

COMPETENCIES for: _____

Work based learning title

PEIMS #

NORTH EAST INDEPENDENT SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS FOR WORK BASED LEARNING STUDENTS

Revised 04/14/99

In order to maintain effective work based learning programs in North East Independent School District, the following administrative regulations have been developed. It is essential that students, parents, teachers, and employers understand these regulations. Although the work based learning teacher is responsible for maintaining the daily enforcement of campus rules and regulations, the principal on each campus makes the final interpretation should a question arise requiring interpretation. Each campus is responsible for establishing any additional rules that may be needed as long as they are in keeping with District Administrative Regulations EHBF (R) issued 07/21/98.

- I. ELIGIBILITY - A student *must* be at least 16 years of age to enroll in a work based learning course.
- II. PLACEMENT - Student placement in a training station is primarily the responsibility of the work based learning teacher. The teacher will make a site visit to all potential training stations to determine whether appropriate for student placement. A student may work in a business owned by his/her parents provided the business meets the same criteria as for other work based learning stations.
- III. EMPLOYMENT - Students *must* be employed a minimum of 15 hours a week (10 hours must be Monday through Friday). The student is expected to remain in the same training station for the school year and should complete 540 hours on the job. Any job change must have the approval of the work based learning teacher. Each campus will establish guidelines for supervision of unemployed students. If a student quits a job without approval or is dismissed for just cause, he/she will receive no more than a grade of 50 for the nine weeks.
- IV. TRANSPORTATION - Transportation to and from the training station is the responsibility of the student.
- V. WORK BASED LEARNING PLANS - The individual student's learning plan contains an outline of competencies the student is expected to have upon completion of the course. In order for the student to be awarded credit, an approved learning plan must be on file with the district department of career and technology education two weeks after placement in the training station.
- VI. WORK SCHEDULE - It is the responsibility of the work based learning teacher to see that no work based learning student has a work schedule that imposes an unreasonable number of hours on the student during the school week (Sunday - Thursday).
 - A. Work based learning teachers must check work schedules of students prior to job placement and avoid jobs that require students to work during late evening (after 10:00 p.m.) or early morning hours (before 7:00 a.m.) Sunday - Thursday.
 - A. No student may be allowed to work in excess of 25 hours during the school week (Sunday - Thursday).
 - A. With administrative approval, temporary exceptions to above A. and B. may be made between the work based learning teacher and the employer for special situations such as inventory and holiday rush.
- VII. SCHOOL SUPERVISION - School supervision is extended to include the time the student is on duty at the training station. Work based learning teachers will visit each training station a minimum of one time each nine weeks grading period.

- VIII. SCHOLARSHIP AND CONDUCT - Students are expected to maintain acceptable scholarship and conduct. Policies, rules and regulations of the campus, school district, and the employer must be upheld at all times.
- A. SCHOLARSHIP
 - 1. Work Based Learning (WBL) students are expected to pass all courses with seventy (70) or above.
 - 2. A WBL student who continues for more than nine (9) weeks with failing grades in two or more courses will be placed on immediate probation with possible ultimate removal from the work based learning program and subsequent loss of credits in that course.
 - B. CONDUCT - In the event a student is suspended from school:
 - 1. He/She may go to work only after school is dismissed on any day of suspension (ISS/SRC) if not counted absent from school.
 - 2. He/She may not go to work on any day of suspension (HBI) if counted absent from school.
- IX. SCHOOL ATTENDANCE - School attendance is required, regardless of work schedule. It is the responsibility of the student to notify (by telephone) the work based learning teacher and employer in advance of a necessary absence or tardy to either school or training station. A student who is absent from school is not eligible to go to work on the day of the absence. If he/she goes to work without approval of the work based learning teacher, he /she will receive a zero (0) for that day. This applies regardless of class schedule (A or B day.)
- X. DISMISSAL FROM PROGRAM - A student may be subject to removal from the program with subsequent loss of credit for any of the following:
- A. Student is dismissed from the training station for "just cause."
 - B. Student is unemployed for a two-week period of time.
 - C. Student has frequent absenteeism and/or tardiness from school or training station.
 - D. Student displays an uncooperative attitude toward: any teacher, administrator, or employer.
 - E. Student fails to abide by policies, rules, and regulations of the campus, school district, and/or the employer.
 - F. Student fails two or more courses for more than one nine weeks period.

NOTE: ANY EXCEPTION TO ABOVE MUST BE APPROVED BY PRINCIPAL.

The North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

SIGNATURES: I have read and understand these regulations and agree to abide by the conditions set forth.

Student Date

Parent/Guardian (if student is under 18 years) Date

Training Supervisor Date

Work Based Learning Teacher Date

(Original must be maintained on campus)