Edon Northwest Local Schools
Work Based Learning Program

About Work Based Learning

Work Based Learning for high school credit is a capstone experience (12th grade students) that provides students with the opportunity to apply knowledge and skills learned in general education and CTE coursework in a workplace setting. Students can earn a maximum of two WBL credits toward high school graduation.

Types of Work Based Learning for Credit

Check with your counselor and/or teacher(s) to discuss which WBL option is the best fit for you.

- Paid Job
- Registered Apprenticeship
- Internship
- Health Science Clinical
- Cooperative Education
- School Based Enterprise
- Service Learning
- Transition-Paid
- Transition-Non-Paid

Work Based Learning Requirements

- Student must have a satisfactory attendance and academic record
- Minimum 2.0 GPA in all courses that must be maintained throughout the duration of the WBL program
- Completion of the all required forms on file with the office and the WBL Teacher Coordinator

Work-Based Learning Intent to Participate Submission and Review Process

1. Submit a completed **WBL Application** to Mrs. Coles.
2. Meet with Mrs. Bloir to work on credits and scheduling to determine if you meet the prerequisites and requirements to participate in Work Based Learning. Gather the information concerning your graduation and scheduling requirements, attendance, GPA, and discipline, and to sign all required paperwork.
    - This conversation should begin no later than registration for your senior year, but it is recommended to begin this conversation as early as possible.
3. Submit the following paperwork to the Mrs. Bloir:
    - **Work Based Learning Policies & Code of Conduct**
    - **Credit to be Attempted Form**
    - **Work Based Learning Agreement** (needs to be signed by your employer)
4. The WBL coordinator will review your attendance and discipline records. Only students who represent our school well will be approved for WBL opportunities. Employers seek people who are dependable (attendance records), who get along with others (self-discipline), and who are responsible.
5. **Obtain your Work-Based Learning placement. It is the student's responsibility to find an appropriate WBL placement before the semester scheduled for WBL.** If you need assistance, contact your WBL coordinator prior to the beginning of the semester. The WBL coordinator must give final approval before any student will be allowed to participate in WBL. This is to ensure compliance with state and federal laws.

Application for Work Based Learning

PLEASE ATTACH A COPY OF YOUR RESUMÉ TO THIS APPLICATION

Date _____

Student Name _____

Student ID # _____ Date of Birth _____ Age _____

Address _____

Home Phone _____ Cell Phone _____

Email _____ Text Availability: □ Yes □ No

Grade: □ 9 □ 10 □ 11 □ 12 Expected Graduation (month/year) _____

Name of Parent/Guardian _____ Relationship _____

Parent/Guardian Email _____ Phone Number _____

Type of WBL Program you are interested in:

- ❏ Paid Job
- ❏ Registered Apprenticeship
- ❏ Internship
- ❏ Health Science Clinical
- ❏ Cooperative Education
- ❏ School Based Enterprise
- ❏ Service Learning
- ❏ Transition-Paid
- ❏ Transition-Non-Paid

Are you in good health? □ Yes □ No

If no, please explain: _____

_____

Are there any health issues the school or employer should be aware of? (e.g., need to take medications; have asthma; etc.) _____

Explain why you want to enroll in Work Based Learning

_____

_____

_____

_____

What kind of job would you like to train for? _____

What do you plan to do after graduation? _____

What courses do you plan to take this year and/or need to graduate?

_____

_____

_____

List your previous work experience:

Job Title	Employer/Company	Dates Worked

What transportation will you have to your work site? _____

List three teachers or faculty members who would recommend you for this program:

1.

2.

3.

_____ _____

Student Signature Date

_____ _____

Parent /Guardian Signature Date

I recommend this student for enrollment in the Work Based Learning program.

_____ _____

WBL Coordinating Teacher's Signature Date

The school district accepts students for Work Based Learning programs without regard to race, color, religion, creed, national origin, gender, mental or physical handicap.

Work-Based Learning Program Policies & Code of Conduct

This is a partial list of those requirements and grading policies. These terms may change as to be determined by the cooperating educator, school administrators, and/or school board.

1. Students must be enrolled in courses at Edon Northwest High School and be fulfilling graduation requirements.
2. Students must be enrolled in the Agriculture & Environmental Capstone Course / WBL Program.
3. Students are expected in school for 5 class periods each day, unless exempted by the principal and cooperating educator.
    a. Exempted students must be completing a minimum of 5 course credits in order to be considered a full time student.
4. Students must choose a job that is relevant to their educational goals and/or career interests.
5. The employer must agree to excuse students for mandatory school events and/or extracurricular activities that the student wishes to participate in.
6. The employer must agree to participate in scheduled evaluations of the student and their work.
7. Students must complete all required documents for the Ohio Means Jobs Readiness Seal.
8. Students that are also involved in athletics also have to abide by the rules set by OHSAA.
9. The employer must agree to provide open communication with both the cooperating educator and the school administration.
10. Students must regularly communicate with the cooperating educator and maintain professional records.
11. Students must sign in or out of school at the agreed upon times in accordance with their work schedule and what has been approved. Failure to do so will result in probation and/or removal from the program.
12. Students must maintain a 2.0 grade point average over their course load and a passing grade in any required course to remain in the program.
    a. If a student falls below a 2.0 after mid-term or at the end of grading period, a 3-week probationary period will be given before work release time is removed.
    b. Students must have a training plan and this agreement, signed, and on file.
13. Students that are fired or removed from a job for misconduct or other behavior that violates school policies will be removed from the WBL Program permanently.
14. Students must track their work hours and paychecks using the classroom system provided and keep it updated in a timely manner.
15. Job sites should relate to agriculture or one of the other Career and Technical Education Pathways.
16. Job sites must be approved prior to beginning in the WBL Program.
17. Students must be in school to go to work and vice versa. When absent, the parent must inform the school and the employer.
18. Students will notify the cooperating educator and the employer of planned absences ahead of time according to job site and school policies.
19. Students must provide their own transportation to and from the job site.
20. Since the job site is an extension of the school, the cooperating educator and the school administration have authority to make adjustments or changes in employment and enforce school guidelines. Any violation of school policies while at the job site will also be enforced at the school, and will result in probation and/or removal from the program.

21. The employer will be asked to help evaluate you quarterly.
22. Quitting a job without consultation of your cooperating educator or being fired can result in a "U" or an incomplete.
23. Unemployment or no entrepreneurial work will result in loss of work release time.
24. You are responsible for reporting changes to your cooperating educator right away.
25. Read and understand job agreements, training plans, hazardous job lists and other labor laws, which should be posted at work.
26. Students that work in the afternoon are not permitted to re-enter the school until 3:05pm for extra-curricular or after school activities.

I have read, understand and will abide by these requirements.

_____ _____
Student Signature Date

I have read and understand my son/daughter is expected to follow these requirements.

_____ _____
Parent/Guardian Signature Date

_____ _____
Cooperating Educator Signature Date

_____ _____
School Administrator Signature Date

Work-Based Learning - Credit to be Attempted

I, _____, am attempting to earn the checked amount of credit from WBL:

_____ **.5 credit** for **120 hours** pending a positive review, up to date records, and out-of-school work time for 1 period per day.

_____ **1 credit** for **225 hours** pending a positive review, up to date records, and out-of-school work time for up to 2 periods per day.

_____ **2 credits** for **450 hours**, a positive review, up to date records, and out-of-school work time for 2 or more periods per day.

I understand skill development and advancement is also necessary to receive this credit.

Other required courses that I will be enrolled in while in the WBL Program:

Course	Length	Teacher
	□ Full Year □ Semester	
	□ Full Year □ Semester	
	□ Full Year □ Semester	
	□ Full Year □ Semester	
	□ Full Year □ Semester	
	□ Full Year □ Semester	

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

_____ _____
Guidance Counselor Signature Date

EDON NORTHWEST HIGH SCHOOL – 802 W. INDIANA ST. EDON, OH 43518 – 419-272-3213

WORK-BASED LEARNING AGREEMENT

Student Name:	Worksite:
Address:	Supervisor:
City/Zip:	Address:
Phone: DOB:	City/Zip:
	Phone:
	Start date: End date:

Type of WBL Experience

☐ Apprenticeship or Pre-Apprenticeship (Registered)
☐ Clinical
☐ Cooperative Education
☐ Internship
☐ Transition (paid or unpaid)
☐ Service Learning
☐ Employment (paid)
Other _____

Consider this Experience for Credit Flexibility

☐Yes
☐No

Typical weekly work schedule

Day	Time of Work From	To	Total Work Hours
Mon			
Tue			
Wed			
Thurs			
Friday			
Sat			
Sun			
		Total	

Pay Rate: _____/hour *(if applicable)*

Student's Job Description:

To participate in the program, all parties must agree to the following:

EVERYONE

1. All parties agree that the primary purpose of this employment-based experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. Learning experiences and job tasks will be planned and managed utilizing this plan.
4. The coordinating educator and mentor/supervisor will jointly develop and update this plan.
5. The student may withdraw or transfer from a training station after providing appropriate notification when it would enhance the student's educational opportunities.
6. The student will work a minimum of 10 hours each week but not more than 40 hours each week.
7. All complaints should be addressed to and resolved by the coordinating teacher and assigned mentor/sponsor.

Student

1. Upholds the policies, rules and regulations of the school and the business.
2. Actions, attitudes and appearance will reflect positively on the school and the business.
3. Advance notification of absence will be given to the employer and the coordinating teacher.
4. Attends functions that show appreciation for the employer.
5. Additional part-time employment will not be pursued while enrolled in this program.
6. Records of work experiences will be completed and submitted as required by the school.
7. Work-based activities will be chosen and completed as designated by the coordinating adults.
8. Approval of the coordinating teacher must be obtained before quitting or changing jobs.

Parents

1. Responsible for the personal conduct of the student at school and work, along with the student.
2. Transportation to and from the worksite must be provided or approved.
3. Encourages student to carry out duties and responsibilities effectively.

Employer – Supervisor/mentor

1. Employs student for an average of not less than 10 hours a week or more than 40 hours a week.
2. Assigns a supervisor/mentor who will work with the coordinating teacher in developing the student's learning agreement and evaluating the student.
3. State and federal employment and compensation regulations apply to the student.
4. Provides activities for the student to complete on the job.
5. Counsels the student about his or her progress on the job.

Coordinating EDUCATOR

1. Periodically observes and evaluates the student's on-the-job performance.
2. Assists the student in securing an appropriate employment-based experience.
3. Works with the employer to develop this learning agreement.
4. Counsels the student about his or her progress on the job.
5. Determines the student's final grade for any credit granted.
6. Reinforces on-the-job experiences through mentorship or educational activities.
7. Fairly enforces policies, rules and regulations.

Student Signature:	**Date:**
Parent or Guardian Signature:	**Date:**
Work-based Learning Coordinator Signature:	**Date:**
School Administrator Signature:	**Date:**
Employer Name and Contact Info **Name:** **Email:** **Phone Number:**	**Date:**
Employer Signature:	**Date:**