Work-Based Learning
Cherokee County School District

Cherokee County School District
Work-Based Learning
All Placements - Paid Position or Unpaid Internship
Early Release/Late Arrival Approval and Program Consents

Directions: For a student to be enrolled in the program, the parent/guardian must read the text below and signify understanding and agreement by signing and dating the form at the bottom of the page.

Early Release/Late Arrival

I understand that my child, _____, is enrolled or seeking enrollment in the work-based learning program at _____ High School and that my child will be dismissed early, before the end of school, or arrive after the beginning of school, for his/her regularly scheduled on-campus classes each day for this purpose.

I assume full responsibility for my child after early dismissal from school, or prior to arriving at school after the start of the school day, including days when my child is not required to be on the job.

Program Consents

- Reliable transportation is a requirement. School-provided transportation is not available for WBL students. I release the WBL site (paid or unpaid internship), all Cherokee County High Schools, and any agents of the employer, unpaid internship or the Cherokee County School District, from any liability that may result from the student's use of his/her individual transportation.
- I acknowledge that the Cherokee County School District, the Career Pathways Facilitator, and the owner(s)/employees of the unpaid internship or employer site cannot be held responsible for medical/hospital cost resulting from injuries that might occur by participating in the WBL program.
- Permission is granted to photograph my son/daughter/ward for promotional and educational purposes.
- I hereby authorize the school or the WBL worksite or unpaid internship supervisor or mentor to secure emergency medical treatment. I will assume all financial responsibility.
- Some employers or unpaid internship placements require prospective employees or unpaid interns to participate in drug screening procedures. In such cases, this procedure becomes a condition of participation/employment. I consent to my son's/daughter's/ward's participation in drug screening in these situations.
- I consent to the enrollment of my son/daughter/ward in the WBL Program as an employee or unpaid intern during the school year indicated above.

_____ _____

Parent/Guardian Signature Date

_____ _____

Student Signature (if 18 or older) Date

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Career Related Education
Work-Based Learning Program Student Guidelines
All Placements - Paid Position or Unpaid Internship

All Work-Based Learning (WBL) paid employment or unpaid internship placement sites must be approved by the WBL Coordinator in order for the student to receive credit for his/her work experience.

WBL paid employment or unpaid internship placement approval and continuation in the program will be based upon the student's adherence to the following guidelines.

Approval Process:
The student must ALWAYS receive prior approval from the WBL Coordinator before accepting a job or unpaid internship for the purposes of the WBL program. Retroactive approval of an existing job/unpaid internship for purposes of the WBL program is at the WBL Coordinator's discretion.

Employment Eligibility and Commitment:

1. An unpaid intern and their parent/guardian must sign the Unpaid Internship Agreement. (Does not apply if student is in a paying position)
2. The student must work a minimum of 5 hours per week for each class period in which he/she is enrolled in the WBL program and for which the student could earn ½ unit per semester for each class period in which he/she is enrolled in WBL.

A student enrolled for 1 period must work/intern for a minimum of 5 hours per week.
A student enrolled for 2 periods must work/intern for a minimum of 10 hours per week.
A student enrolled for 3 periods must work/intern for a minimum of 15 hours per week.

   The majority of these hours must be worked from Monday through Friday; students employed only on Saturday and Sunday are not eligible for Work Based Learning.
3. The student must inform the WBL Coordinator promptly of any problems that arise on the job or unpaid internship placement site that may affect his/her employment or intern status. If the student is terminated from the job or released from the internship for any reason, the student must notify the WBL Coordinator within two school days following the termination/release. Continuation in the WBL program at this time will depend upon the circumstances of the termination and the student's ability to secure suitable employment or internship. Continuation in WBL is not guaranteed if a student loses employment/intern status.
4. **The student must NOT** resign/quit his/her position without discussing this with the WBL Coordinator.
5. Any student who is fired/terminated/released during the semester or resigns/quits his/her job or unpaid internship without proper notification/approval may receive a failing grade for that portion of the semester.
6. Although the student is not required to work during school holidays for the purposes of the WBL program, the employer or unpaid internship site coordinator may require the student to work. If this is the case, the student must abide by the employer/site coordinator's decision.
7. On regular school days when school is dismissed early or all after-school activities are officially cancelled, the WBL student is not required to report to work that day for purposes of the WBL program. The decision to work on these days, if planned or expected, should be made by the student and parent or guardian in conjunction with the employer/internship supervisor.
8. The student must, when participating in the medical internship programs, comply with the coordinating healthcare facilities requirements. This includes medical screenings and other guidelines. The student must meet any medical screenings required by potential internship provider/unpaid internship placement or employer at his/her own expense.

9. The student must maintain a minimum overall GPA of 2.5. Any student not on track for graduation at the end of the semester will be removed from the WBL program. Any exceptions to this are at the discretion of the WBL Coordinator or school administration.

Eligible Student Work Locations:

1. The student, whether in a paid or unpaid internship placement, must be employed by a place of business which keeps regular business hours and operates out of a store front or office. **Work in "home offices" is not allowed.**
2. The students must be employed in approved worksite or, in the case of an unpaid intern, placed in an approved location. Unacceptable worksites or placements may include, but are not limited to, the following: in-home Nanny's or babysitters (or similar employment), seasonal jobs, weather dependent jobs, delivery jobs and self-employment jobs.
3. Employment or unpaid internship placement in a student's family business is strongly discouraged.
4. The student must have a supervisor on duty at all times, and the supervisor must be directly responsible for the supervision of the student's performance on the job or unpaid internship.
5. The students must maintain appropriate employment or unpaid intern placement until the end of the school semester to receive credit for WBL. Failure to maintain such employment or placement may result in loss of credit for the WBL program for the semester and the student may be required to report to ISS during their WBL periods unless otherwise approved by the WBL coordinator.
6. The student must respond to requests for information relative to education and career progress during the mandatory 2-year period following graduation. The student will provide current contact information during this mandatory reporting time.

School/Work Attendance:

1. The student must make every effort to attend school every day. Additionally, a student is not permitted to report to work or placement if he/she misses two or more classes in a school day without approval from the WBL Coordinator. If the student fails to obtain prior approval, the work or internship hours will not be counted toward the minimum number of hours required for the WBL program.
2. The student must attend his/her classes on campus according to the daily schedule. The student should notify the employer or unpaid internship placement of any modified work schedule due to testing or change of events.

Student Behavior:

1. The student must maintain acceptable discipline records to remain good standing in the WBL program. If a student is in ISS or Alternative School, he/she may be required to stay the entire school day and not permitted to report to work or to participate as an intern that day. A student receiving three or more days of ISS will be removed from or not enrolled in the WBL program the following semester unless approved by the WBL Coordinator and administration.
2. The student must leave campus upon, or remain off campus throughout, their release period(s), unless working on campus, and must not return to campus during their work release period(s) without WBL Coordinator or administrative approval. It is the responsibility of the WBL student to communicate to the WBL Coordinator that they are on campus during their work release period(s) when that is the case.

I have fully read and agree to abide by the above Work-Based Learning Guidelines.

Student Signature_____ Date _____

Parent Signature _____ Date _____

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