

**CALHOUN COUNTY SCHOOLS**  
**Work-Based Learning/ Cooperative Education**  
**School Regulations/Policies**

1. Student acknowledges that the primary purpose of work-based learning is educational and therefore, agrees to abide by the policies of the Work-Based Learning program and the decisions of the Work-Based Learning Coordinator.
2. Student acknowledges that the school, through the Work-Based Learning Coordinator, is acting as an intermediary between their place of employment and student and that the Work-Based Learning Coordinator has a legitimate right to know and a significant role in determining the outcome of any issues including employment, termination, scheduling, assignments, and all other aspects of the employment.
3. Students are to keep the teacher/coordinator informed at all times of changes in contact information, job promotions, problems related to the job, and any special requirements of the student's place of employment.
4. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period may be placed on probation. Students who fail to improve will be removed from WBL with a loss of credit.
5. A student must comply with the Calhoun County Board of Education attendance policies to participate in the program. *Excessive absences will not be tolerated.*
6. A student losing his/her employment due to any action deemed unacceptable by the school and the Work-Based Learning Coordinator will be dropped from the program with a loss of all credit.
7. A student whose employment is terminated for any reason is to let the Work-Based Learning Coordinator know immediately. Failure to do so can result in being dropped from the program with a loss of all credit.
8. Personal business handled at the workplace is prohibited.
9. The student is to be on time at school as well as at the work-based learning place of employment.
10. Parents should understand the student's responsibility to their place of employment and not interfere with the performance of his/her duties.
11. Business rules for dress and personal hygiene will be observed.
12. Since training is the primary objective, a student is expected to remain with their place of employment to which he/she started in WBL. Students may resign or change placements **only** with the permission of the Work-Based Learning Coordinator and following the proper way for resignation. A student changing a placement without written permission is subject to being dropped from the program.
13. It is unacceptable to change jobs several times during one semester. A student changing employment several times is subject to being dropped from the program.
14. If a student loses his/her place of employment, the student has 2 weeks to find new employment. After 2 weeks, the student will be removed from WBL with a loss of credit.
15. A student will be removed from WBL with a loss of credit if the student is caught lying about working, place of employment and/or the number of hours he/she works.
16. Students must abide by all school rules and regulations and consider themselves under the jurisdiction of the school while on the job participating in Work-Based Learning.
17. Transportation to and from the student's place of employment is the responsibility of the student/parent/guardian. Transportation problems do not justify absence from work.
18. Students will leave campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the school's administration.

19. Students must sign out at their home school when they leave every day. Failure to sign out will be considered skipping.
20. The student understands that he/she must work a minimum of 15 hours a week and meet a minimum of a 140 hours per semester in order to earn credit.
21. Students are required to get a Training Agreement signed by their employer and to let their employer know that he/she is participating in the Work-Based Learning/Cooperative Education program.
22. It is a requirement of WBL to join Mrs. Almaroad's Remind group and to remain a member of Remind until the student completes work-based learning.

**I have read the foregoing rules for Work-based Learning students and agree to follow them to the best of my ability.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please select the preferred method of communication with the work-based learning coordinator.**

☐ Parent Name & Email \_\_\_\_\_

☐ Parent Name & Phone \_\_\_\_\_