

Workforce Development

Overview

The Office of Workforce Development will focus on developing and maintaining strategic community and business partnerships. They will assist technical teachers in recruiting Advisory Board Members.

This office will also continue to strengthen work-based learning (WBL) opportunities. The Workforce Career Coordinator will increase and document work-based learning experiences and assist students in attaining the required WBL hours required to graduate.

The Workforce Development Career Coordinator will schedule and maintain a calendar of all site visits for the technical areas.

Office of Workforce Development

Overview

The Office of Workforce Development (OWD) strives to prepare students to be successful in the workforce upon graduation. This office develops and sustains strategic business partnerships in order to improve Workforce Development services for all students. This office also gives students the opportunity to go on Work-Based Learning (WBL) experiences during summer break, after school hours, and during their technical program class time. The OWD aligns all of its standards 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.

OWD staff members provided the following services:

- Provide workshops for students: OWD Orientation, Career Exploration, Resumes, Job Applications, Interview Skills, Job Search Resources, and Dress for Success
- Arrange Business Tours, Job Shadows, Internships, Community Service, and other related activities
- Set up and process all paperwork for Internships and Co-Op, and other related activities
- Monitor Internships and Co-Ops to ensure that both the student and employer are meeting the goals of the WBL Contract
- Recruit new employers for WBL experiences
- Maintain current partnerships with area businesses, colleges and community organizations
- Assist students with working papers, resume updates, job search, and placement
- Keep a student portfolio that contains Contact Sheets, a current resume, WBL Time Sheets, Employer Evaluations, and other employment related information
- Maintain a database of each student's OWD activities
- Arrange speakers and provide career-related materials for teacher to enrich classroom presentations
- Provide training for Skills/USA Job Interview Skills Team and coordinate competition
- Recognize Seniors and Business Partners who participate in OWD activities at the Partners in Education Appreciation breakfast in May
- Collaborate with the Guidance Office to follow up on graduate placement activities

Work Based Learning Eligibility Requirements

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) has adopted mandatory Work Based Learning (WBL) requirements 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.

1.2 Eligibility Requirements

- Students must have their Career & Technical Education (CTE) program instructor recommendation.
- A transcript analysis must be completed by Guidance to determine graduation credit requirements to be fulfilled by the end of Senior year.
 - It is mandatory for all students to complete a Financial Literacy program to be eligible for graduation. Financial Literacy is part of the Economics curriculum which is a .5 credit course in the Social Studies department.
 - Students who have completed 2.5 of the required 3 credits in Social Studies necessary to graduate before the beginning of their Senior year are eligible for full-day WBL on Tuesday, Wednesday, and Thursday of their shop week, if they meet all other WBL eligibility criteria.
 - These students will be required to work independently on Tuesday, Wednesday, and Thursday of each shop week to complete work in Economics as directed by the instructor of the class. The students are responsible for completion of all work on independent study.
 - These students must attend Economics class on Monday and Friday of each shop week for in-person instruction. Students are to sign an agreement to attend these classes on time on each shop week. Students who fail to attend in-person classes on Monday and Friday of their shop week may forfeit all WBL opportunities.
 - These students will also attend a technical elective class in their technical program in person on Monday and Friday. Students are to sign an agreement to attend these classes on time each shop week. Students who fail to attend in-person classes on Monday and Friday of their shop week may forfeit all WBL opportunities.

- Students who have completed less than 2.5 credits of the required 3 credits necessary to graduate in social studies before the beginning of their Senior year are not eligible for full-day WBL on Tuesday, Wednesday, and Thursday of their shop week.
- The Office of Student Management must approve WBL eligibility based on attendance, behavior, grades, and vehicle registration.
- All Parents/Guardians must complete and sign the WBL Eligibility Form which includes:
 - Approval and authorization of the transportation plan for students.
 - Medical Insurance information must be complete and a copy of insurance is required. If no insurance is available, 24-hour accident insurance through the school must be acquired.
 - Student, Parent/Guardian, and WBL Coordinator must sign to be complete.
 - All forms are to be returned to the Office of Workforce Readiness.

Business Partnership Agreements

1.1 Authority

The Supervisor of Technical Education is responsible for securing Partnership Agreements among area businesses, organizations, higher education institutions and William M. Davies, Jr. Career & Technical High School (Davies). They coordinate efforts with the Technical Instructors to expand learning opportunities and resources for each of the Davies technical programs.

1.2 Policy

All requests for prospective business partnership opportunities should be directed to the Supervisor of Technical Education. These requests will be reviewed and follow-up will be made with the respective business, organization, and/or higher education institution. All requests from teachers and/or businesses, etc. should indicate what the partnership agreement request entails to allow for research and appropriate response.

1.3 Procedure

- All requests from Davies teachers, businesses, organizations and/or higher education institutions should be directed to the Supervisor of Technical Education.
- The Supervisor of Technical Education will discuss this request with the person making the request to learn more about the opportunity for Davies.
- If necessary, the Supervisor of Technical Education will discuss this request with the Director to determine the specific opportunity for Davies.
- If approved, the Supervisor of Technical Education will follow-up with the teachers, businesses, organizations and/or higher education institutions to discuss the partnership agreement in greater detail.
- Upon completion of the final details, a Business Partnership Agreement will be developed and signed by the business, organization and/or higher education institution along with the Director.

Work-Based Learning

1.1 Authority

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 had 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.

1.2 Policy

NON-NEGOTIABLE WORK-BASED LEARNING CRITERIA:

- All paperwork must be processed through the Office of Workforce Development
- Students must meet WBL criteria (academics, attendance and behavior)
- Students are required to complete timesheets which are due on Friday [WBL Timesheet](#)
- Minimum number of work-based learning hours: 50
- Minimum number of work-based learning hours: 80 (Class of 2022)

WORK-BASED LEARNING ELIGIBILITY FORM [WBL Eligibility Form](#)

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

[WBL Eligibility Requirements](#)

GRADING

Students who meet the eligibility criteria and participate in a WBL placement have the opportunity to 100% for the WBL portion of his/her summative grades. To be eligible, students need to be passing all core academic and technical courses. 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 2022, 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 requirements 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.

1.3 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 the Employer's sole discretion.
- Follow employer emergency policies if presented with an emergency and immediately contact the student's 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, the student **must report** to school.

- Call supervisor and 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 the workplace.
- Approve any applicable pre-employment screening, which may include drug screening/BCI request.

1.4 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 (Class of 2020 - minimum of 80 hours).

1.5 Child Labor Laws Information

Child labor laws in 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>.

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

STUDENT NAME: _____ **YOG** _____ **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			
TOTAL HOURS			
EMPLOYER SIGNATURE			

WBL Coordinator (Initials) _____ DATE _____

Technical Instructor: _____

Chauffeur's License

1.1 Authority

Davies Activity Van is a diesel-fueled, 14 passenger, State owned vehicle. It was purchased mainly to transport students to training, business and college tours, job shadows, and internships/co-op placements.

1.2 Policy

Technical areas will share the use of the van. Davies Activity Van may be used after regular school hours to transport small groups of students to extracurricular activities. All employees who wish to use the school van must have a chauffeur's license to operate the vehicle.

1.3 Procedure

RI Residents

1. Fill out the [Chauffeur License with Pupil Transportation Certification Application](#) and take it to your local police station for a background check. This will take approximately two days. After the two days, call the police station to see if the form was completed and then go back to pick it up.
2. This application then needs to be brought to the RI Department of Motor Vehicles for review. Once approved, the applicant must take the form to License Renewal at the DMV and have a new license issued.
3. Copies of the license must be given to the Business Office Coordinator for insurance records and to the Coordinator of Instructional Services who will maintain a current list of approved drivers.

Non RI Residents

1. Fill out the [Chauffeur License with Pupil Transportation Certification Application](#) and take it to your local police station for a background check. Upon completion of the form, the police department must also provide you with a **certified copy of your driving record**. As a non-Rhode Island resident, the RI DMV will need this in order to process your application.
2. This application then needs to be brought to the RI Department of Motor Vehicles for review. Upon complete submission of all documents and approval by the RI DMV, a certificate will be issued that will entitle the applicant to chauffeur status in RI and ability

to drive the Davies van. The certificate must be kept with you at all times while you are driving the school van.

3. Copies of the certificate must be given to the Business Office Coordinator for insurance records and to the Coordinator of Instructional Services who will maintain a current list of approved drivers.

Davies Activities Van Use

1.1 Authority

Davies Activity Van is a diesel-fueled, 14 passenger, State owned vehicle. It was purchased mainly to transport students to training, business and college tours, job shadows, and internship/co-op placements.

1.2 Policy

Technical areas will share the use of the van. Davies Activity Van may be used after regular school hours to transport small groups of students to extracurricular activities.

All drivers must have a valid chauffeur's license [Chauffeur's License](#) and be covered by the State Fleet insurance policy. Drivers must carry a cell phone if their trip takes place after 4:00pm. Ensure that the van is kept clean, remove the trash and sweep if needed.

1.3 Requesting Use of the Van

A staff member may request the use of the van by filling out the [Site Visit/Vehicle Request Form](#). This form must be approved and signed by the immediate supervisor of the staff member making the request. It will then go to the Director for final approval. A copy of the form will be given to the Coordinator of Instructional Services, who will reserve the van for the staff member. **Requests for the van should be submitted at least 3-4 weeks in advance.**

1.4 Keys

The Coordinator of Instructional Services keeps the keys. A spare set is held by the Facilities Coordinator. If the van is out after 4:00pm, the driver will keep the keys until the next day. If after hours, the Gate Key must be secured from maintenance staff. The driver may **not** take the van to their house.

To Start the Diesel Engine

1. Turn the key slightly until the engine light comes on then goes off (10-15 seconds).
2. Now start the engine.
3. **Do not try to start the engine immediately or you will cause damage to the engine.**

1.5 Parking

The Activity Van has a designated parking space in the rear of the school near the loading dock.

1.6 Service/Fuel

The Activity Van is part of the State Fleet. Davies Facilities Coordinator is responsible for scheduling service. The Facilities Coordinator will notify the Coordinator of Instructional Services when service is required so the date can be scheduled on the van calendar.

Diesel fuel is required and must be purchased only at State gas stations with the State gas card. Each driver is responsible for keeping the gas tank filled. There is a list of State gas stations in the glove compartment along with the State gas card. This card can only be used at these State fuel stations.

1.7 Two-way Radio Contact:

When driving the van during school hours and/or when the Main Office is open, all drivers are required to call the office using the two-way radio to ensure that it is working.

1.8 Accident Reporting:

During School Hours

The driver will call 911 for emergency assistance from a personal cell phone. The driver will then call the Main Office to report the accident. The Telephone Operator will notify a Business Office staff member to get a bus to pick up students. The driver must complete a [State of RI Motor Vehicle Accident Report](#) and give a copy to the Business Office Coordinator. The Business Office Coordinator must obtain a copy of the police report. The original accident report and a copy of the police report must be sent to: Ron Ricci, State Fleet, Department of Administration, 1 Capitol Hill, Providence, RI 02908. State Fleet will handle the rest of the paperwork.

After School Hours

The driver will call 911 for emergency assistance from a personal cell phone. The driver will then call First Student Bus Company to request a pickup. The telephone number for First Student is 401-334-0565. If it is after hours at the bus company, the driver can reach their business cell phone at 401-871-7316.

The next day, the driver must complete a [State of RI Motor Vehicle Accident Report](#) and give a copy to the Business Office Coordinator. The Business Office Coordinator must obtain a copy of the police report. The original accident report and a copy of the police report must be sent to: Ron Ricci, State Fleet, Department of Administration, 1 Capitol Hill, Providence, RI 02908. State Fleet will handle the rest of the paperwork.

1.9 Need for Road Service

During School Hours

The driver will call the Main Office to report the situation. The Telephone Operator will notify a Business Office staff member to send a bus to pick up the students. A Business Office staff member will call State Fleet at 401-222-6220 for a Purchase Order number and then call Grasso's Automotive at 401-831-0405.

After School Hours

If road service is needed, the Activity Van will be locked up and left in as safe a location as possible. The driver will First Student Bus Company to request a pickup. The telephone number for First Student is 401-334-0565. If it is after hours at the bus company, the driver can reach their business cell phone at 401-871-7316.

The driver will notify the Main Office the next school day about the van breakdown and it's location. The Main Office will contact Marieville Towing at 401-762-4464 and Grasso's Automotive at 401-831-0405 to request van service repair.

Highway Breakdown

If you encounter a maintenance issue where the van breaks down on the highway, please drive it to the side of the road and have all students leave the van and stay well away from the road. Please call the State Police at 401-444-1100 (Lincoln) or 401-444-1000 (Scituate) and let them know of the breakdown. Then call Davies to report it following the procedures above.

Dress for Success

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) recognizes the benefit of visiting industry partners to student learning in their technical areas. At times, it also will be appropriate for academic areas to participate in a site visit for academic educational purposes. The Coordinator of Instructional Services, along with the appropriate teacher, coordinate field trips and site visits taken by both students and teachers. Students and teachers represent Davies and must follow an acceptable dress code when going on all approved trips.

1.2 Policy

All students must comply with the Davies Dress for Success Guidelines prior to attending an approved field trip and/or site visit. These guidelines identify appropriate dress and behavior for students to follow when visiting companies, organizations, school, colleges, competitions and events outside of Davies. Students who fail to follow these guidelines will not be allowed to attend the trip, etc. and will be required to stay at the school.

1.3 Guidelines

Appropriate attire:

- Nice pants/slacks
- Suit pants and jacket
- Dress shirt/blouse
- Skirts or dresses (the length of which must reach the student's extended finger tips)
- Closed toe shoes
- Neat and clean hair

Inappropriate attire:

- Jeans
- T-shirts
- Any clothing that reveal the student's undergarments
- Sneakers
- Large jewelry
- Noticeable body piercings and/or tattoos

Professional behavior:

- Smile and make eye contact when meeting people
- Introduce yourself
- Listen to the host or guide
- No gum
- No loud talking, swearing, or horsing around
- No electronic devices
- Be polite and courteous. Thank the host when leaving.

1.4 Procedure

- All academic and technical teachers requesting a field trip will complete the [Site Visit/Vehicle Request Form](#) and submit it to the Coordinator of Instructional Services for signature approval by the appropriate instructional supervisor. If approved, they will send it to the Director for final approval.
- Prior to the Site Visit date, the teacher will discuss appropriate dress and behavior guidelines with the students.
- During the day of the visit, the teacher will review the student dress attire and determine if the student(s) meet these guidelines and be allowed to attend the approved trip.
- All students who do not meet these guidelines will be required to stay at Davies and not be permitted to leave school for the field trip or site visit. If the student(s) are unable to go back to their technical area, they will stay in the Student Management Office until their academic classes and/or lunch assignment occurs.

Site Visits

1.1 Authority

William M. Davies, Jr. Career & Technical High School (Davies) recognizes the benefit of visiting industry partners to student learning in their technical areas. At times, it also will be appropriate for academic areas to participate in a site visit for academic educational purposes. The Coordinator of Instructional Services, along with the appropriate teacher, coordinate field trips and site visits taken by both students and teachers.

1.2 Policy

- Field trips or site visits must be directly related to Davies' technical or academic programs.
- Specific objectives must be submitted with the request.
- Pre and post activities must be planned to ensure maximum educational benefits for students.
- Sites must be accessible to all students.
- No field trips or site visits will be approved during the week of state testing , as well as two weeks before final exams in June.

1.3 Procedure

- Fill out a [Site Visit/Vehicle Request Form](#). **Requests must be submitted at least 30 days prior to the date of the visit.** Please check the school-wide calendar on the Davies website for available dates. No more than two site visits will be approved per day.
- Activity objectives must be filled out on the Site Visit/Vehicle Request Form outlining the pre-trip and follow-up activities.
- Technical trip requests must be submitted to the Supervisor of Technical Instruction for approval. Academic trip requests must be submitted to the Supervisor of Academic Instruction for approval. Requests will then be forwarded to the Director for final approval.
- If there are 14 or fewer students, you may request the Davies Activities Van.[Davies Activities Van Use](#) If there are more than 14 students, then a school bus will be required. A chauffeur's license is necessary to drive the van. [Chauffeur's License](#)
- If approved, a copy of the approved Site Visit/Vehicle Request Form will be given to:
 - Fiscal Clerk who will order the bus

- Assistant Business Coordinator who will process Perkins funded trips
- Coordinator of Instructional Services who will keep a record and schedule of all school trips
- Communications Marketing Specialist to add the trip to the school-wide calendar
- If approved, the appropriate Instructional Supervisor will enter the teacher(s) into the Frontline absence system for the date of the trip.

1.4 Site Visit Preparation - Teacher

- Discuss appropriate dress guidelines with the students [Dress For Success](#).
- Email a list of students participating in the trip to the School Nurse, instructional staff, and Attendance Office two weeks prior to the trip, then again one week prior to the trip.
- Instructional staff will determine student(s) eligibility to participate in field trip activity based on behavior and grades.
- Teacher will notify the Student Management Office and teacher sponsoring the field trip, be email, of any student(s) ineligible to participate in the activity.
- The Student Management Office will compile and disseminate a list of ineligible student(s) not participating in field trip activity.
- Work is to be provided for students not attending the field trip while they are being supervised during their regularly scheduled class time while the remainder of their class is attending the field trip.
- Teachers will notify Chartwells if a large group of students will not be available for their lunch one week in advance.
- The School Nurse will advise the teacher of any student medical needs.
- Email a final list of those students participating in the trip the day before.
- Any changes in students attending the trip or remaining behind may be reflected on the day of the trip.
- Upon return from the trip, email any changes to the final attendance list reflecting absent students.
- Notify the Coordinator of Instructional Services if the site visit is cancelled. The Coordinator of Instructional Services will fill out a [Site Visit Cancellation Form](#) and submit it to the Business Office and the Human Resources Office.
- Send a school-wide email regarding any cancellations or changes to field trips.

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 the 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

1. Student Job Title: _____
2. Student Job Title: _____

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:** _____

APPENDIX A

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

WORK-BASED LEARNING ELIGIBILITY FORM

1. **STUDENT:** _____ **TECHNICAL AREA:** _____ **A/F Week** __ **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:

<input type="checkbox"/> Use personal vehicle	<input type="checkbox"/> Travel in school vehicle/bus	<input type="checkbox"/> Walk
<input type="checkbox"/> Drive another student	<input type="checkbox"/> Ride with another student	<input type="checkbox"/> Ride bike
<input type="checkbox"/> Parent will transport	<input type="checkbox"/> 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: _____