
11/8 (FRI)	Morning Meeting (7:20am): <i>Goal Setting &amp; Acting Responsibly</i>
12/3 (TUES)	Essay #2 due: Transferable Skills
12/17 (TUES)	Morning Meeting (7:20am): <i>Mentoring &amp; Networking</i>
<b>Term 3</b>	
<b>Term 3 ongoing:</b>	
<ul style="list-style-type: none"> <li>• <b>Timesheets</b> due each Monday based on prior week.</li> <li>• Completion of online Journal entries each week</li> <li>• Performance Evaluation completed by employer</li> </ul>	
2/ 4 (TUES)	Morning Meeting (7:20am): <i>Resumes</i>
3/5 (THU)	Essay #3 due: Connection between school and work
3/20 (FRI)	Morning Meeting (7:20am): <i>Dealing with Difficult People</i>
<b>Term 4</b>	
<b>Term 4 ongoing:</b>	
<ul style="list-style-type: none"> <li>• <b>Timesheets</b> due each Monday based on prior week.</li> <li>• Completion of online Journal entries each week</li> <li>• Performance Evaluation completed by employer</li> </ul>	
4/8 (WED)	Morning Meeting (7:20am): <i>Time Management</i>
5/1 (FRI)	Essay #4 due: Teamwork
5/8 (FRI)	Morning Meeting (7:20am): <i>How to ask for a Raise?</i>