

## What is Worksite Learning?

Cooperative Worksite Learning (WSL) is when students apply skills and knowledge from their classroom learning to real-world work experiences in the community (their afterschool job), through a qualifying Career and Technical Education (CTE) course. It is an elective credit earning class students can enroll in, with no physical or virtual class to attend; the learning happens at their job!

## Who is eligible?

Students who:

- Are at least 16 years old.
- Have taken a 'qualifying' Career and Technical Education class (the Worksite Learning Coordinator will determine this by reviewing a student's transcript) - CAREER CHOICES CLASS COUNTS - EVEN IF CURRENTLY TAKING
- Are employed outside the school day.

## How does it work?

- Step 1:** Student and parents review the syllabus, benefits, and requirements; agree with and sign the Student Responsibilities Checklist & Training Agreement (attached). This is turned into the Worksite Learning (WSL) box in their school's Career or Opportunity Center.
- Step 2:** The district Worksite Learning Coordinator will then work with the student to complete enrollment documents. They will look over transcripts to find a qualifying CTE course and talk with the student about their high school and beyond plan and career goals.
- Step 3:** Worksite Learning Coordinator meets with the student's employer to ensure it is a safe learning environment and develop learning goals for the student then reviews those goals with the student.
- Step 4:** Student is enrolled in WSL and will enroll in GOOGLE CLASSROOM COURSE where they report worked hours every week - **hours reporting is a graded assignment**. The Worksite Learning Coordinator *will meet with the employer again once the student has worked & reported 180 hours to evaluate student progress and develop new goals*.
- Step 5:** Worksite Learning Coordinator reviews employer evaluation & new goals with student and student earns 0.5 elective credit for Worksite Learning! If they remain employed, they continue reporting hours and repeat steps 4 & 5!

## Please fill out the attached forms to get started!

- Students, you complete any area that is yellow.
- Parents, you complete any section that is peach.
- Once those sections are complete and signed, return to the GUIDANCE OFFICE OR MR. FREED in ROOM 244 to be processed.
- Students, please check your email for updates, notification of enrollment, and instructions on how to submit weekly hours.

### WORKSITE LEARNING COORDINATORS

Title: Foster High School WSL Coordinator  
Name: Mr. Garen Freed  
Email: [freedg@tukwila.wednet.edu](mailto:freedg@tukwila.wednet.edu)  
Phone: [\(206\) 901-7900](tel:(206)901-7900)

## Worksite Learning (WSL) Benefits: What's in it for You?

### Why It's Awesome for Students

- **Use What You've Learned:** Apply what you've learned in class to real job situations.
- **See the Big Picture:** Understand how school connects to future jobs.
- **Explore Careers:** Check out different careers and build your skills.
- **Boost Job Chances:** Improve your chances of getting a job after graduation.
- **Learn Job Skills:** Get a feel for what it's like to work and develop work habits.
- **Grow as a Leader:** Gain leadership skills and learn how to work with others.
- **Build Connections:** Make professional contacts that can help you in the future.
- **Get Resume-Ready:** Add a valuable experience to your resume and earn high school credit (0.5 credit for every 180 hours).

### Why Employers Love It

- **Find Great Workers:** Access to enthusiastic and skilled students.
- **Save on Training:** Cut down on recruitment and training costs.
- **Keep Employees Longer:** Increase employee satisfaction and retention.
- **Develop Your Team:** Offer growth opportunities for your current employees.
- **Give Back:** Contribute to the community and get involved in education.
- **Stay Visible:** Be a key player in shaping school programs.

### How Schools Benefit

- **Better Education:** Tailor education to meet diverse student needs.
- **Make Learning Relevant:** Show students how their education matters.
- **Improve Graduation Rates:** Help students stay engaged and graduate.
- **Connect with Businesses:** Strengthen ties between schools and local businesses.

### Why the Community Wins

- **Skilled Workforce:** Develop a capable and ready workforce.
- **Better Cooperation:** Enhance understanding between schools and the community.
- **Fresh Ideas:** Benefit from the enthusiasm and creativity of students.
- **Get Needed Services:** Access valuable services provided by students.
- **Build Confidence:** Strengthen trust in the education system.
- **Promote Respect:** Foster respect and tolerance among different generations.

**\*\*\*RETURN COMPLETED FORM TO THE CAREER/OPPORTUNITY CENTER IN YOUR SCHOOL\*\*\***

STUDENT INFORMATION	
Student Name	
Date of Birth	Age (MIN16)
High School	FOSTER HIGH SCHOOL
Phone Number	
Email	

CONTACT INFORMATION	
Parent / Guardian	
Address	
Email	
Home	
Cell	

Student Initials	Guardian Initials													
		All paperwork must be turned in before credit may be granted for work hours. Minor students (aged 16 & 17) must complete Employer Initiated Parent/School Work Authorization. Program is not available to students under the age of 16.												
		Student will setup a <b>GOOGLE CLASSROOM ACCOUNT</b> account for communication. Students may use cell phone number or student's district email to contact my email. Google Classroom Code: <b>c31ffdqo</b>												
		Student will report hours weekly (Monday – Sunday) using <b>Student Work Hours</b> Google Classroom link - student will also submit paystub as well each time you are paid												
		0.5 credit may be earned for every 180 hours of <i>verified</i> work hours <i>after paperwork is completed</i> .												
		Student will provide written and verbal notice to employer at least two (2) weeks prior to resignation.												
		Student will inform teacher of resignation and confirm final hours submission.												
		Changes in job require new paperwork prior to continuing in program.												
		Student will complete periodic paperwork, including closing, required to earn credit.												
		Grading will be based on Employer Performance Evals and Submission of Work Hours Each week												
<p>Paperwork due is submitted (5 points possible per week)</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">By Tuesday of week due</td> <td style="text-align: right;">5.0</td> </tr> <tr> <td style="padding-left: 20px;">Wednesday – Saturday</td> <td style="text-align: right;">4.5</td> </tr> <tr> <td style="padding-left: 20px;">One (1) week late</td> <td style="text-align: right;">4.0</td> </tr> <tr> <td style="padding-left: 20px;">Two (2) weeks late</td> <td style="text-align: right;">3.5</td> </tr> <tr> <td style="padding-left: 20px;">Three (3) weeks late</td> <td style="text-align: right;">3.0</td> </tr> <tr> <td style="padding-left: 20px;">Four (4), or more, weeks late</td> <td style="text-align: right;">2.0</td> </tr> </table>			By Tuesday of week due	5.0	Wednesday – Saturday	4.5	One (1) week late	4.0	Two (2) weeks late	3.5	Three (3) weeks late	3.0	Four (4), or more, weeks late	2.0
By Tuesday of week due	5.0													
Wednesday – Saturday	4.5													
One (1) week late	4.0													
Two (2) weeks late	3.5													
Three (3) weeks late	3.0													
Four (4), or more, weeks late	2.0													

**NOTE:** Work hours must be turned in to receive credit

Student Signature		Date	
Parent Signature		Date	

**\*\*\*REMEMBER TO READ AND SIGN THE BACK PAGE\*\*\*  
TRAINING AGREEMENT**

**STUDENT INFORMATION**

Student Name	_____	Student Date of Birth	_____
High School	<u>FOSTER HIGH SCHOOL</u>		_____
Place of Work	_____	Supervisor	_____
Address	_____	Sup. Phone	_____
	_____	Sup. Email	_____

**STUDENT RESPONSIBILITIES**

Signature below acknowledges that you are responsible for the following to remain in the WSL program.

- Complete and submit all required forms.
- Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
- Accurately document all hours worked.
- Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
- Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
- Keep regular attendance at school and on the job, including notifying the employer of any anticipated absences.
- The in-school class is a vital part of this program; enrollment and a passing grade are required to participate in work credit.
- Short and long-term school suspension policies will also apply to the Worksite Learning program.
- Expulsion from school is a violation of the agreement, which will result in termination of participation in this program.
- Abide by the dress code of the learning/training site.

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

Date \_\_\_\_\_

**PARENT INFORMATION**

Required for all students under the age of 18.

Student is 18

Parent Name	_____	Contact	_____
Email	_____	Preferred Method	_____

**PARENT RESPONSIBILITIES**

Signature below acknowledges that you are responsible for the following:

- Student's parent/legal guardian assumes responsibility for the conduct and safety of the student once they leave school grounds. Tukwila School District assumes no responsibility or liability for student's travel, conduct, or safety once they leave school grounds.
- Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
- Support this agreement during the student's participation in the work-credit program.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**NONDISCRIMINATION AGREEMENT FOR WORKSITE LEARNING PROGRAM**

The Tukwila 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.

Garen Freed | Worksite Learning District Coordinator  
Tukwila School District | [Career Technical Education in Tukwila](#)  
Foster High School | 4242 S 144th St | Tukwila, WA 98168