

(SAMPLE)
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 Workplace Experience Coordinator, including those regarding specific job placements
2. Student acknowledges that the school, through the Workplace Experience Coordinator, is acting as an intermediary between the training mentor and student and that the Workplace Experience 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 WBL program with a loss of all credit.
5. A student must comply with the school 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 Workplace Experience 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 Workplace Experience Coordinator. Failure to do so may result in the student being dropped from the WBL program.
8. A student not attending regular school classes, related study, and/or the Cooperative Education Seminar classes 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 Workplace Experience 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 Workplace Experience 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 supervisions of the Workplace Experience Coordinator, related study instructor, 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 the responsibility of 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 Workplace Experience Coordinator, School Administrator, or CTE Instructor.

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____