

# WORK BASED LEARNING (WBL) RULES/REGULATIONS

## BREMEN HIGH SCHOOL

### ACADEMIC REQUIREMENTS:

1. The credit received for the WBL Program is 1 credit per term for the classroom portion and 2 credits per term for the work portion. The employer issues the grades for the work portion and the teacher issues the grade for the classroom portion.
2. Failure to pass either portion of this program can result in removal from the WBL Program. Students must pass the classroom phase each term in order to receive credit for the work portion.
3. The student trainee will keep accurate records of hour worked, wages received, and other necessary records at the end of each pay period. He/She will also be required to fill out federal and state tax forms based on the information received on the W2 form from the employer. If proper paperwork is not submitted, the instructor may remove the student from the program.
4. A student trainee who is fired from his/her job will be dismissed from the program. A student trainee who, for some teacher approved reason, needs to terminate his/her job, gives proper notice to the employer, and is dismissed at that time, will not be penalized. The teacher will determine whether a student has been "fired" or "laid off" after consulting with the employer. A lay off may or may not result in dismissal from the program.
5. The student trainee is expected to show progress on the job. Employer grades are not final.
6. For an WBL student to graduate early, they must have received approval from their employer and have been approved by the school by June 1<sup>st</sup>.
7. Alternative Education students must follow the established Alternative Education program in order to remain in WBL and receive credit. All Alternative Education students participating in the WBL program will be required to sign a contract with the Alternative Education director. If removed from WBL Alternative Education students will be responsible to comply with Alternative Education requirements.
8. Any student removed from the WBL program may be required to take course work in the Alternative Education program until the start of the next term.

### BEHAVIOR EXPECTATION:

1. All student rules and regulations apply to WBL students at school and at work. The student trainee will conform to all rules and policies of his/her place of employment.
2. All safety regulations must be followed while on the job.
3. Dishonesty in school or at work may result in dismissal from the WBL Program.
4. Students will not expect special privileges of the employer.
5. Ethics are mandatory. Confidential information pertaining to his/her place of employment must be respected as such by the student.
6. The student's actions, attitudes, and appearance will reflect positively on the school and the employer.

### ATTENDANCE REQUIREMENTS:

1. The student agrees to give prior notice to the school and the employer in case of inability to attend school and work.
2. If the student is absent from any class, he/she is not to report to his/her training station that day without the coordinating teacher's permission. If the student trainee reports to work on a day that he/she was absent from school, the student can be dismissed from the program, will be given an unexcused absence for that day, and grade reduction may occur. An absence is missing more than half of a class period.
3. Student is responsible for transportation to and from work and the family will accept full responsibility.

4. On days of weather delay, it is the student's responsibility to notify their employer that they will be late to work on those days. School cancellations and vacations do NOT automatically excuse a student from work. It is the student's responsibility to make arrangements with employers regarding school cancellations and vacations.

**EMPLOYMENT CONDITIONS:**

1. Students must work a minimum of 15 hours per week. Some employers may require weekend and evening hours; these hours count toward the 15 hours.
2. Employment through the WBL Program must be related to the career area indicated by the student on the WBL application. The student should show evidence of prior training or preparation for the career field selected. Lack of preparation may prevent acceptance to this program.
3. Students are required to remain at their approval WBL job until completion of the WBL program. If a situation arises and is deemed an emergency by the instructor and/or administrator, the student may be allowed to make a job change. In this situation, students are allowed only 1 job change. If the situation is not deemed an emergency, the student will comply with the conditions established or be removed from the ICE program and placed in the Alternative Education program.
4. The student trainee agrees to accept the employer's supervision and carry out the assigned duties to the best of his/her ability.
5. An WBL student cannot work for themselves.
6. WBL program will only recognize 1 job for the 15 hours. This job is the approval and contracted job. Students, parents, and employers must understand that their WBL job must take top priority over any other job the student may have. If an ICE student is placed on probation, he/she will be required to quit the second job also.
7. The student must be placed in an established business. (No door-to-door sales)
8. It is the responsibility of the student to obtain employment in his/her selected field, given assistance and support from the teacher. The employment must be with an approved employer that has accepted the terms of sponsoring an ICE student.
9. The student must begin his/her training by the first day of school or he/she will be dismissed from the WBL Program immediately.

*The undersigned student and parent agree that they read these regulations and agree with the conditions.*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

*The student's parent/guardian agrees to cooperate with the school and employer in being responsible for the conduct of the student while in the WBL Program.*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**Bremen High School**  
**Student Application for Work Based Learning Program (WBL)**

**\*\*\*Please Print\*\*\***

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ S.S. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone # \_\_\_\_\_

Work Keys Assessment: \_\_\_\_\_ Grade Point Average \_\_\_\_\_

Name of Father/Guardian \_\_\_\_\_ Employed at \_\_\_\_\_

Name of Mother/Guardian \_\_\_\_\_ Employed at \_\_\_\_\_

Have you ever been arrested for any offense other than a minor traffic violation?

Yes \_\_\_ No \_\_\_

Please explain \_\_\_\_\_

Father's Name and Address \_\_\_\_\_

Mother's Name and Address \_\_\_\_\_

In case of an accident, notify \_\_\_\_\_ Phone \_\_\_\_\_

Doctor \_\_\_\_\_ Phone \_\_\_\_\_

**Attendance Information:**

Grade 9: Absences: \_\_\_\_\_ Tardies: \_\_\_\_\_ Grade 10: Absences: \_\_\_\_\_ Tardies: \_\_\_\_\_

Grade 11: Absences: \_\_\_\_\_ Tardies: \_\_\_\_\_

Have you ever received an attendance waiver? Yes \_\_\_ No \_\_\_

Have you ever quit school? Yes \_\_\_ No \_\_\_

Have you ever lost credit due to poor attendance? Yes \_\_\_ No \_\_\_

**School Information:**

School subject you like most \_\_\_\_\_ Least \_\_\_\_\_

Extracurricular activities you plan to participate in your senior year:

What other classes will you be enrolled in during your senior year?

Why do you wish to enroll in the cooperative education program?

Select four faculty references that can recommend you.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Work/Career Information:**

What is your long-term occupational goal?

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List the trade or occupation for which you would like to receive further training through the cooperative education program:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
(1<sup>st</sup> choice) (2<sup>nd</sup> choice)

List two (2) former employers (put present or most recent first):

1. Name of company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2. Name of company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Do you want to keep your current job for WBL? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

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Do you plan to continue your education after high school? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

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How do you feel you have prepared yourself for training in your career choice? \_\_\_\_\_

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**Miscellaneous Information:**

How will you get to and from work? \_\_\_\_\_

Are there hours, days, and times during the school year that you would be unable to work? \_\_\_\_\_

If yes, please explain. \_\_\_\_\_

Are you willing to participate in all fundraising events, operation of the school bookstore, and the annual Employer Appreciation Banquet? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

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What date are you available to begin work? \_\_\_\_\_

Add any other information that you would like to share that you think would be useful in the decision-making process of acceptance for the cooperative education program.

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***If my application is approved, I will attend both school and work regularly; I will abide by all the rules and regulations included in the WBL program; I will agree to complete the training program that will be set up by the school and my employer. I accept that it is my responsibility to obtain approved employment prior to the first day of school. I understand that I am required to begin my training by the first day of school.***

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Student Signature

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Date

***I understand the cooperative education program and shall do my part to assist my son/daughter in fulfilling all obligations of the program.***

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Parent/Guardian Signature

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Date

