



CAREER & TECHNICAL
EDUCATION AREA



Work Based Learning

Coordinator: Jessie Small Office: 812-882-0801 Cell: 812-899-2401

Student Agreement Form

1. You must be a senior this upcoming school year and have completed the necessary Twin Rivers application forms to be considered for the WBL program. You must then be willing to complete and keep all paperwork current throughout the year.
2. You are responsible for starting the school year with your own job. You must have a job within two weeks prior to the first day of school.
3. Your employer must agree to sponsor you in the WBL Program. The work site must be approved by the WBL Coordinator.
4. You must receive **at least minimum wage of \$7.25 per hour** and proper taxes must be taken from your pay following all state and federal guidelines
5. You must provide proof of your pay stub weekly/biweekly as assigned in Google Classroom. This will be a class grade.
6. Employer must be able to provide proof of Workmen's Compensation.
7. You must work **15 hours each week on average**. Your work hours do not need to coincide with the school day, however it is preferred. At the end of the school year you must have at least **500 hours of on-the-job work experience** (For example: 3 hours X 180 school days = 540 hours).
8. Documents you will need to be eligible for this program include :(1) **driver's license**, (2) **proof of automobile insurance** [such as insurance policy or card] (3) **proof of health insurance** (4) **social Security card**. Must be able to show proof of documents if requested by WBL Coordinator.
9. You **MUST** have your own transportation to and from work---you **MUST** have access to a vehicle.

10. You **MUST** have a work permit if you are under the age of 18. If your work permit is revoked during the school year:

- You will be permanently removed from WBL program and cannot re-enroll in the WBL program at a later date.
- You will lose your work release time from school. And you will be required to be at your home school **all of the regular school day**.

11. **Do not quit your job!!** Confide in the Coordinator; discuss the issues you are having and other alternatives. You may be removed from the WBL program by quitting your job.

12. Our new policy for 19-20 school year – If a student quits his/her job or changes his/her job without first notifying Mrs. Small at any time during the 9 weeks OR the student is terminated from employment at any time during the 9 weeks, then the student will automatically receive an F for that 9 weeks. They will not be removed from the program. They may start the next 9 weeks with a new job and continue in the program as normal. If the student fails to get a new job, they will continue to fail each 9 weeks.

13. Good attendance is important. **If you do not attend school, you cannot work that day unless a doctor or dentist note is on file.** Failure to follow this rule may result in being permanently removed from program.

14. Classroom portion of program will be internet based. You **must** have access to a computer and the internet.

15. Coordinator will meet with you periodically throughout the year or as needed upon request.

16. Coordinator will communicate with students via text message and email.

****I understand what is required of me to participate in the Work Based Learning Program with Twin Rivers.**

Student

Signature: _____ *Date:* _____

Print Name: _____ *School:* _____

Parent

Signature: _____ *Date:* _____

Parent Print Name: _____

