

Swanville High School Work Experience Program Policies & Procedures

1. All students enrolled in the work experience program need to have a place of work secured prior to the start of the semester. If a place of work is not secured at the beginning of the semester the student will sit in the classroom during the normal hours of out-of-school placement. If work is not secured prior to the end of the second week of the semester the student will be required to sign up for another class and no credit will be given to the student for the work experience program.
2. If a student is planning to be gone on either a school or personal function, they must give one week's notice to the coordinator and the employer.
3. If sickness or some other unforeseen event occurs where a day of school will be missed, the student will inform the employer that they will miss work that day. The student cannot miss a class then go to work or go to class and then miss work. An unexcused absence from work will be dealt with the same as an unexcused absence from school.
4. The student is expected to arrive at work within the normal driving time of being released from school. The student will inform each of their employers when they will be released from school. If tardiness getting to work becomes a problem appropriate disciplinary measures will be taken.
5. Students must be at the work site **5 hours per week**. A student can have no more than 1 week below their hour requirements at the end of the semester. Students must communicate sick leave, vacations, etc. for missing hours during the week with the coordinator.
6. All weekly student paperwork is to be turned in on the Monday of the Connect Week-every 2 weeks. Any paperwork not in on Monday of each "Connect Week" will result in a partial grade. Late paperwork will be accepted until mid-quarter and the end of the quarter deadlines; meaning in order to receive partial credit (80% maximum) for a late assignment from the first week of the quarter it needs to be turned in before mid-quarter. It will result in a zero after the deadline.
7. Should the student be terminated for inappropriate behavior from their position, no credit will be given for the time in class. Employers must contact the Work Experience Coordinator before terminating the student from the job.

8. Maintain employment throughout involvement in the work experience program.
 - a. Cannot get fired from a job.
 - b. Will not be unemployed for more than two weeks throughout the school year.
 - c. Must immediately inform the instructor upon ending employment if it should occur.
9. On-site visits are on an as-needed basis. If this is your first year in the program you can expect a visit from me during the semester. I will simply show up at your worksite.
10. Students must maintain a “C-” Average (1.7 GPA) in all classes to remain in the program. If not, students will be required to report to Ms.Schultz’s room during the WBL period until their grades have been raised to a “C-” average or “M’s” have been completed. Students must maintain a minimum 2.0 GPA, demonstrate good attendance, follow all child labor laws, and successfully complete all coursework to remain eligible.
11. Announcements and assignments will be posted on and communicated through the Work Based Learning Google Classroom page. The class code to join is **wyrcplos**.

**Swanville High School
Work Experience Program
Training Agreement**

Student:

Birthdate/Age:

School: Swanville High School

Phone Number: 320-547-5100

School Coordinator: Gracie Schultz

Phone Number: 320-547-5100 ext. 5131

Employer:

Phone Number:

Employer Contact Person:

Dates: The work-based learning will begin on _____ and end on _____.

Hours: The hours of work will be from _____ to _____ on _____ (Days of the Week)

Wages: Starting wages for the student will be \$_____ per hour. The employer will determine incremental increases.

Participants also agree to the following responsibilities in the implementation of this agreement:

Student agrees to:

- Meet the academic and attendance requirements established by the school district and employer.
- Abide by the employer's policies and procedures (e.g., attendance, confidentiality, accountability, safety, rules of conduct, etc.)
- Participate in progress reviews scheduled with mentors (and, if required, school personnel and parents); and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between school and employer while this agreement is in effect.

Student's Signature: _____ **Date:** _____

Parent/Guardian of Student Agrees to:

- Support the student in meeting the requirements of the work-based learning program.
- Ensure transportation to and from the work site is provided when required.
- Participate in progress reviews when requested and communicate information vital to the success and development of the student.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between school and employer while this agreement is in effect.

Parent/Guardian's Signature: _____ **Date:** _____

School Agrees to:

- Not exclude students from participation in the work-based learning program on the basis of race, color, creed, religion, gender, national origin, age, disability, marital status, and status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Support the student in meeting the requirements of the work-based learning program.
- Participate in progress reviews when requested.
- Comply with all federal, state, and local regulations.
- Provide orientation to the activities/tasks and safety training, prior to placing students at a work site.
- Include information on safety training, child labor laws, career exploration, and opportunities for student leadership.
- Provide supervision of the student by an appropriately licensed work-based learning coordinator. Supervision cannot be outsourced to a community rehabilitation provider/agency.
- Monitor the academic progress of the student to ensure high school graduation requirements are met.
- When needed, obtain an exemption permit from the Minnesota Department of Labor and Industry (in collaboration with the employer) for work designated as "hazardous" for employing 14-or 15-year-olds, and/or for work hours extending after 11 p.m. and before 5 a.m. on school days for 16-17-year-olds. The exemption permit must be obtained before the student begins work.

School Coordinator's Signature: _____ **Date:** _____

Employer/Supervisor Agrees to:

- Provide a work-based learning experience and supportive supervision for the length of the agreement.
- Pay at least the state minimum wage for hours worked by the student, and issue a statement of earnings to the student.
- Provide evidence of workers' compensation and general liability insurance coverage for the student for all paid hours worked.
- Conduct progress reviews with the student (which may include the parent/guardian and school personnel if needed) and provide copies of those reviews to the school.
- Not exclude students from participation in the opportunity on the basis of race, color, creed, religion, gender, national origin, age, disability, marital status, and status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Protect the student from sexual harassment.
- Provide students with safety training, safety equipment, and a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including Fair Labor Standards Act, Child Labor, and OSHA)
- Properly train students before they operate any equipment.
- When needed, obtain an exemption permit from the Minnesota Department of Labor and Industry (in collaboration with the employer) for work designated as "hazardous" for employing 14-or 15-year-olds, and/or for work hours extending after 11 p.m. and before 5 a.m. on school days for 16-17-year-olds. The exemption permit must be obtained before the student begins work.

Employer's Signature: _____ **Date:** _____

WBL Transportation Agreement

As a parent or guardian of _____ (student), I grant my permission to the above named student to use his/her vehicle for transportation to and from: _____ (name of work site) in _____ (city) in order to participate in the Work-Based Learning Experience.

I and the above named student understand that the student is to drive directly to the work site and return directly to school at the conclusion of the work experience, unless the work experience is at the end of the school day. Additionally, it is understood that no other students are to be transported by the above named student during their transportation to and from the worksite.

I agree for myself and on behalf of my student to waive all liability and to release and hold harmless Swanville School District, its School Board members, agents, employees, and volunteers in the event of injury, death, loss or damage to person or property that occurs as a result of my student's transportation to or from an extracurricular activity by transportation other than that provided by Swanville School District.

In addition, I agree for myself and on behalf of my student, not to assert against the District, its Board members, agents, or employees in any court of law, any claim or claims whether known or unknown, that arise as a result of such transportation except for claims arising out of gross negligence or willful and wanton conduct by a District representative.

I have read and voluntarily signed the release and waiver of liability, and further agree that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

Student Driver's License #: _____

State of Issuance: _____ Issued Date: _____ Expiration Date: _____

Insurance Carrier: Policy #: _____ Expiration Date: _____

This Agreement is for _____ Semester 1 _____ Semester 2

Signatures:

Parent or Legal Guardian: _____ Date: _____

Program Coordinator: _____ Date: _____

High School Principal: _____ Date: _____

Student Contact Information	
Name	
Address	
Phone	

Parent/Guardian Contact Information	
Father/Guardian Name	
Phone	
Employer	

Parent/Guardian Contact Information	
Mother/Guardian Name	
Phone	
Employer	

Current Student Employment	
Employer	
Address	
Supervisor	
Phone	
Length of Employment	

Former Student Employment			
Employer		When/Duration	
Employer		When/Duration	

