Presnal Work-Based Learning Students and Parents,

We are excited to work with you this year. Once admitted to WBL you have 1 week to turn in the required paperwork listed below, either turned in to us in person, leave in our box in the front office, or upload to Google Classroom. If uploading to google classroom, find the correct assignment to attach each piece of paper to. Failure to do so will result in removal from WBL.

Please complete the following steps:

1. Students, join my Google Classroom, code is wpy4j4mp
2. Download the Google Classroom app on your phone
3. Students, join my Remind text group. Text the number 81010. In the message type, @presnalwb
4. The Training Agreement (pg. 6-9) needs to be signed by student, parent/guardian, and employer
5. The Initial Training Plan (pg. 8-9)
    a. This is to be filled out by your employer/supervisor
    b. Signed by student
6. The Syllabus (pg. 2-5)
    a. Signed by student and parent and returned BEFORE STUDENT MAY LEAVE CAMPUS!!!!

Each student should have the following forms properly signed by the date given to you. These forms are an important part of your work-based learning experience. You will be given grades for turning in the forms signed by the due date. You will lose points for not returning the signed forms on time.

All blanks should be filled in or use N/A if not applicable to you.

My only way to communicate with you is using the REMIND texts. If I text, please read it and respond appropriately or you will get behind.

Work-Based Learning Quick Overview:

- **Every Sunday** --Students receive a Google form to input their job schedule for the upcoming week on the Google Form.
- **The 5th of each month**, all wage & hours are due from the previous month, and on specified months, signed forms MAY also be due (training agreement, plan, RSVP for employer banquet etc. Some months, no forms are due).
- **The last day of each month** students will have an assignment due to Google Classroom

If you have any questions, please contact your coordinator at their specific email:
hollie.presnal@carrollcountyschools.com

All signed and completed forms are due by: __August 7, 2026_

Student Information

First Name: _____ Last Name: _____

Email Address that you check daily**:**_____

Cell Phone: _____

Parent/Guardian #1

First Name: _____ Last Name: _____

Email Address:_____

Cell Phone: _____

What is your career goal?

What plans do you have after high school?

Where do you see yourself in 5 years, related to your education and/or career goal?

Off Campus Release Agreement

I understand as a member of the Work-Based Learning Program, _____ (print student name) will be off campus during a portion of the school day. This does not always mean my student is going to work or to his/her placement during the release time. The work/placement schedule could vary as per the employer/mentor. If my student is working during a time that is different from their scheduled school release time frame, my student should use the school release time for school related work and assignments from home.

I understand my student is not allowed to stay on campus during his/her release period(s). I give my permission for my student to go home if his or her work/placement schedule is different from their scheduled school release period(s). I take full responsibility for my student's safety while traveling. Carroll County Schools and the WBL Coordinator are released from any liability incurred while my student is off campus, on the worksite, and traveling to and from the worksite. I assume responsibility for complying with all state laws (ie: licensing and automobile insurance) for my minor child. I understand my student will receive a unit of credit per release period for this program. It is my student's responsibility to attend all classes as scheduled. Class attendance is mandatory in order for my student to go to work/internship each school day.

I understand that my student will be off campus for the purpose of working at a paying job or an unpaid internship. In accepting this privilege, my student and I agree to the stipulations detailed below. The privilege of this off-campus experience may be revoked if any of these stipulations are violated or if the school feels it is in the best educational interest of my student.

➢ As parent/guardian, I will ensure my student has a school parking permit and a reliable vehicle for daily use.

➢ As a WBL student, I will communicate with my WBL Coordinator as instructed and keep him/her updated on my work schedule.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

We look forward to a successful year working with your son/daughter. If you have any questions concerning the program, please don't hesitate to contact the Work-Based Learning Coordinator.

Work Based Learning CLASS & JOB PROCEDURES/SYLLABUS

CLASS PROCEDURES

- Class Attendance: Students will meet for class with the coordinator once a month. This is a MANDATORY MEETING.
- The student is responsible for contacting the coordinator if he/she must miss orientation, class or work. The classroom models the job; therefore, you should contact the coordinator in a timely manner, just as you would for the job.
- **Car trouble, taking siblings to school and oversleeping are not approved tardies or absences by Carroll County Schools and will not be considered approved absences for Work Based Learning.**
- Wage and Hour Calendar: Students will receive time sheets (calendars) to begin documenting work hours for employer verification. They are to be validated each month by obtaining the employer signature and submitting to the WBL Coordinator through Google Classroom. The due date for submission will be by the 10th of the following month (ie. February timesheet is due by March 10) For each day after the 10th there will be -10 points deducted from the grade.
- Weekly Job Schedule: Students will submit their weekly job schedule electronically via Google Forms. Each week your coordinator will email and/or text the link to be completed for a grade.
- WBL ISS/OSS Procedures: If in the event you receive ISS and/or OSS, you are not to go to work and will remain in ISS for the duration of your WBL periods. You will complete assignments while in ISS and will be placed on probation for the program for the next semester. After school hours in ISS will count; however, no hours in OSS will count.
- Email/Text: All WBL students should have a working email and/or cell phone number. If the cell phone is disabled for any reason, the student should use the school computer to email the coordinator and check email every day.

GRADING POLICY

- Required Job Hours 40%
- Evaluations 40%
- Assignments, Forms, Meetings, etc. 20%

Assignments will be accepted late with -10 points per day after the due date. State-mandated forms will be accepted for a deduction in points and will result in the student staying at school with me until forms are returned.

JOB PROCEDURES

- All jobs and internships must be approved by the coordinator.
- Report to your job as scheduled in a timely manner. Follow directions and rules on the job regarding dress code, cell phone usage, time in and out, appropriate dress, etc.
- If you are written up or have job problems you must communicate with the coordinator immediately. Text, email, or stay after class to speak with your coordinator. Please, DO NOT wait until you are fired to discuss job issues.
- If the student is not getting enough job hours, he/she must let the coordinator know immediately. Hours will count toward a major part of student grades.
    - 1 period out for WBL, the student must average 5 hours per week

- 2 periods out for WBL, the student must average 10 hours per week
- 3 periods out for WBL, the student must average 15 hours per week

- If a student is terminated for "just cause" or if a student quits a job without a two-week notice, the student will earn no higher than 60 for that nine-week period; however, if the student is able to secure a new position during the same nine- week grading period, the grade may be adjusted. Students may not quit any position without written permission from the coordinator. If an employer ever asks a student to perform any unsafe, illegal, or immoral task, the student should leave the position and contact the coordinator immediately.

Important Points to know

- **Safety First!** If a student should experience any illegal, immoral, or unsafe situations while at work, PLEASE immediately report that to your superior and contact your coordinator. If a student feels that he/she must leave the job, do so; and contact your coordinator immediately. If necessary, leave a voicemail and/or a text, and your coordinator will contact you and your parent as soon as possible
- **Job Related Accidents**-If a student is injured on the job, no matter how minor the accident, the student and/or parent should report the accident to the coordinator. Appropriate paperwork will be provided to document the accident. Students are highly encouraged to request an on-site accident report on the job in the addition to contacting the coordinator.
- **Job Site Visit Rule**—The coordinator MUST be able to visit student job sites on a regular basis. Students will be required to submit a schedule each week for announced and unannounced coordination visits. Students must be on the job as reported, if a student has resigned or been fired from their job the student will have 10 days to find a new job. Failure to follow the rule could result in failure of the course or removal from the program. Students who do not submit a schedule as requested will be visited unannounced, and the same policy will follow, resulting in a failure for the student.

The Carroll County Board of Education does not discriminate in educational programs and activities or in employment on the basis of race, color, national origin, gender, or disability. Updated 7-2017

Student Signature: _____ **Date**: _____

Parent Signature: _____ **Date**: _____

Work-Based Learning Educational Training Agreement:

Student Name: _____

The Student Agrees:

1. To be at least **16** years of age and to have a social security number.
2. To demonstrate acceptable behavior at school and at the worksite.
3. To assist the coordinator in finding an appropriate employment position related to the career focus area of the program and the career objective of the student.
4. To provide transportation to and from work & WBL orientation and classes. Bus riders will be accommodated.
5. To follow company policies & procedures that relate to:
    a. Attendance and punctuality; cell phone usage; following directions; appropriate dress; honesty and confidentiality; requesting time off; calling in to work in case of emergency or illness; safety and security; any other company policies as deemed necessary by the employer.
6. To discuss all aspects of the employment with the WBL Coordinator and the worksite supervisor—not with other students, coworkers, etc.
7. That if he/she is dismissed from employment due to negligence or misconduct, proved by school investigation, that he/she may be dropped from and or fail the Work Based Learning program and not receive academic credit.
8. To work a minimum of **5 hours a week for one work release period; 10 hours a week for two work release periods; or 15 hours a week for three work release periods.**
9. To make employment changes only with the written approval of the WBL Coordinator. The WBL Coordinator reserves the right to change the student's employment situation if necessary.
10. That he/she cannot file for unemployment benefits while participating in work-based learning.
11. To submit to the WBL Coordinator a weekly job schedule and a monthly record indicating total hours and salary earned during the month.
12. That if he/she is placed on probation for reasons related to academic, attendance, or behavior, he/she may be removed from the WBL program.

The Parents/Guardian of the Student Agrees:

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job.
4. To understand that the student must be covered by automobile accident and health insurance in order to drive to and from work and to be a part of the Work Based Learning program.
5. To provide transportation to and from work and to and from WBL orientation and monthly class for my student.
6. To make inquiries concerning the student's training, wages, or working conditions through the work-based learning coordinator rather than directly to the employer.
7. To understand that the student must attend school and work regularly. Students should go to work without going to school, nor go to school without going to work unless previously approved by the Work Based Learning Coordinator.
8. To understand that the student is enrolled in the WBL program at Carroll County High Schools and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day.
9. That if the student quits his/her job without notice that he/she may be in jeopardy of failing Work Based Learning.
10. That the coordinator will make unannounced visits to the job site according to weekly work schedule submission by the student. If the coordinator cannot visit the student on the job on a regular basis to verify employment, the student may be instructed to find another job and/or may fail the 9-week period.
11. That if a student is fired from a job for negligence or misdemeanor offenses that he/she may be dismissed from the WBL program and may not receive school credit for up to 3 class periods of instruction.
12. To grant consent for

a. Any employment screenings, drug testing, or background checks as required by employers
b. The student to be photographed for educational and promotion purposes

The Employer/Worksite Supervisor Agrees:

1. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
2. To employ the student a minimum of 5, 10 or 15 hours based upon the number of classes the student is released from school for the duration of the semester or school year.
3. Mrs. Presnal is required to do a job site visit per 9 weeks. I will show up unannounced to check on the student.
4. To adhere to policies & practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours, levels of responsibility, and pay.
5. To evaluate the student, in consultation with the Work Based Learning Coordinator each 9-week period.
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulations. Students employed through a WBL program are not eligible for unemployment compensation. However, if an employer employs a WBL student beyond the last day of school for this school year, then that student should be treated as a regular employee and that student may file unemployment compensation based on current labor laws.
7. To adhere to income tax and Social Security withholding regulations.
8. To provide time for consultation with the WBL Coordinator concerning the student and to discuss with the Work Based Learning Coordinator any difficulties that may arise.
9. To inform the WBL Coordinator before any disciplinary action is taken in regard to the employment of the student.

The Work Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the training supervisor in an evaluation of the student's performance a minimum of three per grading period.
5. To maintain records pertinent to the student, the employer, and the school.
6. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, and levels of responsibility.

I have read the Carroll County Schools Work Based Learning Educational Training Agreement and will carry out the responsibilities delegated to the best of my ability.

_____ _____ _____

Student Signature **Date** **Parent Signature** **Date**

_____

Employer Signature **Date**

Hollie Presnal

Coordinator Signature

Dear Employer:

On behalf of the Work-Based Learning Programs in Carroll County, I would like to thank you for your willingness to mentor and evaluate our students.

At the beginning of school, there are a number of forms that the schools must have on file for each student since they are receiving the same unit of credit for this course as English, Math, etc. These forms will require your signature. The training agreement (page 6&7) explains what is expected of all parties involved in this cooperative training program, and the training plan (page 8&9) identifies tasks that the students are now performing or learning on the job. In addition, please sign the Safety Agreement on page 6.

Periodically, the student or I will bring a job evaluation form to you to be completed. You should be able to fill it out in approximately five minutes. Your comments about the student-employee are always important. Thank you in advance for your cooperation. I hope you will find that students in the Carroll County Work-Based Learning Programs do an excellent job for you. Please call if you have any questions contact one of the Work Based Learning Coordinator.

Mrs. Hollie Presnal

Initial Training Plan
(Filled out by employer)

Student Name: _____

Graduation Year (circle one): 2026 2027 2028

Business/Organization: _____

Business/Organization Address: _____

Business/Organization Phone #: _____

Business/Organization/Supervisor Email Address: _____

Supervisor Name: _____

Student Job Title: _____

First Date of Employment: _____

Hourly Wage: $_____

Typical Work Days and hours (ex. Mon-Fri 8-4):_____

Average Hours Per Week: _____

Employer, please fill out the back of this sheet also.

To provide the best learning experience for the student-worker, the employer agrees to provide a variety of work experiences that will contribute to the attainment of their career objective.

Employability and Soft Skills:	**Please list specific job duties that will be performed on the job:**
1.Follow all company safety guidelines and organizational policies. **2. Arrive at the worksite/internship on time and prepared for work.** **3. Dress appropriately for the type of work to be performed and/or in accordance with a stated company dress code.** **4. Demonstrate ability to work well with others by displaying cooperation, courtesy and respect.** **5. Demonstrate strong communication skills in speaking, listening, and writing.** **6. Display honesty and integrity.** **7. Show initiative in taking on assigned projects, ask questions as necessary, and accept feedback and constructive criticism.**	

Employer/Mentor Signature:_____ **Date**:_____

Student Signature: _____ **Date**: _____