

William M. Davies, Jr.  
Career and Technical High  
School

Policy and Procedures: Work-Based Learning

July 2018

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## **INTRODUCTION**

The program is administered by the Office of Workforce Development and is aligned to the Rhode Island Department of Education CTE Standards, the Rhode Island Department of Labor and Training, the CTE Board of Review and the Governor's Workforce Board (GWB) Workforce Guidance. Davies shares and supports the GWB's importance and understanding of "work-based learning being an essential component of a student's career pathway, building on their classroom knowledge with practical experience in the workplace and interaction with industry and community professionals. Work-based learning allows students to apply and develop their academic, technical, and essential skills, shows students the relevance of their education as it connects to the real world, and prepares them for success in college and career". Davies has adopted a mandatory Work Based Learning (WBL) requirement for all students. An approved WBL placement must be directly related to a student's program of study, resulting in an enhancement of industry skills that assist in creating pathways to high demand, high paying jobs. Davies has established itself as the leader in bridging the skills gap and preparing our students with the employability and industry skills in their chosen career.

As a graduation requirement, every student is required to participate in a minimum of 50 hours of work-based learning. Beginning with the Class of 2022, students will be required to participate in a minimum of 80 hours of work-based learning.

### **NON-NEGOTIABLE WORK-BASED LEARNING CRITERIA:**

- All paperwork must be processed through the Office of Workforce Development
- Student must meet WBL criteria (academics, attendance and behavior)
- Students are required to complete timesheets (Appendix C) which are due on Friday
- Minimum number of work-based learning hours: 50
- Minimum number of work-based learning hours: 80 (Beginning with Class of 2020)

### **WORK-BASED LEARNING ELIGIBILITY FORM (Appendix A)**

Students can obtain the WBL Eligibility form from their technical instructor. All students must complete required paperwork and hand in to the WBL Coordinator to receive a placement to meet the hours required towards their WBL requirement.

To be eligible for this program, students must:

- Be recommended by their technical teacher
- Have approval by the Supervisor of Student Management
- Hold all required health and automobile liability insurance coverage

## **GRADING**

Students who meet the eligibility criteria and participate in a WBL placement have the opportunity to earn 100% for the WBL portion of his/her summative grades. To be eligible, students need to be passing all core academic and technical classes. First quarter grades should be used to determine student eligibility to participate in WBL. Student grades will be monitored by the Office of Student Management on a quarterly basis. Any student with failing grades in core academic and technical classes may be pulled from their WBL placement.

Technical teachers will be required to post the WBL grade during the quarter in which the student completes the WBL placement. Students are required to complete a minimum of 50 hours of WBL. Beginning with the Class of 2020, students will be required to complete 80 hours of WBL throughout their four years of high school. WBL is to be weighted as a summative assessment, which is 40% of the quarterly grade.

Any student who does not meet the eligibility requirement to participate in WBL will be assigned an alternate WBL project by the program technical teacher. The alternate WBL project must be approved by the Supervisor of Career and Technical Education.

## **ATTENDANCE**

When a student has eight days per semester of unexcused absences, the student and parent/guardian will be notified by letter and a conference involving the Supervisor of Student Management and the Guidance Counselor will occur. Student eligibility to participate in WBL will be discussed at that time. Each student case is dealt with on an individual basis.

Students who exhibit chronic absenteeism often have grades that reflect their lack of attendance. The RI Department of Education has determined that sixteen (16) days absent is considered chronic. The same criteria would apply to WBL. If grades are compromised by the attendance, failing students will not be allowed to go out.

## ROLES AND RESPONSIBILITIES

### Employer/Supervisor will:

- Work in partnership with WBL Coordinator to develop and maintain a WBL agreement.
- Place the student in a positive environment to allow him/her to learn technical-related skills and gain an understanding of the business as a whole.
- Provide appropriate supervision and necessary safety instruction.
- Abide by the Child Labor Laws (Refer to <http://www.dlt.ri.gov/ls/childlabor.htm>).
- Complete the bi-weekly online employer evaluation form.
- Contact WBL Coordinator to terminate Davies work-based learning activity. Termination may be with or without cause and shall be at Employer's sole discretion.
- Follow employer emergency policies if presented with an emergency and immediately contact the students' parent/guardian.

### Davies Work-based Learning Coordinator will:

- Ensure student is appropriately placed based on skills level.
- Ensure student understands responsibilities of the training program.
- Review child labor laws with employer (Refer to <http://www.dlt.ri.gov/ls/childlabor.htm>).
- Provide the required DLT - Intent to Employ form for all students under the age of 18.
- Prepare the Work-Based Learning Agreement and work with the employer to establish student learning objectives.
- Serve as coordinator for all participants – employer, student, technical teacher, and parent.
- Immediately meet with student and employer/supervisor to resolve any concerns about student performance or placement.

### Student will:

- Maintain eligibility standards (grades, attendance, and behavior).
- Have reliable transportation.
- Return signed bi-weekly time sheet to WBL Coordinator
- If work/training assignment is cancelled on any day, student **must report** to school.
- Call supervisor and the Office of Student Management in advance with an acceptable reason for not being able to report to work (*illness, family emergency, snow day*).
- Discuss any concerns or questions immediately with WBL Coordinator and supervisor.

### Parent/Guardian will:

- Be sure student has transportation to and from workplace.
- Approve any applicable pre-employment screening, which may include drug screening/BCI request.

## CERTIFICATE OF COMPLETION

Each student who completes a minimum of 50 hours of WBL will receive a certificate of completion from the Office of Workforce Development.

**APPENDIX A**

**WILLIAM M. DAVIES, JR. CAREER AND TECHNICAL HIGH SCHOOL  
Office of Workforce Development**

**WORK-BASED LEARNING ELIGIBILITY FORM**

1. **STUDENT:** \_\_\_\_\_ **TECHNICAL AREA:** \_\_\_\_\_ **GR:** \_\_\_\_\_

2. **TECHNICAL TEACHER:** [ ] RECOMMEND [ ] NOT RECOMMEND \_\_\_\_\_ INITIAL

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **OFFICE OF STUDENT MANAGEMENT:** Based on review of student records:

\_\_\_\_ Attendance \_\_\_\_ Behavior \_\_\_\_ Academics \_\_\_\_ Student Vehicle Registration

**SUPERVISOR OF STUDENT MANAGEMENT:** [ ] APPROVED [ ] NOT APPROVED \_\_\_\_\_ INITIAL

4. **PARENT/GUARDIAN:** Your signature indicates that you approve and authorize a transportation plan.

⇒ Parent/Guardian please check ( ✓ ) all that may apply:

\_\_\_\_ Use personal vehicle      \_\_\_\_ Travel in school vehicle/bus      \_\_\_\_ Walk  
\_\_\_\_ Drive another student      \_\_\_\_ Ride with another student      \_\_\_\_ Ride bike  
\_\_\_\_ Parent will transport      \_\_\_\_ Ride public transportation

⇒ My child has the following medical coverage:

Name of Plan: (United Health, etc.): \_\_\_\_\_

Name of Plan Subscriber: \_\_\_\_\_

Policy or Group Number: \_\_\_\_\_

If no medical insurance is available, students must purchase 24 hour accident insurance through the school for placements scheduled during the school day, after school and weekend hours.

*All students are required to provide a copy of their medical card.*

**Parent/Guardian Print Name** \_\_\_\_\_ **Parent/Guardian Signature** \_\_\_\_\_

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

**Work-Based Learning Coordinator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WILLIAM M. DAVIES, JR. CAREER & TECHNICAL HIGH SCHOOL  
OFFICE OF WORKFORCE DEVELOPMENT  
WORK-BASED LEARNING AGREEMENT**

**Davies Career and Technical High School has entered into this agreement with:**

**Company Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Contact EMail:** \_\_\_\_\_

**WBL Coordinator:** \_\_\_\_\_

**ROLES AND RESPONSIBILITIES OF THE PARTNERS**

**Employer/Supervisor will:**

- Work in partnership with WBL Coordinator to develop and maintain a WBL agreement.
- Place the student in a positive environment to allow him/her to learn technical-related skills and gain an understanding of the business as a whole.
- Provide appropriate supervision and necessary safety instruction.
- Abide by the Child Labor Laws (Refer to <http://www.dlt.ri.gov/ls/childlabor.htm>).
- Complete the bi-weekly online employer evaluation form.
- Contact WBL Coordinator to terminate Davies work-based learning activity. Termination may be with or without cause and shall be at Employer’s sole discretion.
- Follow employer emergency policies if presented with an emergency and immediately contact the students’ parent/guardian.

**Davies Work-based Learning Coordinator will:**

- Ensure student is appropriately placed based on skills level.
- Ensure student understands responsibilities of the training program.
- Review child labor laws with employer (Refer to <http://www.dlt.ri.gov/ls/childlabor.htm>).
- Provide the required DLT - Intent to Employ form for all students under the age of 18.
- Work with employer to develop a WBL plan that emphasizes student learning objectives.
- Serve as coordinator for all participants – employer, student, technical teacher, and parent.
- Immediately meet with student and employer/supervisor to resolve any concerns about student performance or placement.

**Job Description**

Student Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Wage: \_\_\_\_\_

Work Schedule (Days/Hours): \_\_\_\_\_

**Worksite Objectives:**

- Student will enhance employability/technical skills.
- Student will follow all OSHA safety guidelines.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Your signature below indicates that you have reviewed the Work-based Learning Agreement to the responsibilities as described above.

**Employer/Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WBL Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**WILLIAM M. DAVIES, JR. CAREER & TECHNICAL HIGH SCHOOL  
OFFICE OF WORKFORCE DEVELOPMENT  
TIMESHEET**

**STUDENT NAME:** \_\_\_\_\_ **TECHNICAL AREA:** \_\_\_\_\_

**STUDENT:** You are required to complete a timesheet for all weeks worked and include a description of work performed in order to receive a grade in your technical area. Your supervisor must sign below. Return this form to the WBL Coordinator immediately following your work week.

\* Failure to submit your timesheets may affect your placement and technical area grade.

	DATE	HOURS WORKED	DESCRIPTION OF WORK PERFORMED
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
<b>TOTAL HOURS</b>			<b>EMPLOYER SIGNATURE:</b>

WBL Coordinator (Initials) \_\_\_\_\_ DATE \_\_\_\_\_

**Child Labor Laws Information**

Child labor laws on Rhode Island exist to prevent the exploitation of minors for labor, and ensure that education is prioritized over work. Limitations on child labor vary by age, and may include restrictions on the types of work that can be done, maximum hours that may be worked, and limitations on late or overnight work.

Regulation of child labor may include the use of **Employment Certificates** issued by the minor's school or the state Labor Department, and/or an **Age Certification** document that verifies the minor's age for work purposes.

For more information regarding Child Labor Laws in English and Espanol, please refer to <http://www.dlt.ri.gov/ls/childlabor.htm>.