



Bearden High School

Worked Based Learning Application

Please return to the School Counseling Office:

_____ Student Completed Portion of Application

11th – Writing Lab Only

12th- Must Relate to Your Elective Focus

Your School Counselor will place the teacher recommendation and forward a complete application to the WBL Coordinator/Teacher for Approval.



TENNESSEE DEPARTMENT OF

EDUCATION

FIRST TO THE TOP

Work-Based Learning Personalized Learning Plan

Student Name:

Placement Date:

Placement Site:

WBL Coordinator:

List the 2 (or more) courses the student has completed within their program of study:

Name of elective focus or CTE program of study:

Verification of Worker's Compensation: Yes _____ No _____

If the student is in a PAID experience, he/she must be covered by the employer's Worker's Compensation plan. In instances where Worker's Compensation is not provided, the student MUST supply evidence of a personal accident insurance policy.

Up-to-date copies of the Safety Training Log and the Work-Based Learning Agreement must be kept on file both at the work site and at the school for all WBL placements as required by Tennessee Child Labor Law and consistent with the Department of Education's WBL Policy Guide.

This packet is required for students earning credit through the *Work-Based Learning: Career Practicum* course or other practicum courses for credit. It is recommended that students use this packet for all credit-bearing WBL experiences to ensure compliance with the State Board of Education's WBL Framework, with federal and state child labor laws, and with the Department of Education's WBL Policy Guide:

Personalized Learning Plan Part A: Long-term Goals and Learning Objectives

PLANNING FOR WORK-BASED LEARNING

Consider your past experiences, interests, and future career and education goals to answer the questions below.

What is your area of elective focus in high school?

What are your plans for after high school?

Describe your future career goals:

What kind(s) of education or training might you need after you graduate from high school?

What placement or capstone work-based learning experience do you hope to get?

ONCE YOU HAVE IDENTIFIED A POSSIBLE PLACEMENT

How is this work-based learning experience aligned with your career goals?

What do you want to learn through this experience that will help you progress toward your long-term goal?

What special projects or activities will help you practice important skills?



Knox County Schools Work-based Learning Intent to Participate and Referral Form

Work-based Learning Requirements:

- The experience must align to the student's elective focus or CTE program of study.
- The WBL course must be the third or fourth course in the student's elective focus or program of study
- The student must be at least 16 years of age.
- The student must maintain an attendance rate of 90% in school and in the WBL experience unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator. The student's signed WBL Training Agreement must stipulate any exceptions to this policy.
- The student must be on track to graduate
- Recommendation form completed from current/former program of study teacher or elective focus teacher.
- The student must complete the Personalized Learning Plan (Part A) along with required agreement forms prior to beginning the experience.
- The student must complete the Personalized Learning Plan (Part B) during the experience.
- The student must complete a portfolio by the end of the experience.
- The student must have a willing, work-site mentor throughout the experience.
- It is the student's responsibility to find an appropriate WBL placement before the semester begins. This placement must align with the elective focus/program of study and be approved by the WBL teacher/coordinator.
- The student's disciplinary action record will be examined prior to placement in any work-based learning experience in order to support a safe work environment.

Work-based Learning EXCEPTIONS for Students Receiving an Occupational or Special Education

Diploma:

- The need for the WBL experience must be documented in the IEP, therefore, not requiring the recommendation form.
- Community placements will be arranged by the school for students participating in Transitions/non-paid experiences. Space availability must be approved prior to placement in work adjustment sites.

Work-based Learning Intent to Participate Submission and Review Process:

1. Talk to your counselor or case manager to determine if you meet the above requirements. This conversation should take place during the semester prior to the student's work-based learning placement.
2. Complete the Work-based Learning Referral form, obtaining school counselor signature and teacher recommendation.
3. Obtain a recommendation from your elective focus/program of study teacher or case manager.
4. Submit your completed referral form to the Work-based Learning Coordinator/Teacher.
5. The WBL teacher/coordinator or case manager will make sure the placement is acceptable before approval is granted and will confer with school counselor to ensure possible scheduling.

Student Information (to be completed by the student)

Student Name: _____ Grade Level: _____

Student Age: _____ Graduation/Exit Year: _____

Elective Focus/Program of Study _____

Employment Plans: (Be specific. Explain how participation in this type of work-based learning experience you describe will further your understanding of the skills/concepts presented in your focus area of program of study).

Signatures

Student Signature

Date

Parent Signature

Date

Program of Study/Elective Focus Teacher/Case Manager Signature

Date

The program of study/elective focus teacher/case manager should also complete the attached teacher recommendation form.

Administrative Information (to be completed by the counselor)

Does the student meet the 90% attendance rate guideline? Yes or No

Is this student on track to graduate? Yes or No

Describe any disciplinary action against this student in the past year:

Anticipated Diploma Type (circle one): Regular Special Education Occupational

Counselor Signature

Date

Final Approval (to be completed by WBL Coordinator/Teacher)

Does this placement require use of the Hazardous Occupation Exemption Form? Yes or No

If yes, consult with CTE Director or Special Education WBL Supervisor prior to approving this placement.

Name of Business Placement: _____

Is this a licensed business? Yes or No

Does the business have Workman's Compensation coverage for each employee/placement? Yes or No

WBL Placement: Approved or Denied

Comments:

WBL Coordinator Signature

Date

WORK-BASED LEARNING TEACHER RECOMMENDATION FORM

Student Name: _____

The above student has given your name as a reference on an application for participation in a work-based learning during the next term/school year.

In what classes or activities have you observed this student? Also, please list the two prior elective focus courses that allow this student to be eligible for work-based learning.

Please rate this student on the following characteristics:

	Excellent	Good	Average	Needs Improvement
Relating to Others				
Attendance/Tardiness				
Punctuality				
Cooperation				
Personal Appearance				
Expression of Ideas				
Industriousness				
Reliability				
Integrity				
Scholarship (Ability)				
Initiative				
Qualities of Leadership				

Special talents or strengths of this student:

Areas in which this student may need special assistance:

Concerns regarding this student's placement in work-based learning:

Comments:

Teacher Signature: _____ Date: _____

The teacher should submit this completed form directly to the school counselor.



Work-Based Learning/SOSE Student Driving Permission Guidelines and Agreement

This agreement outlines the student’s responsibilities and privilege of being able to drive to and from work-based learning activities and sites such as job shadows, employer visits, interviews, job sites, training sites and other activities.

Student Name:	Worksite
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It is to be understood by all parties:

That the student will be driving to and from his/her work-based learning activity site only. After the activity is completed for the day, the student will go directly back to the school or to his/her residence. The student will not transport any other student(s) while involved in any work-based learning activities.

It is further understood by all parties:

That driving is a privilege, and the student guidelines / responsibilities listed below must be agreed to, and this form and the student’s schedule must be completed and on file with the appropriate school personnel before the work-based learning activity takes place.

1. The student will drive to and from work-based learning activities alone.
2. The student will drive at legal speeds and in a safe and normal manner.
3. The student will leave the school or home with reasonable time to get to the scheduled work-based learning activity site.
4. The student will not take any alcohol or other mind-altering substances to, during, or from the work-based learning activity.
5. The student must be a licensed driver.
6. It is the responsibility of the student and her/his family to ensure that the student is covered by automobile insurance, and that he/she will only drive a properly insured, inspected, and registered vehicle:

Initial on the following line to verify compliance.

___ Copies of the student’s driver’s license, automobile insurance card, and registration of the vehicle he/she will be driving have been provided to the appropriate school personnel for the student file.

Infractions of these rules will result in the loss of driving privileges and possible loss of the work-based learning activity.

ACKNOWLEDGEMENT OF PERSONAL LIABILITY AND WAIVER

I also understand that Work-based Learning and Senior Out of School Experience may expose my child to some risks and I assume any such risk that may arise there from. I accept full responsibility for all medical expenses for any injuries that might occur to my child by reason of his/her participation.

By signing this form, I hereby release Knox County Schools, its Board, its Board members, administrators, directors, officers, teachers, employees, agents, assigns, and volunteers (“released parties”) from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain (a) arising out of my child’s failure to comply with local, state, and federal laws and District policies, procedures, and the Code of Conduct; (b) arising out of any damage or injury caused by my child’s operation of their motor vehicle in relation to this activity. I also agree to indemnify and hold harmless the released parties from the released claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child or I am a student 18 years or older.

I have signed this CONSENT AND RELEASE this ___ day of _____, 20___. This consent and release has been read and is understood by me.

Student’s signature (If 18 years or older) Date

Parent/Guardian’s signature (if student less than 18 years of age) Date

High School Principal Approval/Date

KCS Approval/Date



Knox County Schools' Work-Based Learning (WBL) Career Practicum-6105
Student-Employer-Parent Agreement

1. All students seeking WBL credit must have a placement which is approved by the WBL instructor prior to their enrollment in the course. The student will complete all initial WBL paperwork to validate their participation within two weeks of their placement.
2. The students must maintain their placement for the entire semester. If a job change does occur, the student is responsible for completing the WBL paperwork for the new placement and submitting that paperwork within two weeks of the job change occurring for instructor approval.
3. If a student is dismissed from his/her placement through his/her own negligence or misconduct, proven by the instructor's investigation, the student may be dropped from the WBL program. WBL credit will not be awarded if this situation occurs.
4. Should an unpleasant job situation arise, the student should notify the instructor immediately. A conference with the student, the WBL instructor, and the employer will determine the course of action. It is important that the student and parent understand that the student's placement comes under school supervision.
5. **The student may not quit a job without first notifying the WBL instructor. The student must give two weeks notice to the employer. Failure to do so may result in the student receiving an "F" for that grading period's WBL grade and/or, depending on the circumstances, being dropped from the WBL program.**
6. **A WBL student must not report to work on the days that he/she is absent from school without contacting the WBL instructor.** If the student goes to work without attending school and does not contact the instructor, the student may receive an "F" for that grading period's WBL grade. Continued abuse of this policy may result in the student being dropped from the WBL portion of the class and the loss of WBL credit.
7. If the student is unable to report to work-based learning, it is their responsibility to contact their employer.
8. **A student should be employed the equivalent amount of time per week that he or she would normally spend in class in order to receive WBL credit.** WBL credits will be awarded based on the student's course work completion, job performance/evaluation scores, and attendance. The student must complete the course work requirements, including a capstone portfolio, in order to receive final credit. An employer may schedule a student during weekends, holidays, and school breaks as long as the student's work hours meet the requirements of child labor laws.
9. WBL credit is earned by the student by a) maintaining employment, b) completing WBL documents, as required, c) completing all assignments made by the WBL instructor, d) attendance in classes and work experiences as scheduled. The student is responsible for attending WBL class meetings as scheduled by the instructor. Failure to attend WBL class meetings and WBL assignments can result in an "F" in the class, even if the student maintains employment.
10. **The student must be on track to graduate and maintain passing grades in all classes in order to participate in WBL. The WBL instructor reserves the right to alter the student's work schedule in order to assure the student's success in all course work.** The student's education comes first and foremost and is of primary importance to all concerned.
11. One of the goals of the WBL experience is to provide students with the opportunity to develop personal responsibility for their own actions. **The WBL experiences will provide multiple opportunities for the students to develop a variety of skills focused into four areas: 1) Application of Academic Knowledge & Technical Skills, 2) Career Knowledge and Navigation Skills, 3) 21st Century Learning and Innovation Skills, 4) Personal and Social Skills.** These skills will be developed/assessed through a series of assignments throughout the semester provided through in-class time with the instructor. The WBL activity is a pipeline for our local businesses and industry to hire qualified and dependable employees. Our goal is to reinforce that purpose with high expectations for our WBL students.
12. Students must be aware that they represent the program, the school, and themselves to both the community and the employer. The student's attitude, cooperative nature, initiative, and desire to do well will count as part of their WBL evaluation, both in the classroom and on the job. The student should remember that the entire WBL program is judged by their individual actions and appearance.
13. **Students may not participate in paid work-based learning experiences unless they are covered by the employer's Workers Compensation plan. For those paid experiences, in which Worker's Compensation is not provided, the student must purchase and provide evidence of additional accident liability insurance to the work-based learning instructor.** In addition, students who are participating in non-paid experiences are not required to be under Worker's Compensation coverage by the work site, however, a student does have the option to purchase optional accident liability coverage. If he/she decides to do so, evidence of this coverage will be maintained with the student's WBL documentation.

I have read the above statements with full understanding and agree to put forth my best efforts to achieve success.

Student Signature/Date

Employer Signature/Date

Parent Signature/Date