

John Glenn High School



Work-Based Learning Handbook

Work-Based Learning

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Work-Based Learning Defined:

Work-Based Learning (WBL) is an educational strategy that provides students with real-life work experiences. Work-Based Learning (WBL), which provides students the opportunity to learn technical, academic and employability skills by working in a real work environment, has the potential to prepare students for their future careers through a partnership between school and an employer. The Work-Based Learning program involves the schools, students, parents/guardians, and the business community and matches a student's class work and career interests with work-site learning opportunities. The Work-Based Learning Program is not a job placement service; it is an enrollment program which enables students to receive training/career exploration and supervised work.

Criteria:

- Students must be a Junior or Senior
- Students must be at least 16 years of age or older
- Students must be currently taking or have previously taken a related class at John Glenn or the Career Center
- Students must comply with the rules and guidelines of the program
- Students must provide their own transportation.
- The students' job duties are outlined in advance and performance and progress on the job are supervised by their employer and the school Work-Based Learning Coordinator.
- Students need to work 5-15 hours a week (depending on the number of credits they will receive), but can work up to 24 (if under 18)
- Students are paid minimum wage
- Business needs Workers Compensation and Liability Insurance
- Students need to be supervised at work
- Students cannot work more hours than they are attending school. With the current schedule of 6 classes per day, students must have 3 out of 6 classes
- Work experience is worth 1-3 classes of school credit (depending on the number of hours of release time from school/work time)
- Work experience needs to be within the Career Pathway/Education Development Plan of the student

Required Documents:

- Completed Work-Based Learning Application
- Completed/Signed Work-Based Learning Training Agreement
- Completed Work-Based Learning Training Plan
- Signed copy of Work-Based Learning Handbook
- Completed Student Grade Request/Check

Credits Earned:

- 1 credit (1 hour of release time from class) = 5 hours of work per week
- 2 credits (2 hour of release time from class) = 10 hours of work per week
- 3 credits (3 hour of release time from class) = 15 hours of work per week

Role of Student:

- Complete and obtain the necessary signatures on various forms and reports within a specific time period
- Turn in weekly time sheets signed by employer by the Monday following each work week
- Each late time sheet will result in a 10% grade reduction for each late day
- Attend work when scheduled; if attendance is not possible (due to illness, school-related event, or doctor's appointment) contact the Employer and Work-Based Learning Coordinator
- Attend any necessary Work-Based Learning meetings (before school or at Flex)
- Notify Work-Based Learning Coordinator if any concerns arise with their employment

Role of Employer:

- Hold current policies for Worker's Compensation and Worker's Liability Insurance
- Schedule students for the required hours of work (5-15 hours) each week
- Sign weekly time sheets
- Meet with Work-Based Learning Coordinator each marking period to conduct an evaluation (if a student is a special education student, meetings need to occur every 30 days)
- Contact Work-Based Learning Coordinator if any issues or concerns arise with the student

Placement of Students:

Students can be placed in a Work-Based Learning position until progress report time (4.5 weeks into the semester) in 1st and 3rd marking period. After that date, the student shall wait until the start of the next semester to be placed in a Work-Based Learning position. An exception would be made for a student who is waiting on a decision from the employer.

Training Station:

- The place of employment where the Work-Based Learning student works is referred to as the training station. The shops, stores, labs and offices of employers provide a learning environment that cannot possibly be duplicated by the school.
- The employers of the companies have been designated as on-the-job instructors. It is their responsibility to see that the student learner receives adequate learning experiences.
- The Work-Based Learning student is an employee of the employer and is not an employee of the school or the school district.

School-Related Instruction:

Student learners must maintain at least a passing grade in all classes to remain in the Work-Based Learning program. Failure to achieve a minimum of a passing grade will result in a meeting with the Work-Based Learning Coordinator and administration and may lead to the student being dropped from the program and receive a failing grade.

Attendance/Punctuality:

- If a student is ill, they must call their employer and inform them that they will not attend work that day. They must also inform the Work-Based Learning Coordinator by e-mail at taylorj@bangorschools.org.
- If a Work-Based Learning student who has been at a medical appointment supplies documentation that they were at an appointment, they may be able to report to work.
- If the student is absent from school due to illness, emergency, or disciplinary reasons, the student cannot not report to work. The student must notify the employer as soon as possible.
- If weather is inclement, the student will notify their employer that they will not be able to attend work that day. The student must notify the employer as soon as possible.
- The employer expects Work-Based Learning students to report to their job at a given time. Failure to do so may result in serious inconveniences to the employer or other employees.
- Work-Based Learning students who fail to fulfill attendance and performance expectations in any of their classes or in their job assignments will have their continued participation in the Work-Based Learning Program re-evaluated, and may result removal from the program.
- Work-Based Learning students who fail to maintain continuous employment on their job for any reason such as being fired, quitting, etc. will lose school credit and will receive a letter grade of “E” for the semester. (Extreme situations sometimes come up and are handled on an individual basis by the coordinator and administration).

Vacations

Bangor Township Schools will have scheduled vacations when the employer does not. A student’s obligation in this regard is to their employer. Employers often ask students if they wish to work full time on days when there is no school. This is up to the individual student.

Transportation

- The student is responsible for obtaining transportation on a regular basis to and from their place of employment.
- If students are riding together to work, both students need to provide written parental permission to the Work-Based Learning Coordinator.

- Work-Based Learning students and/or parents/guardians assume full and complete responsibility for transporting the Work-Based Learning student to and from the workplace and agree and promise to indemnify, protect, defend and save the School District harmless from any loss or liability therefore and from any other charges or claims arising out of the Work-Based Learning students' said employment.

Alcoholic Beverages:

Minors 16-17 years of age may be employed in establishments where alcoholic beverages are manufactured, distributed, sold at retail, or sold for consumption on premises, provided that the sale of food or other goods constitutes at least 50% of the total gross receipts. Federal minimum wage must be paid.

Dress Code:

Students must conform to the dress regulations of the school and their place of employment. Attention must be paid to safety.

Driving Law:

A minor shall not be employed in any occupation, which requires the operation of a motor vehicle on any public road or highway.

Employer Policies:

Students must conform to all employers' rules and regulations. Ethical behavior is expected at all times. The student must respect all employer confidences, including business information and procedures.

Evaluations:

Student grades will be a combination of evaluations by the employer, time sheets, any necessary meetings with the coordinator, and online job skills assignments on Google Classroom. The employer and the Coordinator will attend an evaluation meeting with the student each marking period (if a student is a special education student, meetings need to occur every 30 days)

Family Businesses:

Students are not permitted to be supervised by family members (including all people related by blood or marriage, examples are grandparents, aunts and uncles, etc). If a student is working in a family business, a representative from that business must serve as their supervisor on the job, sign time sheets, and meet with the Work-Based Learner Coordinator.

Meal and Rest Period:

No minor under 18 shall be employed, permitted or suffered to work for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. No such interval of less than 30 minutes shall be deemed to interrupt a continuous period of work.

Minimum Wage Laws:

Michigan Minimum Wage Law:

A Michigan law provides for a minimum wage rate for all employees between the ages of 18 and 65 years who are employed by establishments.

Federal Minimum Wage Law:

The Federal Labor Standards Act was passed in 1938 and affects all employees involved in interstate commerce. The law covers a major number of businesses in the nation, including private schools, hospitals and nursing homes, laundries, contractors and some farm labor. This law sets a minimum wage and in some cases provides for time-and-one-half for any hours of work over 40 hours in any one week. If the employer is covered under the Act, the law has equal bearing on any worker regardless of age.

Wrongful Termination:

- If a student is terminated from their Work-Based Learning position by their employer, they will not have a full class schedule.
- A reduced schedule will result in seniors not being allowed to walk in graduation per the John Glenn High School Handbook: "To participate in Baccalaureate and Commencement ceremonies, the graduate must be a full time student."
- Students will only be placed back into classes at John Glenn if there is an availability and if time is permitting (if it is less than 2 weeks into the marking period).

WITH MY SIGNATURE, I have read and agree to abide by the policies pertaining to the Work-Based Learning Program. I understand that violation of the above mentioned responsibilities may be sufficient for removal of the student from the Work-Based Learning training program.

Student Signature _____ **DATE** _____

Parent Signature _____ **DATE** _____

It shall be the practice of the Bangor Township Schools to comply fully with Title VI, Title IX, and Section 504 under guidelines adopted by the Department of Health, Education, and Welfare and approved by the President of the United States and the United States Congress. It is the policy of the Bangor Township Schools not to discriminate on the basis of religion, race, sexual orientation, color, national origin, gender, age, or handicap in educational programs, activities, or services and to comply with all requirements and regulations of the U.S. Department of Education and Federal Regulations (Title IX, Title VI, and Section 504). Title VI of the Civil Rights Act of 1974 prohibits discrimination on the basis of race, color or national origin.