

Concrete High School Worksite Learning 2021

1. If you do not have access to a printer, send me an email with your name and I'll have a packet ready for you to pick up at the high school in the front office: dzeiser@concrete.k12.wa.us
2. Complete ALL sections in the packet. Print packet for signatures as I must have original signatures.
 - a. Student (must be 16 or older)
 - b. Parent
 - c. Employer
3. Return completed packet, with original signatures to Mrs. Zeiser.
Packet can be dropped off at the front office or scanned as a pdf document and emailed to: dzeiser@concrete.k12.wa.us -- Contact Mrs. Zeiser if you need instruction to use your cellphone to scan the forms.
4. Minors only (**18 year olds can skip**): Ask your employer if they have an L&I Parent/School Authorization form on file for you. If they do, no further action is needed! If they do not, please email me so I can work with you and your employer to acquire that form. dzeiser@concrete.k12.wa.us
5. Once the forms have been submitted, check your email for instructions to report your work hours Report hours every time you get paid. Pay stubs can be emailed to dzeiser@concrete.k12.wa.us

Don't delay! Hours cannot be counted until all the forms have been turned!

Worksite Learning Contact Information:

Mrs. Zeiser

7830 South Superior Ave.

Concrete, WA 98237

360-853-4000 ext. 4028

dzeiser@concrete.k12.wa.us

Worksite Learning Student Packet

Instructions: Please initial each section to verify that you have read and will comply:

Student Initials	Parent/Guardian Initials	
		Work hours cannot be counted until all paperwork is complete and turned in, according to the Office of Superintendent of Public Instruction.
		Student will report work hours every pay period
		Students will set up noted dates in the calendar to receive reminders to report their work hours.
		Students are able to earn ½ credit for every 180 hours reported (AFTER the paperwork is completed/received).
		When resigning from a job; student will give a verbal and written two (2) weeks' notice to the employer and then inform the WSL Coordinator of resignation.
		When changing jobs, the student will notify the WSL Coordinator in order to complete the appropriate paperwork for the new job.
		Student will initial/sign all periodic evaluations and closing paperwork for the course.

*Instructions will be emailed once forms have been received. The student will need to check their email provided in this packet to receive instructions.

Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Signature: _____

High School and Beyond Information

Worksite Learning (WSL)

Worksite Learning provides students the opportunity to learn in the workplace, while applying skills and knowledge obtained in a qualifying course. Worksite Learning occurs at a qualified worksite outside the classroom and can connect to the student's post-high school goals (High School and Beyond Plan).

Employer: _____ **Job Title:** _____

Duties & Tasks

List some of your responsibilities at your job and/or the skills you need: _____

List any Career and Technical Education (CTE) courses you have taken and passed OR are currently taking (See next page for the list). If you have not taken any courses, you do not qualify for Worksite Learning at this time.

Course(s) :

Considering what you learned in the CTE course(s) you have taken, which CTE course did you learn something that you can use or continue to learn at your current job?

Course:

Describe how the knowledge and skills from the above course connects to your job:

Career Goals

Describe how this job will help you meet your career goals as it relates to your high school and beyond plan:

**Cooperative Worksite Learning Agreement
Concrete High School**

Student Name _____ Date of Birth _____

Age _____ CellPhone# _____ (okay to text YES NO) Career Goal _____ High School: 9 10 11 12

Qualifying Class _____ **Work Site** _____

Job Title _____ Supervisor _____

WSL Start Date ____/____/____ Cooperative Work-Site Learning Proposed Hours per Week _____ Goal Hours 180 / 360 Pay Day M B/W W

A. Student Responsibilities: Failure to comply with any of the following may result in termination from the program:

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed, signed, and returned.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Keep regular attendance at school and on the job, notifying the employer of any anticipated absences. If the trainee is absent from school, he/she must be absent from work unless other arrangements have been made with the Coordinator.
4. Abide by all state, federal, business site, and school rules and regulations.
5. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others.
6. **Submit verified documentation of all pay day work hours every time I get paid** to Mrs. Zeisler & complete necessary forms for school credit.
7. Inform Mrs. Zeisler of any problems, concerns, accidents/injuries immediately and within 24 hours if there is a change of work hours or if termination occurs.
8. Abide by the dress code of the learning/training site.

B. Parent/Guardian Responsibilities:

1. Provide support for the student's active participation, punctuality, and personal growth in the program
2. **Assume responsibility and liability for student transportation while traveling to and from the worksite. INSURANCE PROOF** _____
3. The Concrete School District assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
4. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.

C. Worksite Learning Site Responsibilities:

1. Comply with Federal and State Labor and Industry regulations, **as well as state Worksite Learning standards and school district policies**
2. **Provide orientation** (i.e. safety policies, and procedures) and job specific training
ORIENTATION _____
3. Conform to federal laws **prohibiting discrimination** on the basis of race, color, national origin, sex, or disability
4. Provide a **safe working environment** and report any student accidents and injuries
5. Consult with the Worksite Learning Coordinator concerning the student's learning plan and the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
6. **Verify attendance** and/or time records and provide feedback regarding performance and skill attainment
7. **Maintain liability insurance**
8. Supervise students while on business premises and monitor employees who have direct contact with students
9. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
10. The student will in no way violate any collective bargaining agreement between the business and regularly scheduled employees.

D. School District Representative Responsibilities:

1. Secure all paperwork, including a training plan, before credit and/or grades are issued
2. Inform students of basic worksite safety and minor work laws **L&I INFO** _____
3. Consult with the Site Representative to evaluate student performance **as per the student learning plan**
4. Document all accidents and injuries
5. Make regular site visits to monitor student performance **VISIT:** _____ **VISIT:** _____
VISIT: _____ **VISIT:** _____

Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence

A Student

Student Name (print)

Signature

Student phone

Student email

B Parent/Guardian

Parent/Guardian (print)

Signature Parent/Guardian Email

Parent/Guardian Cell Phone

C Worksite Supervisor Please Attach Business Card

Employer name (print)

Signature Name of business

Business address and zip code

Business telephone number EMAIL:

D Work Site Learning Coordinator

Teacher/Coordinator (print)

Signature

Name of high school - **Concrete High School**

Teacher/Coordinator address and zip code **7830 South Superior Ave., 98237**

Teacher/Coordinator telephone number FAX# 360.853.4000 ext 4028 Fax 360.853.4066

My Post High School Plan

Name: _____ Date: _____

My Career Pathway

- | | | |
|---|--|---|
| <input type="checkbox"/> Technical | <input type="checkbox"/> Arts and communication | <input type="checkbox"/> Science and Technology |
| <input type="checkbox"/> Business & operations Administration & sales | <input type="checkbox"/> Social and Human Services | <input type="checkbox"/> I'm still deciding |

The Career I Plan to Pursue After High School

- My education goals After High School
- Attend a four-year College:
Which university/college? _____ Major? _____ Attend a community college: Which school? _____ Which program? _____
- Attend a technical or trade school: Which school? _____ Which program? _____
- I plan to enter an apprenticeship program soon after graduation.
Which apprenticeship? _____
- Find a job I enjoy and could learn valuable skills
- Take any job just to earn some money
- I plan to enlist in the following branch of the military: _____ I don't know what my future plans are yet
- Other: _____
(example: church mission, volunteer program, Etc)

How does this program in this worksite learning placement support your post high school plan?

Independent Living Tasks

- I will research public transportation
- I will take drivers training
- I will prepare for and pass driver's test
- I will learn about Auto Insurance
- I will learn basic car maintenance
- I will learn about buying a car

Money Management

- I will learn to develop a budget
- I will set up a checking/savings account
- I will learn to balance a checking account
- I will learn about paying bills on-time
- I will use a debit/credit card wisely

General Independent Living

- I will learn about lease and contract
- I will learn about setting up utilities
- I learn about when and how to seek medical help
- I will learn to do laundry
- I will make healthy food choices
- I will learn about health insurance
- I will register for Selective Service males

Military

- I will investigate different branches
- I will meet with recruiters
- I will take the ASVAB military exam