

LAKELAND UNION HIGH SCHOOL

WORK-BASED LEARNING AGREEMENT

Lakeland Union High School is committed to maintaining strong communication between the student learner, the school, and the employer and/or community partner to achieve a positive educational experience. The parties are encouraged to contact the school with any questions or concerns relating to the work-based learning experience. As a part of thinking critically about expectations, Lakeland Union High School offers this **WORK-BASED LEARNING AGREEMENT** below.

Student Information:

| | |
|----------------------|--------------------|
| <i>Student name:</i> | <i>Cell phone:</i> |
|----------------------|--------------------|

Organization Information:

| |
|--|
| <i>Site placement Name:</i> |
| <i>Are you a non-profit with 501(c)(3) status?</i> |
| <i>Site placement address:</i> |

Work Information: to be completed by the employer

| | | | | | | |
|--|---------------|------------------------------------|-------------|-------------|-------------|-------------|
| <i>Supervisor:</i> | <i>Phone:</i> | <i>Email (work email address):</i> | | | | |
| <i>Attach or List dates and times student learner will be at site or working on project:</i> | | | | | | |
| OR <i>Weekly schedule at the organization:</i> | | | | | | |
| <i>Mon.</i> | <i>Tue.</i> | <i>Wed.</i> | <i>Thu.</i> | <i>Fri.</i> | <i>Sat.</i> | <i>Sun.</i> |
| <i>Other organization requirements (criminal background check, TB test, orientation, application, etc.):</i> | | | | | | |
| ** REQUIRED TO WORK 3 days a week during the school release time** | | | | | | |
| Three goals for the student: | | | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |

Continued on the reverse side →

As a *student*, I agree to and understand that I will: Initial after each bullet point.

- Attend work-based learning meetings as designated by the work-based learning coordinator. _____
- Complete all of the scheduled requirements for the duration of the program. _____
- Regularly check Google Classroom and my email for announcements, assignments, and information.

- Submit timecards/paystubs as assigned and required. _____
- Call the designated contact at my employer site if I am unable to make my regularly scheduled time.

If you are absent from school because of illness, you are not able to attend work. This also applies to unexcused absences. _____

- Advance notice requirements are to be determined with your employer. _____
- Act in a professional manner and wear appropriate attire when at my employer site. _____
- Notify the work-based learning coordinator or supervising teacher if I am having problems relating to my employer site or experience. _____
- Abide by and behave in accordance with the employer site's employee manual. _____
- You are required to work a minimum of 60 hours/trimester for a non-profit/school or 90 hours/trimester for profit businesses _____

Student signature: _____ Date: _____

Phone: _____ Email

address: _____

As the *Parent/Guardian* of the above-noted student, I understand my child is participating in the above-described employment experience. I do not hold Lakeland Union High School responsible for transportation to and from the worksite. I accept responsibility for my student during work release hours out of the Lakeland Union High School building that may not be scheduled at the worksite.

Parent/Guardian signature: _____ Date: _____

Phone: _____ Email address: _____

As a *work-based learning coordinator or supervising teacher* using work-based learning in my course/district, I agree to:

- Collaborate with employer and/or community partner to set a site visit and evaluation schedule.
- Help students relate their employment assignment to their course curriculum and learning objectives.
- Address any problems relating to employment or placement during the duration of the program.

Teacher signature: _____ Date: _____

Phone: 715-356-5252 ext. _____ Email address: _____

As an *Employer and/or Community Partner* with Lakeland Union High School, I agree to:

- Adhere to all Wisconsin labor laws, including industry-specific regulations and safety requirements.
- Provide an orientation to the site in collaboration with the school-to-work coordinator or supervising teacher.
- Provide work experience to meet the requirements of the Skills Checklist developed with the work-based learning coordinator.
- Provide adequate training and supervision while the student learner is at the site.
- Meet regularly with the student to discuss any problems or issues that may arise.
- Inform student about any relevant or special events at the site.
- Provide timely feedback on the student's performance.
- Notify the work-based learning coordinator if I have problems with a student or any assignment.
- Understand that students will be part of my regular payroll and **I will NOT pay my student on a cash-only basis.**

Employer/Community Partner signature:_____ Date:_____

Phone:_____ Email address:_____