



## Work-Based Learning Educational Training Agreement and Training Plan

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

**Parent/Guardian Name:** \_\_\_\_\_

**Circle Program:** YAP    Internship    ESD

**Employing Company Name:** \_\_\_\_\_

**Employing Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employing Company Supervisor Name:** \_\_\_\_\_

**Employing Company Mentor's Name:** \_\_\_\_\_

**Work Phone Number:** \_\_\_\_\_

**Work Fax Number:** \_\_\_\_\_

**Supervisor's Cell Number:** \_\_\_\_\_

**Supervisor's Email Address:** \_\_\_\_\_

**WBL Coordinator's Name:** \_\_\_\_\_

**Purpose of this Document:**

The purpose of this document is to form an agreement with the student, parent, employer, and coordinator of the Work-Based Learning Program of Mountain Education Charter High School. Each party will carry out the responsibilities delegated to him or her this school year.

**The student agrees:**

1. To be at least 16 years of age and to have a social security number.
2. To be on track for graduation.
3. To maintain a C average at school and have good attendance.
4. To demonstrate acceptable behavior at school and at the worksite.
5. To assist the Work-Based Learning Coordinator in finding appropriate employment position related to the career focus area of the program and the career objective of the student.
6. To provide transportation to and from work.

7. To arrive to work on time.
8. To NOT use my cell phone or text while at work.
9. To attend school and work regularly.
10. To concentrate on the instructions that I am receiving from my employer, and to write down important details as I receive my instructions.
11. To discuss all aspects of the employment with the WBL Coordinator and the worksite supervisor - not with other students, coworkers, etc.
12. To take criticism without resentment and learn from constructive criticism.
13. To be neat, clean, and dress appropriately for the work environment.
14. To give my best effort at all times by asking questions if I do not understand or if I need more information to do my job.
15. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If you are dismissed from employment due to negligence or misconduct, proved by school investigation, you will be dropped from the Work-Based Learning Program and not receive academic credit.
16. To work the required minimum of 100 hours per course.
17. To call the Work-Based Learning Coordinator if absent from work for an extended amount of time.
18. To inform my employer of any doctor and dentist appointments one day or more, prior to that appointment.
19. To make employment changes only with the approval of the Work-Based Learning Coordinator.
20. To be evaluated by the Work-Based Learning Coordinator and the Work-Based Training Supervisor.
21. To be aware that employment in the Work-Based Learning program does not necessarily qualify a student to receive unemployment compensation.
22. To submit to the Work-Based Learning Coordinator a monthly record indicating total hours and salary earned each month.
23. To allow the release of school records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
24. To understand that when school is closed for inclement weather or other reasons, it is at the discretion of the student and the parent along with a discussion with the employer whether the student should go to work.

25.

**Healthcare Student Addendum:**

I AGREE TO KEEP ALL PATIENT OR RESIDENT INFORMATION THAT I MAY OVERHEAR CONFIDENTIAL. I understand that in connection with my WBL activities, I may hear information about patients or Long Term Care Facility (nursing home) residents. I agree to keep all such information confidential and will not divulge any information I hear to anyone. I understand that the divulging of any information to unauthorized persons will subject me to being barred from any further WBL at the Medical Facility and Long Term Care Facility. Furthermore I understand that divulging of confidential information to unauthorized persons might subject me to civil action for the collection of monetary damages.

**The Parents/Guardians of the Student Agree:**

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To assume full responsibility for my child after dismissal from school, including the days when my child is not required to be on the job.
4. To understand it is my responsibility to provide automobile and health insurance coverage for my child.
5. To provide transportation to and from work for my child.
6. To make inquiries concerning the student's training, wages, or working conditions through the Work-Based Learning Coordinator rather than directly to the employer.
7. To understand that the student must attend school and work regularly.
8. To offer assistance to the Work-Based Learning Coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
9. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
10. To understand that when school is closed for inclement weather or other reasons, it is at the discretion of the student and the parent along with a discussion with the employer whether the student should go to work.

**The Employer/Worksite Supervisor Agrees:**

1. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
2. To employ the student the minimum number of 100 hours per Work-Based Learning course.
3. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
4. To provide instructional materials and occupational guidance to the student.
5. To evaluate the student, in consultation with the Work-Based Learning Coordinator.
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulations.
7. Students employed through a Work-Based Learning program may become eligible for unemployment compensation if employed four consecutive quarters.
8. To adhere to income tax and Social Security withholding regulations. WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099 unless the employer has provided proof to the WBL Coordinator for their status under section 530 of the IRS Code.
9. To provide time for consultation with the Work-Based Learning Coordinator concerning the student and to discuss with the Work-Based Learning Coordinator any difficulties that may arise.
10. To inform the Work-Based Learning Coordinator before any disciplinary action is taken in regard to the employment of the student.

**The Work-Based Learning Coordinator Agrees:**

1. To assist in the academic and occupational instruction of the student.

2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with educational and training problems with students.
4. To assist the Work-Based Learning Training Supervisor in an evaluation of the student.
5. To maintain records pertinent to the student, the employer, and the school.
6. To adhere to the policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, and levels of responsibility.

I have read the Mountain Education Charter High School Work-Based Learning Educational Training Agreement as stated and will carry out the responsibilities delegated to the best of my ability.

<b>Student Signature</b> <hr style="border: 1px solid black;"/>	<b>Date</b> <hr style="border: 1px solid black;"/>
<b>Parent/Guardian Signature (If student under 18 years old)</b> <hr style="border: 1px solid black;"/>	<b>Date</b> <hr style="border: 1px solid black;"/>
<b>Supervisor Signature</b> <hr style="border: 1px solid black;"/>	<b>Date</b> <hr style="border: 1px solid black;"/>
<b>Work-Based Learning Coordinator</b> <hr style="border: 1px solid black;"/>	<b>Date</b> <hr style="border: 1px solid black;"/>

**Nondiscrimination:** In the operation of Mountain Education Charter High School not person shall, on the grounds of race, color, national origin, handicap, disability, or sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination in educational programs or activities.