

EXPECTATIONS AND PROGRAM POLICIES

Work-based Learning students are expected to excel in three major areas: academic performance, school and workplace behavior, and job performance.

Students must maintain an overall GPA of 70 or better. If a student is borderline to or actually failing a class he/she must notify the Work-based Learning coordinator of this situation (see academic probation policy). Failure of notification could result in either loss of early release or attending a study skills session on Saturday.

Students must demonstrate acceptable behavior at school and at the work site. Students are expected to follow the standards of behavior of the school as well as the work site at all times.

Students are expected to make all effort to succeed on the job. Job expectations include: appropriate dress, time management, excellent attendance, getting along with co-workers, following instructions, treating supervisor with courtesy and respect, accepting constructive criticism, and asking questions when necessary. Continuous employment must be maintained throughout each semester to receive course credit.

ATTENDANCE:

Students must assume responsibility for excellent attendance at school and at your worksite. If you are absent from school you can **NOT** go to work that day. You are required to call the Work-Based Learning coordinator and your worksite mentor by 9:00 a.m. on the day of your absence. If you know ahead of time that you will not be at school and work, you should notify your coordinator and your worksite mentor as soon as possible.

There are exceptions to working on the day of an absence. Those exceptions are: school sponsored fieldtrip, doctor's appointments, death in the family, or funeral. Failure to call in regardless of the reason will result in points deducted from your monthly timesheet.

All Work-Based Learning students will be required to sign out each day before leaving school. Students are required to leave school when scheduled to leave. Students cannot stay in the building unless under the direct supervision of the WBL coordinator or other teacher (make-up work or special projects, only).

PERSONAL APPEARANCE:

Each Work-Based Learning student is at all times required to dress appropriate to the standards and policies of the specific worksite and/or school dress policy. A copy of the worksite standard of dress/attire should be included in your portfolio. A copy of school policy is included in your agenda.

PROCEDURES:

A training agreement between student, parents, employer, and the Work-based Learning/Youth Apprenticeship coordinator is established so that all parties will be aware of each person's responsibilities.

A student enrolled as a junior agrees to a minimum of two (2) terms or approximately 288 hours of instruction. A student enrolled as a senior agrees to a minimum of one (1) term or approximately 144 hours of instruction.

WEEKLY WORK EXPERIENCE REPORT/HOURS VERIFICATION:

Students are required to turn in a weekly work experience report/verification of hours worked to WBL coordinator each Monday (for previous week worked). This report is used to document the student's work hours and attendance. Reports should be for the *previous* full week of work. Late reports will not be accepted.

CTSO PARTICIPATION:

CTSO's provide an excellent opportunity for students to gain experience in career interest areas. Work-based Learning students will be expected to join the CTSO affiliated with their career interest area and to provide the coordinator with written documentation of membership by September 1.

JOB PERFORMANCE:

Work-based learning students represent our schools in the community. For this reason, students are expected to be exemplary employees. Students should report to work on time, maintain a professional appearance, and act with integrity and honesty at all times. Evaluations of work performance are conducted periodically throughout the semester by both the employer and the WBL coordinator. Students receiving an unsatisfactory evaluation may be placed on probation and required to follow an improvement plan.

FALSIFICATION/FORGERY OF DOCUMENTS:

Falsification or forgery of any documents pertaining to the work-based learning program including but not limited to weekly work experience reports, attendance and evaluations will result in the student's immediate removal from the program as well as school disciplinary action.

IMPORTANT:

Work-based Learning students are expected to remain with the same employer for the entire school year. Any job change during the year must be approved by the coordinator. Changes in employment without notifying the coordinator will result in a 25 point reduction in work experience grade. In the event it becomes necessary to change jobs the student must notify the coordinator and employer at least two-weeks prior to leave date (two-week notice).

STUDENT ACTIONS THAT WILL LEAD TO DISMISSAL FROM THE PROGRAM:

- Quitting Job. (All changes must be approved by the WBL or YAP Coordinator, only!)
- Fired or Terminated from the Job. (WBL and/or YAP Coordinator must be notified immediately and a decision to terminate from the program (failure) will be determined after investigation of situation.)
- Failure to Complete Portfolio Assignments and/or Poor Grades. (Students should have all assignments type written with spelling and grammar checks.) The portfolio should be completed according to program guidelines.
- Failing Grade in Connecting and/or Academic Courses.
- Any Unlawful Act. Any act considered unlawful committed on or near premises of worksite will result in immediate dismissal from the program with possible school/system disciplinary and/or legal action.

HANDLING PERSONAL RELATIONSHIPS:

Please refer to Employer policy. It is imperative to schedule visits with friends away from the worksite and after working hours. Most employers disallow visits to the worksite.

PERSONAL USE OF COMPUTERS:

Do not use company or employer computers or employer time for web searching, games, or other activities of a personal nature.

MOBILE PHONES:

Please refer to Employer policy regarding the use of your mobile phone. If you're texting and/or talking you are not productive and may be dismissed from the position and WBL/YAP program.

TIPS FOR SUCCEEDING ON THE JOB:

- Be on time.
- Treat everyone with respect and courtesy – Everyone!
- Use these powerful words: Please & thank you.
- Use time wisely.
- Don't argue. The boss is the boss.

EMPLOYER APPRECIATION LUNCHEON:

During the spring semester, a function will be hosted by all Work-Based Learning & Youth Apprenticeship students to honor their employers. Attendance by each student is mandatory regardless of the attendance of the employer. Failure to participate in the activity will result in a failing work experience grade. Each student must pay for himself/herself and his/her employer. The cost of the luncheon will not exceed \$25 and must be paid in full by the end of January.

STUDENT/PARENT CONTRACT

I have read ALL of the above EXPECTATIONS AND PROGRAM POLICIES of the Work-Based Learning and Youth Apprenticeship programs. I agree to support program initiatives, the coordinators, and the school and system. I understand the consequences should I/my student fail to abide by the above mentioned expectations and policies of the program.

(Print Student Name)

(School)

(Student Signature)

(Date)

(Print Parent Name)

(Parent Signature)

(Date)

(School Coordinator)

(Coordinator Signature)

(Date)

(District Coordinator Signature)

(Date)