Work-Based Learning Programs

Student-Parent-School Agreement

I, the undersigned, understand that this Work-Based Learning Program (WBL) is designed to give the student experience in the world of work and agree that participation in this Work-Based Learning Program is subject to the following:

1. **School attendance**: Students are expected to maintain a school attendance record in accordance with all applicable BCPS Board policies, Superintendent rules, and/or school regulations while participating in the WBL Programs. The student agrees to notify the employer and the WBL coordinator the morning of the day he/she is unable to attend school. If the student has not attended school in the morning, he/she is not allowed to attend the worksite that day unless the WBL coordinator provides prior written permission. Any student missing more than 20% of the quarter will fail. Furthermore, absences which are excessive but do not exceed the 20% noted above will result in lowered grades.

2. **Working hours:** Students are required to work the hours assigned by the employer as long as they are in compliance with the laws mandated by the Department of Labor, Licensing, and Regulation (DLLR). The student with a paid position must work hours that may be assigned even on days when schools are not in session. The student is expected to work at least 10 hours a week throughout the year, for a minimum total of 270 hours for two (2) credits. Most of the work hours should be scheduled during the school day. Exceptions must be approved in advance by the WBL coordinator in writing. In the event that school closes for all or part of the day, the student is still required to report to work according to his/her schedule.

3. **Work site:** The site must be approved by the WBL coordinator. The student may not begin work until all required documentation is validated. Changes in employment status must be reported to, and approved by, the WBL coordinator.

4. **Work permit:** Any student under 18 must have a validated work permit before reporting for work in accordance with the DLLR regulations and the Employment of Minors Law.

5. **Alternative station:** In the event the student is unemployed, after a period of two weeks, the student must work in a volunteer position until an acceptable paid job is available.

6. **Transportation:** Parents or guardians assume responsibility for the transportation and safety of their child to and from the work site.

7. **Proper dress and business behavior:** The student represents the employer and the school. From the first day of employment, the student's dress must conform to the dress policy of the employer. The student agrees to adhere to and maintain a businesslike attitude toward all policies and regulations, including security and safety, at both the work site and the school. The student agrees to adhere to all the policies of the BCPS STUDENT BEHAVIOR HANDBOOK and understands that these school policies also apply to the work site.

8. **Supervision:** Parents/guardians are responsible for their child at all times. Parents/guardians agree to aid the WBL coordinator to improve the in-school and out-of-school performance of their child. Parents/guardians and students agree to keep the WBL coordinator fully informed of situations which may affect the student's classwork or performance at the work site. The coordinator and student agree to keep parents/guardians informed of issues related to student performance in school and on the job. Parents understand that participation in this work experience program is voluntary and may expose their child to some risk(s).

9. **Learning logs, learning plans, and portfolio:** The student will be required to complete two journals each quarter. The student will present these journals to the teacher on the established due dates. The student's performance on the job will be assessed by use of an individual learning plan which outlines the performance indicators for a specific site. The student will be required to maintain a professional portfolio. The learning plan will be created by the work site mentor, WBL coordinator, and the student to outline and establish duties, responsibilities, and progress at the work site.

10. **Credit:** The student will earn course credit based upon attainment of the specific performance indicators of a given course. The student must work a minimum of 10 hours a week as determined by the WBL coordinator and the work site, but the maximum number of hours worked cannot interfere with school responsibilities. The hourly working schedule must adhere to guidelines permitted by the school and the WBL coordinator in conjunction with the DLLR regulations.

11. **Ethics:** The student is reminded that confidential business matters should not be discussed outside of the work site. Dishonesty at a work site or in school will not be tolerated under any circumstances. Each case will be handled individually by the WBL coordinator, school administrator, and the student involved. Dishonesty will lead to expulsion from the program.

12. **Behavior:** The student agrees to follow school rules and procedures. Completion of assigned work is expected. Failure to comply may result in removal from the program. Students must leave the school building immediately following the dismissal from their last class unless under teacher supervision. The student agrees to adhere to all the policies of the BCPS STUDENT BEHAVIOR HANDBOOK and understands that these school policies also apply to the work site.

13. **Student activities**: The student agrees to participate in all program activities.

14. **Grade release permission:** Permission is granted for the release of a high school transcript to the employer, WBL coordinator, or college official. _____ (Parent/guardian initials)

15. **Photo release:** Student photos may be taken to be used for ID cards and for department publicity, including, but not limited to, bulletin boards, recruiting presentations, and end-of-year presentations showcasing student work experiences. All photos will be used in accordance with BCPS policy. I give permission for my student to be photographed.
_____ (Parent/guardian initials)

16. **Contract duration:** This contract is in effect during the school year in which it was signed (20___–20___) or until the student is removed from the program.

17. **Additional documentation:** The employer/work site may require additional information and/or documentation that is independent of, and separate from, BCPS requirements. According to applicable state and federal requirements, if requested, students must provide documentation in order to verify and establish eligibility to accept paid employment in the United States.

I, the undersigned, understand the above responsibilities and that the breach of one or more of the Agreement provisions may result in the removal of the student from the Work-Based Learning Program, loss of credit for the program, and possible failure to graduate due to insufficient credits. I understand and agree to follow the above policies in a manner which will reflect my integrity as well as that of the program.

_____ _____
Parent/Guardian Date Student Date

_____
Coordinator Date

Baltimore County Public Schools does not discriminate on the basis of gender, race, disability, color, or national origins, and does comply with Title VI, Title IX, and Section 504 of the civil rights regulations in all educational programs. All courses are open to both male and female students. For further information, contact the Office of Equity and Assurance, Baltimore County Public Schools, 6901 Charles Street, Towson, MD 21204. 410-887-2444.