



# Work Site Learning Documentation

Mrs. Derrig [terry.derrig@rentonschools.us](mailto:terry.derrig@rentonschools.us) (206) 940-5750



## Student Packet

- Complete ALL yellow highlighted sections**
  - Student
  - Parent
  - Employer
- Keep this purple page for your records**
- Return completed packet to Mrs. Derrig's box in the main office or Career Center.**
- Minors (16 and 17 year old's)**
  - Employers initiates Parent/School Authorization and completes their section
  - Student complete and sign
  - Parent or Guardian signs form
  - Take form to Career Center for final signature
  - Pick-up from Career Center and return to employer
- Check your personal and school email** for instructions to report your work hours
  - Report hours weekly
  - If you have not received an email within one week, please email Mrs. Derrig at [terry.derrig@rentonschools.us](mailto:terry.derrig@rentonschools.us)

**Worksite Learning (WSL) is a learning experience that connects knowledge and skills obtained in the classroom to those needed in the work environment.**

### ***WORKSITE LEARNING CONTACT***

#### **Hazen High School**

Mrs. Terry B. Derrig  
(206) 940-5750

Ms. Michele Johnson  
(425) 282-7442

Career Center  
[michele.johnson@rentonschools.us](mailto:michele.johnson@rentonschools.us)

**Monday and Wednesday**

#### **Lindbergh High School**

Mrs. Terry B. Derrig  
[terry.derrig@rentonschools.us](mailto:terry.derrig@rentonschools.us)  
(206) 940-5750

Ms. Michele Johnson  
(425) 282-7442

Career Center  
[michele.johnson@rentonschools.us](mailto:michele.johnson@rentonschools.us)

**Monday and Wednesday**

#### **Renton High School**

Mrs. Terry B. Derrig  
Room 236  
[terry.derrig@rentonschools.us](mailto:terry.derrig@rentonschools.us)  
(206) 940-5750

Ms. Michele Johnson  
(425) 282-7442

Career Center  
[michele.johnson@rentonschools.us](mailto:michele.johnson@rentonschools.us)

**Tuesday and Thursday**

#### **Talley High School**

Mrs. Terry B. Derrig  
(206) 940-5750

Ms. Michele Johnson  
(425) 282- 7442

Career Center  
[michele.johnson@rentonschools.us](mailto:michele.johnson@rentonschools.us)

**Tuesday and Thursday**

### **Student Benefits**

- Provides opportunities to apply academic proficiencies
- Establishes a clear connection between education and work
- Provides opportunities to explore possible careers
- Enhances skill development
- Improves post-graduation job prospects
- Develops workplace responsibility
- Provides opportunities to learn about workplace realities
- Provides opportunities for leadership development
- Establishes professional contacts for future employment and mentoring
- Establishes positive work habits and attitudes
- Excellent entry on academic and work résumés
- Earn high school credit (.5 credit for every 180 hours)

### **Employer Benefits**

- Provides a source of skilled and motivated employees
- Reduces the cost of recruitment and training
- Improves employee retention
- Provides developmental opportunities for current workforce
- Offers opportunities to provide community service
- Encourages involvement in the curriculum development process
- Increases employer visibility in education

### **School Benefits**

- Enhances education's ability to meet the needs of diverse student populations
- Makes education more relevant and valuable for students
- Increases student retention and graduation rates
- Increases interaction between education and the business community

### **Community Benefits**

- Provides an informed, competent, and productive workforce
- Ensures cooperation and understanding between education and community
- Generates opportunities to benefit from the energy and creativity of students
- Provides needed services
- Builds confidence in the educational system
- Encourages respect and tolerance among different groups



# Work Site Learning Course Syllabus



**Mrs. Derrig**  
 terry.derrig@rentonschools.us  
 (206) 940-5750

**Student Name:** \_\_\_\_\_

**High School**  Hazen  Lindbergh  Renton  Talley

**Please initial each section to verify that you have read and will comply:**

Student Initials	Parent/Guardian Initials	
		Work hours cannot be counted until all paperwork is complete and turned in, per Office of Superintendent of Public Instruction, WSL Manual
		Student will report work hours weekly; hours Monday – Sunday, using <b>Student Work Hours form</b> and * <b>Canvas</b> program. <i>Hours WILL NOT be accepted after FIVE weeks have passed</i>
		Student will set-up a * <b>REMIN</b> D account to receive weekly reminders to report their work hours. If your phone number changes, be sure to set-up again. (If you do not have a cell phone, you may use your student email.)
		Students can earn ½ credit for every 180 hours reported <b>AND VERIFIED</b> by employer (AFTER the paperwork is completed/received).
		When resigning from a job; student will give a verbal and written two (2) weeks' notice to the employer.
		When resigning from a job; <b>student will let the teacher know</b> that all hours have been reported and that they no longer work for the employer.
		When changing jobs, <b>the student will notify the teacher</b> to complete the appropriate paperwork for the new job.
		Student will initial/sign all periodic evaluations and closing paperwork for class. Worth 30 points.
		Minors (16-17-year-old) will complete Employer Initiated Parent/School Work Authorization

\*Instructions will be emailed once forms have been received, student will need to check school email & any personal email, provided.

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

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

## Grading

There are a possible five (.50) points each week for submitting work hours “on time”, with additional points for signing/initialing paperwork as required.

Hours reported by Wednesday of the following week worked. 5/5 points

Hours reported by Saturday of the following week worked 4.5/5 points

Hours reported one week late 4/5 points

Points continue to decrease each week





Worksite Learning (WSL) Student Information Sheet

QUALIFYING CLASS

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ [ ] Male [ ] Female (Must be at least 16 years old to participate.)

High School [ ] Hazen [ ] Lindbergh [ ] Renton [ ] Talley [ ] Other \_\_\_\_\_

Contact Information

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

Home Phone \_\_\_\_\_ Cell (Optional) \_\_\_\_\_ Email (REQUIRED) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Career Plans/Goals

Career Area [ ] Arts & Communication [ ] Health & Human Services [ ] Technology & Engineering [ ] Business & Marketing [ ] Science & Agriculture

Career Goal \_\_\_\_\_

Post-secondary training/education [ ] O.J.T. [ ] Apprenticeship [ ] Technical School [ ] 2-year College [ ] 4-year University [ ] Military [ ] Other (volunteer program, etc.) \_\_\_\_\_

Where do you plan to pursue your post-secondary training/education? \_\_\_\_\_ [ ] Undecided

WORKSITE LEARNING COORDINATOR USE ONLY Documentation Checklist. Includes checkboxes for WSL Employer Orientation, WSL Student Information Sheet, WSL Training Agreement, and WSL Learning Plan(s) with associated dates and employer information.

NOTES/COMMENTS

Blank lines for notes and comments.



# Worksite Learning (WSL) Student Learning Plan and Evaluation 0-360 Hours (1 credit)

LEARNING PLAN SIGNATURES	
Student signature	_____
Parent signature	_____
Employer signature	_____
WSL Coordinator	_____
Date signatures complete _____	

Student Name \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title/Duties and Tasks \_\_\_\_\_

How will this job help you meet your career goals? \_\_\_\_\_

**Please evaluate the student on their Learning Plan and on the SCAN Skills below.**

Rating Scale: 3 = Exceeds workplace standards, 2 = Meets workplace standards, 1 = below workplace standards, NA = Not Applicable

LEARNING PLAN 0-180 HOURS		0-180 Hours			
		3	2	1	NA
1	Work as a member of a team.				
2	Communicate clearly to supervisors.				
3					
4					
5					
▶ Related Renton School District Goal(s) – see back <input type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5		Evaluate after approx. 180 hrs. ▼			
▶ Related RSD CTE Power Standards and/or 21 <sup>st</sup> Century Skills – see back					

WORK SKILLS EVALUATION		180 Hours				360 Hours				
BASIC SKILLS		COMMENTS								
		3	2	1	NA	3	2	1	NA	
1	Reading/writing skills for job									
2	Math skills for job									
3	Technology skills for job									
THINKING SKILLS										
4	Follows job safety and health rules									
5	Follows directions and ask for clarification									
6	Shows good judgment (plans tasks)									
7	Problem solving									
8	Decision making									
PERSONAL QUALITIES										
9	Is punctual and meets attendance standards									
10	Maintains appropriate personal hygiene and dress									
11	Responds appropriately to supervisors									
12	Reacts appropriately to constructive criticism									
13	Completes tasks/assignments on time									
14	Shows initiative (self starter)									

Renton School District ■ Career and Technical  
300 SW 7<sup>th</sup> Street, Renton WA 98057  
425.204.2310 ■ Fax: 425.204.2327  
www.rentonschools.us/cte



Education

Evaluation Initials

Supervisor \_\_\_\_\_

WSL Coordinator \_\_\_\_\_

Student \_\_\_\_\_

▲  
Evaluate after approx. 360 hrs.

LEARNING PLAN 181-360 HOURS		181-360 Hours			
		3	2	1	NA
1	Work as a member of a team.				
2	Communicate clearly to supervisors.				
3					
4					
5					
▶ Related Renton School District Goal(s) – see back <input type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5					
▶ Related RSD CTE Power Standards and/or 21 <sup>st</sup> Century Skills – see back					

## Renton School District Goals

- Goal 1: **P/K-12 Achievement:** Each student will meet or exceed all state and district standards
- Goal 2: **College and Career Ready:** Each student will graduate with the necessary skills and appropriate plan to continue to postsecondary options
- Goal 3: **Equity and Access:** Each student will be valued, connected and achieving – no barriers
- Goal 4: **Business Operations** will support the educational process, increase student achievement and provide value through efficient and effective allocation of operational resources
- Goal 5: **Human Resources:** will use exemplary practices to recruit, train and retain a diverse, high quality staff for schools and departments across the district

## Renton School District CTE Power Standards

<b>CCSS-ELA</b>	
<i>College and Career Readiness Anchor Standards for <b>Reading</b></i>	
<input type="checkbox"/>	1 Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
<input type="checkbox"/>	4 Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.
<i>College and Career Readiness Anchor Standards for <b>Writing</b></i>	
<input type="checkbox"/>	4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
<i>College and Career Readiness Anchor Standards for <b>Speaking and Listening</b></i>	
<input type="checkbox"/>	1 Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
<input type="checkbox"/>	4 Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
<i>College and Career Readiness Anchor Standards for <b>Language</b></i>	
<input type="checkbox"/>	6 Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.
<b>CCSS- Math</b>	
<i>Number and Quantity</i>	
<input type="checkbox"/>	N-Q Quantities Reason quantitatively and use units to solve problems
<i>Statistics and Probability</i>	
<input type="checkbox"/>	S-MD Using Probability to Make Decisions Use probability to evaluate outcomes of decisions
<b>Washington State Educational Technology Standards</b>	
<i>Digital Citizenship – Operate Systems</i>	
<input type="checkbox"/>	2.2.1 Develop skills to use technology effectively
<b>American School Counselor Association (ASCA) Standards</b>	
<i>Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.</i>	
<input type="checkbox"/>	C:A1 Develop Career Awareness
<i>Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.</i>	
<input type="checkbox"/>	C:B1 Acquire Career Information
<b>21<sup>st</sup> Century Skills</b>	
<i>Learning and Innovation Skills</i>	
<input type="checkbox"/>	1B Work creatively with others
<input type="checkbox"/>	2C Make judgments and decisions
<i>Life and Career Skills</i>	
<input type="checkbox"/>	7B Be flexible

<p><b>21<sup>st</sup> Century Skills LEARNING AND INNOVATION</b></p> <p><b>Creativity and Innovation</b></p> <p><input type="checkbox"/> Think Creatively</p> <p><input type="checkbox"/> Work Creatively with Others</p> <p><input type="checkbox"/> Implement Innovations</p> <p><b>Critical Thinking and Problem Solving</b></p> <p><input type="checkbox"/> Reason Effectively</p> <p><input type="checkbox"/> Use Systems Thinking</p> <p><input type="checkbox"/> Make Judgments and Decisions</p> <p><input type="checkbox"/> Solve Problems</p> <p><b>Communication and Collaboration</b></p> <p><input type="checkbox"/> Communicate Clearly</p> <p><input type="checkbox"/> Collaborate with Others</p>	<p><b>INFORMATION, MEDIA AND TECHNOLOGY SKILLS</b></p> <p><b>Information Literacy</b></p> <p><input type="checkbox"/> Access and /evaluate Information</p> <p><input type="checkbox"/> Use and Manage Information</p> <p><b>Media Literacy</b></p> <p><input type="checkbox"/> Analyze Media</p> <p><input type="checkbox"/> Create Media Products</p> <p><b>Information, Communications and Technology (ICT Literacy)</b></p> <p><input type="checkbox"/> Apply Technology Effectively</p>	<p><b>LIFE AND CAREER SKILLS</b></p> <p><b>Flexibility and Adaptability</b></p> <p><input type="checkbox"/> Adapt to Change</p> <p><input type="checkbox"/> Be Flexible</p> <p><b>Initiative and Self-Direction</b></p> <p><input type="checkbox"/> Manage Goals and Time</p> <p><input type="checkbox"/> Work Independently</p> <p><input type="checkbox"/> Be Self-Directed Learners</p> <p><b>Social and Cross-Cultural</b></p> <p><input type="checkbox"/> Interact Effectively with Others</p> <p><input type="checkbox"/> Work Effectively in Diverse Teams</p> <p><b>Productivity and Accountability</b></p> <p><input type="checkbox"/> Manage Projects</p> <p><input type="checkbox"/> Produce Results</p> <p><b>Leadership and Responsibility</b></p> <p><input type="checkbox"/> Guide and Lead Others</p> <p><input type="checkbox"/> Be Responsible to Others</p>
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**Student Responsibilities** (Failure to comply with any of the following may result in termination from the program)

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed and signed.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Correctly document all hours worked.
4. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
5. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
6. Keep regular attendance at school and on the job and notify the employer of any anticipated absences.
7. Understand the in-school class is a vital part of the Worksite Learning program. Failure in the class will also result in failure of the work credit.
8. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
9. Be aware that if the student is expelled, he/she will be in violation of the agreement and the agreement will be terminated.
10. Abide by the dress code of the learning/training site.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Responsibilities** (if student is under 18 years old)

1. Assume responsibility for the conduct and safety of the student from the time they leave school until reporting to work and from the time they leave the work site until returning to school or home. The Renton School District assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
2. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
3. Support this agreement during the student's participation in the work-credit program.

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

Student is 18 years of age and does not require Parent/Guardian Signature.

**Employer Responsibilities**

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee about safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

**Worksite Learning Coordinator Responsibilities**

1. Contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise which may be detrimental to success on the job.
3. **Endeavor to resolve any problems that arise from the student's employment to the mutual satisfaction of all parties concerned.**

Worksite Learning Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Employer Responsibilities** (if more than one employer)

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee about safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
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6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

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**Employer Responsibilities** (if more than two employers)

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee about safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

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**NONDISCRIMINATION AGREEMENT FOR WORKSITE LEARNING PROGRAM**

The Renton School District and the learning work site employer assures compliance with state and federal guidelines and regulations regarding nondiscrimination against any employee/student based on race, color, national origin, gender, or disability in recruitment, responsibility, and pay. Harassment of any employee/student about race, color, national origin, gender, or disability is strictly prohibited.

