

Mercer County Technical Schools

Assumpink Center

1085 Old Trenton Road
Trenton, NJ 08690
Phone (609) 250-4172
<http://www.mcts.edu>

Mr. Alan Munford
Principal

Susan Conrad
Assistant Principal

George Gent, Jr.
Work-Based Learning Coordinator

NJ Work-Based Learning Experience (WBL) Business/Agency Agreement

All Paid/Unpaid WBLs, including Volunteer, Community Service, & Service Learning

Student Name: _____ Student ID #: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Student Emergency Phone #: _____ Student Email: _____

Parent/Guardian Name: _____ Emergency Phone #: _____

District/School: _____ Phone #: _____

District/School Address: _____ City: _____ State: _____ Zip: _____

WBL Coordinator: _____

WBL Coordinator Phone #: _____ WBL Coordinator Email: _____

Business/Agency Name: _____ Business/Agency Tax ID #: _____

Business/Agency Supervisor: _____ Worksite Mentor: _____

Worksite Address: _____ City: _____ State: _____ Zip: _____

Worksite Phone #: _____ Worksite Email: _____

Start Date: _____ End Date: _____ Student WBL Worksite Schedule (Hours): _____ to _____

Check All That Apply: Monday Tuesday Wednesday Thursday Friday
(Indicate "Daily" or list alternating/rotating schedule specifics. Attach a separate sheet if needed).

Business/Agency Responsibilities

To qualify as a "learning experience," the WBL must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- WBL is paid in accordance with New Jersey wage and hour regulations
- WBL must be related to an individualized Student Training Plan (STP).
- Collaboration and planning between worksite and school results in clearly-identified learning objectives related to the individualized STP.
- Student must be supervised by a worksite mentor. Districts/schools may conduct criminal background checks on worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.

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- Student does not replace an employee.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the WBL.
- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency.

WBL Insurance Requirements

Additionally, the WBL student must be covered by both the school district's and the Business/Agency's liability insurances. Both the school and the Business/Agency agree to the scope, nature, and responsibilities for any other insurance coverage of this school-sponsored, unpaid WBL as deemed necessary by the parties. All parties are asked to provide copies of their respective insurance certificates prior to the start of the WBL.

Nondiscrimination Guidelines

The Business/Agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance. 34 C.F.R, §104.4, §106.38 (a)(b), and §100.3 (c).

WBL Coordinator/District Responsibilities

The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the Revised 8/2018 Page 1 of 2 Required Form following:

Student Requirements

- Student is at least 16 years of age.
- Student's WBL placement appropriately aligns to their skills, abilities, and career goals.
- Student will be supervised by school personnel who meet the requirements of a WBL coordinator.

Coordinator/District Supervision

- Worksite supervisions are to occur every tenth day that the student reports to WBL worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized STP aligned to the NJ Student Learning Standards (NJSLS) which identifies objectives, activities, and assessments will be included with this agreement.
- On successful completion of the WBL and its learning objectives, student will be graded and/or receive credit for time spent at the worksite.

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- District will maintain the WBL record for a time period that is consistent with the Records Retention Schedule issued by the NJ Department of Treasury.
- If a student has a standing prescription for epinephrine, it is the district's responsibility to ensure that a district nurse has trained the worksite mentor or other employee in the emergency administration of epinephrine. The district and employer will be required to certify in the individualized STP that the worksite mentor or other employee has been trained in the emergency administration of epinephrine.

Transportation

Additionally, the school district recognizes that the student is responsible for transportation to and from the worksite and must furnish proof of appropriate auto insurance if they will be driving unless transportation is otherwise required by the district pursuant to the terms of N.J.A.C. 6A:27-5, Special Needs Transportation.

Parent/Guardian Responsibilities

- Encourage my child/ward to effectively carry out the assignments and responsibilities outlined in the STP.
- Help my child/ward keep on schedule and promote their understanding of developing a strong work ethic.
- Report any concerns raised by my child/ward regarding the WBL to the WBL coordinator.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that my child/ward is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the WBL coordinator.

I understand that my child/ward is not entitled to a promise of employment at the completion of the WBL.

Student Responsibilities

Individual Responsibility

- Be responsible for my own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; I will follow the instructions outlined to properly notify the school and/or Business/Agency supervisor/worksite mentor if I will be late or unable to report to my worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.

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Rules of WBL Program and Worksite

- Obey the rules and regulations at my worksite and comply with the Business/Agency practices and procedures.
- Talk to my WBL coordinator and/or my worksite mentor about any difficulties arising during the SLE.
- Work to acquire the knowledge and skills as outlined in my individualized STP.
- Understand that my WBL grade/credit will be based upon adherence to and completion of my individualized STP.

I understand that I am not entitled to a promise of employment at the completion of the SLE.

Signature of WBL Coordinator: _____ **Date:** _____

Signature of Business/Agency Supervisor: _____ **Date:** _____

Signature of Student: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

Signature of School Principle: _____ **Date:** _____