

Work-Based Learning
Admittance Procedures, Parental, and Employer Forms
Central High School
Coordinator: Kelly.bass@carrollcountyschools.com

*** **First, join my Remind group.**

You must have the app. The code is wbl2627. You can also text 81010 and enter the code

Google Classroom code: 6czmvvv7

Return this paperwork to the box outside my office, room 511, or email me pictures of it.

This form must be completed and submitted to Mrs. Bass BEFORE the student is scheduled for WBL and has permission to leave school.

**WBL is a real class, with grades, assignments, and meetings.
Students are required to come to my office on the first day of school.**

Student Name: _____ Cell Number: _____

How many hours per week do you work? _____

Where do you work? _____

Phone # _____ Address (City, St. Zip) _____

PARENTS & STUDENTS--Please read carefully & initial each point

- ____ Work-Based Learning (WBL) is both a job-site and classroom experience that enables students to successfully transition from school to work. Students will have grades, assignments, and meetings.
- ____ Student jobs cannot be more than 30 miles away.
- ____ Students will be required to attend a monthly class meeting.
- ____ Students must have transportation to leave campus immediately following their last class at school. Students who remain on campus may be sent to ISS or a designated location per administration.
- ____ A parent orientation will take place during the first few weeks of school.
- ____ Early Release Understanding and Insurance Verification--I understand that my child is enrolled in Work-Based Learning, his/her regularly scheduled on-campus classes each day. I assume full responsibility for my child after dismissal from school, including when he/she does not go directly to work.
- ____ Automobile Accident and Health Insurance---I understand that if my child drives, he/she should be covered by an automobile accident and health insurance to participate in the Work-Based Learning program. I understand that I am

responsible for ensuring and complying with all state laws regarding health, auto insurance, and licensure of my child; furthermore, I understand that he/she should be covered by an automobile accident and health insurance to drive to and from work and to be a part of the Work-Based Learning program.

- ____ I grant permission to the Carroll County Schools and/or the sponsoring company to use my child's picture, name, voice, video, and/or computer-generated products in a brochure, video, website, yearbook, PowerPoint Presentation, local DVD, or press release.

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 for my students to go to work/internship each school day.

I understand that my student will be off campus to work 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 the student.

- As a 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 schedules.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Work-Based Learning Educational Training Agreement

Student Name: _____

The Student Agrees:

1. Be at least 16 years of age and 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 program's career focus area and the student's career objective.
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; and 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. If he/she is dismissed from employment due to negligence or misconduct, proved by a school investigation, 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. 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 the 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 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 classes for my students.
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. If the student quits his/her job without notice, he/she may be in jeopardy of failing Work-Based Learning.
10. The coordinator will make unannounced visits to the job site according to the weekly work schedule submitted by the student. If the coordinator cannot visit the student on the job regularly to verify employment, the student may be instructed to find another job, and/or may fail the 9 weeks.
11. If a student is fired from a job for negligence or misdemeanor offenses, 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 is to be photographed for educational and promotional purposes

The Employer/Worksite Supervisor Agrees:

1. To provide a variety of work experiences for the student that contribute to the attainment of his/her career objective.
2. To employ the student for a minimum of 5, 10, or 15 hours based upon the number of classes the student is released from school for the semester or school year.
3. Mrs. Bass is required to do a job site visit every 9 weeks. I will show up unannounced to check on the student.
4. To adhere to policies & practices that prohibit discrimination based on 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, every 9 weeks.
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 for 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 regarding the employment of the student.
10. Employers must adhere to the Department of Labor Laws for off-limit jobs for kids under 18.

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 evaluations per grading period.
5. To maintain records pertinent to the student, the employer, and the school.
6. To adhere to policies and practices that prohibit discrimination based on 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

Parent Signature

Date

Kelly Bass

Coordinator Signature

Employer Signature

Date

Dear Employer:

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

At the beginning of the school year, several forms must be on file for each student, as they are receiving the same unit of credit for this course as for English, Math, etc. These forms will require your signature. The training agreement (pages 3 & 4) explains what is expected of all parties involved in this cooperative training program, and the training plan (pages 5 & 6) 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.

Kelly Bass, Work-Based Learning Coordinator

Initial Training Plan (Filled out by employer)

Student Name: _____

Graduation Year (circle one): 2026 2027

Business/Organization: _____

Business/Organization Address: _____

Business/Organization Phone #: _____

Business/Supervisor Email Address - please no personal email addresses _____

Manager/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 next 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.

Please list specific job duties that will be performed on the job:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

_____ has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown to the student and that, in the case of an emergency, the student has been given instructions on what to do to resolve the situation. The student understands that failure to comply with these safety procedures may result in personal injury or injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

Employer/Mentor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Work-Based Learning CLASS & JOB PROCEDURES/SYLLABUS

CLASS PROCEDURES

- Class Attendance: Students will meet for a class once a month. The class will normally be the FIRST week of each month; however, some months may vary. (Ex. Spring Break)
- The student must contact the coordinator if he/she miss the 7:45 orientation, class, or work. The classroom models the job; therefore, you should contact the coordinator promptly, just as you would for the job.
- **Students must stop by my office each week to check in with me.**
- **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's signature and submitting them to the WBL Coordinator. The due date for the submittal will be posted on your Google Classroom.
- 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 their email every day.

GRADING POLICY

- Required Job Hours, Evaluations, Meetings - 60%
- Weekly Schedules and Assignments - 40%

In Work-Based Learning, deadlines matter because they mirror the expectations of the workplace. Late assignments will result in point deductions to reinforce employability skills:

- 1–5 school days late = -10 points
- 6–10 school days late = -20 points
- More than 10 school days late = 0 unless prior communication has been made

However, just like in a real job, proactive communication matters. If a student contacts me **before the deadline** to explain the situation and request an extension, the late penalty may be reduced by half. This model's professional responsibility and accountability.

JOB PROCEDURES

- All jobs and internships must be approved by the coordinator.
- Report to your job as scheduled promptly. 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 students' grades.
 - o 1 period out for WBL, the student must average 5 hours per week
 - o 2 periods out for WBL, the student must average 10 hours per week
 - o 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 those nine weeks; however, if the student can 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 addition to contacting the coordinator.
- **Three Strike Rule**—The coordinator MUST be able to visit student job sites regularly. 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 the coordinator visits the job site once and the student is not working, the student will lose 5% of his/her required hours grade. Upon the second job site visit, if the student is not working, he/she will lose 10% of their/her required hours grade. If the coordinator visits the student three times, and the student is not working as reported, he/she will lose 30% of their/her required hours grade, and the student will have 10 days to find a new job. Failure to follow the 3-strike rule could fail 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 failure of the student.

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

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Students, join my Remind group.