Student WBL Requirements/Contract

1. **You must check out at the attendance window daily**
	1. The second TUESDAY of each month, we will have a brief WBL meeting and you will check out with me and with attendance on those **TUESDAYS.**
		1. Failure to adhere to these requirements will result in the following
			1. First offense: written warning
			2. Second offense: written warning and parent conference
			3. Third offense: removal from the program
2. **Work Wage Reports and Work Schedule Reports are due every TUESDAY to the box in the front office**
	1. You must submit a WWR and WSR each week. This is a huge part of your grade.
	2. Late reports are deducted 20 points per day.
3. **You must assume responsibility for regular attendance at school and your work site on assigned days**
	1. If you are too sick to come to school, you are too sick to go to work.
		1. 1st offense- written warning
		2. 2nd offense- removal from program
	2. Receiving OSS for any reason will be cause for removal from the WBL program
	3. If assigned ISS for any reason, you are not allowed to leave for 4th block during the time you are serving ISS.
4. **You must work 10-15 hours per week.**
5. **You may not participate in extracurricular activities that will interfere with your schoolwork and your work schedule.**
6. **Students are to keep the same employer for the duration of their time in WBL**.
	1. Students are not allowed to quit a job without first having a conference with the WBL coordinator, parent, and boss present.
		1. Students who quit jobs without permission will receive a grade of zero for that nine week period. Understand that if a WBL student quits a job without permission, you are dismissed from the program and would not receive academic credit.
	2. Students who are fired for just cause from his/her job will earn a work evaluation grade of zero for the current grading period. Understand that if a WBL student loses a job through negligence or misconduct, you are dismissed from the program and would not receive academic credit.
	3. If you are laid-off, you have 10 days to obtain a new job before you have to be placed back into an elective course. Your current WBL grade would transfer to that course.

By signing below, you acknowledge the requirements and recommend the student for the work based learning program.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_