**Work-based Learning**

**PROGRAM STANDARDS AGREEMENT**

Work-based Learning programs allow students to gain work experience and classroom instruction in the career area they have chosen. For the success of work-based learning arrangements, it is necessary that students, parents, and employers understand and agree to abide by several basic principles of operation.

It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Independent School District not to discriminate on the basis of sex, handicap, race, color, and national origin in its educational and vocational programs, services, activities, or employment as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. \_\_\_\_\_\_\_\_\_\_\_\_ ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

1. Many employers have agreed to work with the school to provide training stations for students. This arrangement does not give students special privileges regarding scheduled hours, holidays, and weekend work, and general duties performed on a daily basis. Students are to be treated like any other employee.
2. All students enrolled in work-based learning programs must have a teacher-coordinator approved job by the end of the second week of school to remain in the program.
3. Work-based learning courses are designed to last the full year and credit will only be awarded for successful participation the entire year.
4. Frequent absences from school, for any reason, including chronic illness, cannot be tolerated. Excessive truancy is grounds for removal from the work-based learning program.
5. Students are expected to call the teacher-coordinator and employer if they will not be in class or on the job.
6. Reporting for work on a day when the student is absent from any class (including suspension), unless approved in advance by the teacher-coordinator, constitutes grounds for removal from the work-based learning program.
7. Being assigned to In-School Suspension (I.S.S.) for a discipline problem causes a hardship for the training employer and may lead to your termination. Students being terminated will be dropped from the work-based learning program.
8. If students are not on the job during periods assigned for work, they are expected to leave the high school campus, unless the teacher-coordinator has given written approval in advance.
9. Students are expected to maintain a satisfactory academic standing at school and to inform the teacher-coordinator of any problems that might affect their job or school work.
10. Students must provide their own transportation to and from their training station.
11. Since work-based learning is a skill building program, students are expected to stay in the same training station during the entire period of enrollment in the program. Any student who quits a job at an approved training station without the prior approval of the teacher-coordinator may be dropped from the program.
12. Students will be automatically dropped from the work-based learning course if they are dismissed from their job for just cause.
13. Students must understand that they will not be eligible for unemployment compensation upon termination from their training station.
14. The school dress code may not always be appropriate in some business settings. The dress code for work-based learning students will be determined by the teacher-coordinator and the rules of the workplace.
15. Career and Technical Student Organizations (CTSOs) are an integral part of work-based learning. Students are encouraged to participate in the approved functions of an appropriate CTSO to build leadership skills. Students are responsible for nominal financial responsibilities associated with CTSO activities such as dues, contest expenses, etc. Students are under the jurisdiction of the school while participating in approved student organization programs.
16. Students are expected to attend the Community Appreciation Dinner held in the spring of each school year. Students are responsible for paying for their meal ticket, as well as meal tickets for their guest(s).
17. Students involved in a work-based learning program are seen in the community as representatives of the high school. Teachers, employers, and the school expect work-based learning students to maintain excellent conduct at all times.
18. The teacher-coordinator is a very important part of student success in the work-based learning program. Students should make the teacher-coordinator aware of any problem that develops on the job or elsewhere that might affect the student’s performance at work or in school. Students should not wait until a situation is so extreme that they want to quit or the employer is considering termination. Employers also are encouraged to advise the teacher-coordinator of any situation that could impact the student’s success.
19. The student’s compliance with the work-based learning program guidelines and standards is graded. Violation of any policy will significantly impact the student’s grade. Students are given a grade for policy compliance and a grade for attendance.

Your signature below means that you have read carefully and understand completely the rules of the work-based learning program. Your signature acknowledges your agreement to the standards stated herein.

Student’s Name (Printed) Student’s Signature Date

Parent/Guardian’s Name (Printed) Parent/Guardian’s Signature Date

Teacher-Coordinator’s Name (Printed) Teacher-Coordinator’s Signature Date