

CTEC WORK BASED LEARNING SCHOOL REGULATIONS/POLICIES

1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the Work-Based Learning (WBL) program policies and decisions of the WBL Teacher-Coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the WBL Teacher-Coordinator, is acting as an intermediary between the training mentor and student and that the WBL Teacher-Coordinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments, and all other aspects of student placement.
3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and WBL Teacher-Coordinator will be dropped from the program with possible loss of all credit.
7. A student whose WBL placement is terminated for any reason is to report to the WBL Teacher-Coordinator. Failure to do so may result in the student being dropped from the WBL program.
8. Student not attending regular school classes, and/or the WBL Seminar class (per LEA decision) cannot work at the WBL placement on the day(s) he/she is absent.
9. In case of absence, the student is required to call the WBL Teacher-Coordinator and his/her training mentor before class or working period.
10. Personal business handled at the WBL placement is prohibited.
11. Friends or family are not to visit the student at the WBL placement.
12. A student is to be on time at school as well as the WBL placement.
13. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the WBL Teacher-Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning.
16. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
17. When Work-Based Learning students honor their training mentors with a banquet,

- reception, etc., all students are expected to attend with their training mentors as their guests.
18. Students are placed to train and are under the supervision of the WBL Teacher-Coordinator and training mentor where they are placed.
 19. Students must abide by all school rules and regulations for other students and consider themselves under the jurisdiction of the school while at the WBL placement.
 20. Transportation to and from the WBL placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
 21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the WBL Teacher-Coordinator, School Administrator, or CTE Instructor.
 22. Other local additions

*I have read the foregoing rules for **Work-Based Learning** students and agree to follow them.

Student

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**CTEC TRAINING
AGREEMENT
FOR WORK-BASED
LEARNING**

Student's Name: _____ Birth Date: _____ Age: _____
Student's Address: _____
Telephone: _____ Cell Phone: _____ Email: _____
Current Career Objective/Pathway: _____ Job Title: _____
School Name: _____ System: _____
Work-Based Learning Site: _____ Telephone: _____
WBL Site Address: _____
WBL Supervisor: _____ Mentor: _____
Date Training Period Begins: _____ Ends: _____

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the WBL Teacher-Coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

Parent/Guardian

1. Approves and agrees that the student may participate in Work-Based Learning.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Arranges transportation for the student to and from the Work-Based Learning site.
5. Holds school and WBL Teacher-Coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

Student

1. Complies with the rules and regulations of the Work-Based Learning site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the WBL Teacher Coordinator.
4. Works an average of 15 hours each week.
5. Will not pursue additional part-time employment while enrolled in Work-Based Learning.
6. Will not displace adult workers who can perform such work as assigned in the work-based experience.
7. Attends an annual employer appreciation if required by the WBL Teacher-Coordinator.

WBL Teacher-Coordinator

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.
3. Communication/Contacts/Visits the Work-Based Learning site at least once per month to contact the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and/or resolve questions, issues, concerns, etc.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade with input from the OJT mentor/supervisor for the Work-Based Learning experience.
7. Reinforces work-based learning experiences with related classroom instruction.

Employer/Training Mentor

Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career in _____.

1. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
2. Evaluates and documents student progress.
3. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
4. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment and safety.
5. Employs/interns the student for an average of 15 hours per week. (140 hours per Credit)
6. Completes the Work-Based Experience Evaluation and returns it to the WBL Teacher Coordinator by the required date.

The Shelby County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Marla Aldrich 504 Coordinator

Ms. Sharyn Hillin 504 Supervisor

Special Services Center

2284 Hwy. 35 Pelham Alabama 35124205-682-5850 maldrich@shelbyed.org

(Parent/Guardian)

(Employer/Training Mentor)

(Student)

(Teacher/Coordinator)

(School Administrator)

(Date)

