



Work-Based Learning Program Requirements

1. Daily Work Schedule - In order to be eligible for early release and participation in the Work-Based Learning Program, students need to be scheduled to work **during** the school day each day school is in session. *Example:* A student being released from school for hours 6 and 7 (approximately 1:15 p.m. – 3:00 p.m.) needs to report to work on a **daily** basis at the end of 5th hour.
2. School Calendar and Work Schedule - Students are required to report to work each day school is in session. It is up to the employer whether or not additional hours are offered. *Example:* A student being released for hours 6 and 7 (approximately 1:15 p.m. – 3:00 p.m.) needs to be scheduled to work at this time each school day. For days school is not in session (such as teacher professional development days and holidays), the employer may choose to offer the student additional hours of employment.
3. Student Course Schedule - Students will be enrolled in a minimum of five classes on a daily basis, not including the two back-to-back class periods for participation in the Work-Based Learning Program. Special consideration for alternate scheduling must be authorized by the district Career and Technical Education (CTE) Coordinator.
4. Program Prerequisite –Students need to have taken or be currently enrolled in the semester-length Career and Employability Skills course in order to participate in the program.
5. Supervisor - The Work-Based Learning Program is supervised by a Career and Technical Education teacher. The teacher will monitor work hours, communicate with the employer, and grade weekly assignments.
6. Course Grading - Student will be required to complete weekly assignments relating to work-based learning. These assignments will be assessed and graded; the assignments include a section on reporting weekly hours at the workplace. The weekly assessments are the evaluation tool for assigning student grades for the Work-Based Learning course.
7. Enrollment Application – Enrollment applications for the program are due **March 1**. Students are to return the enrollment application to their school counselor. This form does not guarantee placement in the program. The enrollment application communicates a student's intent to participate. Official placement in the program is contingent upon the student securing employment and returning the Work-Based Learning Training Agreement by **September 1**.
8. Training Agreement & Employment Verification Form – All students must complete a Work-Based Learning Training Agreement & Employment Verification Form. This document is due to the high school counseling office by **September 1** and details the anticipated weekly work schedule, including the class periods the student is requesting to be released from school.