

RSD WORKSITE LEARNING

Training for Success

RHS: Mrs. Schirm, Coordinator

967-6596

Email: Stephanie.schirm@rsd.edu

Worksite Learning (WSL) provides students the opportunity to learn in the workplace, while applying skills and knowledge obtained in a qualifying class. Learning is achieved through employer mentorship and by designing specific learning objectives related to job placement. Students earn high school credit towards graduation while engaged in valuable co-curricular activity for resume content and/or college applications.

ATTENDANCE

Good attendance and punctuality at school as well as on the job are of primary importance in achieving maximum benefit from the Worksite Learning program.

When a WSL student is absent from school, has a pre-arranged absence from any class period—including medical appointments, or the students does not attend work or leaves work early, the **STUDENT** must do the following:

1. Report the absence to HHS: Call 967-6524, Mrs. Richardson, RHS: Call 967-6539, Attendance, or email.
2. Call work supervisor at the earliest time possible. The **STUDENT** must call **EACH DAY** he/she is absent from the job.

Because the job is a class, attendance at school and on the job **MUST BE EQUAL**. Students must attend all classes at school if they go to work and go to work if they attend school unless excused by attendance authorities, Mrs. Schirm and the employer. Failure to report an absence to the Coordinator will be considered **UNEXCUSED**.

WSL students will participate in required seminar meetings which will take place in the Career Center during the school day. We will meet approximately every other Friday. A calendar will follow with meeting times. Failure to attend will be considered an **UNEXCUSED** absence. Seminar attendance directly affects your WSL grade. Attendance points are given at each meeting. You will “clock” in and your time will be recorded.

WSL students will be given 2 “Personal Days” per year. No more than 1 personal days may be used in any one grading period. These days may be used for any absence from the WSL seminar.

WORK HOURS

Washington State Department of Labor and Industries Child Labor Laws will be strictly followed. Until the 18th birthday, students are allowed to work a maximum of 4 hours per day on a school day or day preceding a school day. Students may work a maximum of 20 hours per week during a school week. Non-school weeks do not apply.

Students must make prior arrangements with work supervisor in requesting time off from work for school activities, personal commitments or appointments. The student must also pre-arrange with their supervisor to work more hours or different hours during school vacations. Days off from school are **NOT** considered days off from work unless it is also considered a company holiday.

GRADING

Monthly work reports are due (during the seminar) the first week following each preceding month. Paycheck reports (copy) are due immediately following a payday. **ALL REPORTS MUST BE SUBMITTED TO RECEIVE A PASSING GRADE.**

*Evaluations will not be factored in the first quarter grades

*First quarter will be pass/fail

Students must maintain a grade of “C” or better in all classes. Upon notice of a lower grade, two weeks probation will be given to bring the grade up to “C” level. If the class grade has not reached the “C” level at the end of the two week period, the student will be pulled off the job and will stay at school from 12:30 to 2:30 pm (or designated WSL periods) each day until written notice of “C” level work has been received from the teacher involved.

PARENT COMMUNICATION

Parents with questions regarding student worksite must communicate with WSL Coordinator.

RHS: Stephanie Schirm at 967-6596 or by Email: Stephanie.Schirm@rsd.edu

Parents should not contact the worksite directly.

CREDIT

Students will earn .5-semester credit for 180 hours of work per semester. If total work hours are less than 180 per semester, the student will not receive credit. No credit will be given 2nd semester if a student does not meet the 180 hour requirement.

College Credit

Business and Office students successfully passing WSL, with an 85% or better, will be eligible for direct credit through **Columbia Basin College**. Application will be completed at the end of the school year.

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I have read and I understand the policies/procedures outlined on the previous sheet for Mrs. Schirm's Worksite Learning class.

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Student Name (printed)

Parent Name (printed)

Student Signature

Date

Parent Signature

Date