



Work-Based Learning

Student Instructions



General Education Work Experience Program (GEWEP)

Work-Based Learning Coordinator Contact Information

Name:	Mrs. Mariel Spano-Russell
Title:	Work Based Learning Coordinator
Phone:	Work: (585)288-3130 x2114 (585)698-8228 (text for emergencies only)
Primary Email:	Mariel.spano@rcsdk12.org 2007289@rcsd121.org
Office Hours:	B114c Time: 11:50-12:00 or email to make an appointment

REQUIRED FORMS:

- 1) Work-Based Learning Plan
- 2) Work-Based Learning Agreement

DIRECTIONS FOR STUDENT:

- 1) Fill out all required forms and get ALL appropriate signatures
* If you work at Wegmans, leave the employer signature blank. I will coordinate with Karen Wegman to sign your form.
- 2) Place both forms in my school mailbox at the Main office
- 3) I will e-mail you using your school (Google) e-mail address (890xxxxxx@rcsdk121.org), and have you “join” the Google Classroom (there is a Google Classroom App that you can download to your mobile device)
- 4) You will be responsible for weekly assignments in Google Classroom at classroom.google.com; then using the following instructions:
 - a. Enter email address – 890xxxxxx@rcsdk121.org
 - b. Enter district password (that you use to sign on to the computer)
 - c. Accept invitation to join the class or ask your coordinator for class code to join

Rochester City School District

Work-Based Learning (WBL) Agreement

July 1, 2020 - June 30, 2021

Contact information for school, student, parent/guardian and employer

School: East EPO High School Address: 1801 E.Main St Rochester, NY 1460
WBL Coordinator Name: Maribel Spano-Russell Telephone: (585) 288-3130 x 3635
Student Name: _____ Student ID #: _____
Student Address: _____ Cell #: (_____) _____
Do You Text Y / N Student E-mail address: _____
Parent/Guardian Name: _____ Contact #: (_____) _____
Hillside Work Scholarship: Yes No Name of Youth Advocate: _____
Community Based Support (i.e. Encompass, Upward Bound): _____
Emergency Contact _____ Contact #: (_____) _____
Employer: _____ Address: _____
Supervisor/Mentor Name: _____ Telephone #: (_____) _____

WBL Program Type (please check one)

- Co-op: The purpose of a Co-op program is to further develop what the student learns in school with a work-based learning experience. This is generally a paid work experience. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*
- GEWEP: The purpose of a GEWEP program is to offer students an opportunity to participate in paid, productive work, with related classroom training provided on an on-going basis. Students are able to earn up to 2 credits, with each half credit earned equivalent to 150 hours worked.*
- CEIP: The purpose of a CEIP program is to expose students to career opportunities at a work site with guided supervision and observation experiences. This is generally a non-paid experience. Students are able to earn up to 1 credit, with each half credit earned equivalent to 54 hours worked.*

Responsibilities of each of the parties: student, parent/guardian, school authorities and employer.

The Student will:

1. Meet all requirements of the employer.
2. Continue to make satisfactory academic progress toward graduation.
3. Maintain satisfactory school attendance of 95% throughout the program.
4. Comply with the district and employer policies, rules, and regulations and conduct themselves in a satisfactory manner.
5. Show up to work on time and according to the employer's schedule.
6. Not attend work if he/she is absent from school and will notify employer.
7. Discuss work-related problems with any person with whom he/she feels comfortable from their support network.
8. Be responsible for transportation to and from the work site.
9. Review school and work performance evaluations with employer and WBL Coordinator.
10. Attend scheduled Work-Based Learning courses and complete relevant assignments.
11. Wear personal protective equipment (PPE) and/or proper identification on company property.

The Parent/Guardian will:

1. Attend orientation sessions, parent meetings, and conferences, as needed.
2. Work cooperatively with the school and the employer to enhance student success in the program.
3. Be aware of the requirements for attendance, grades, and behaviors necessary for the student to remain in the program.
4. Maintain open channels of communication with the WBL Coordinator and school administration.

The School and the WBL Coordinator will:

1. Provide a certified WBL Coordinator to be available for any matters that arise involving the student.
2. Explain liability/insurance to student, parent/guardian, and employer.
3. Cooperate, communicate and follow through with the employer regarding any problems that may arise.
4. Maintain student records for program.
5. Work with the employer and student to develop a meaningful training plan.
6. Meet with student and provide a work related curriculum.
7. Work with employer to ensure student gets health and safety training applicable to their employment.
8. Make at least two worksite visits per semester.

The Employer will:

1. Comply with local, state and federal labor laws.
2. Provide Workers Compensation for student employees in paid work assignments.
3. Complete student performance evaluations at the completion of each marking period.
4. Provide appropriate job orientation and training.
5. Cooperate, communicate and follow through with the WBL Coordinator regarding any problems that may arise.
6. Explain pay and benefits to the student.
7. Provide a support mechanism through a program coordinator/mentor/job coach/supervisor.

**THIS AGREEMENT MAY BE TERMINATED AT ANY TIME BY MUTUAL NOTIFICATION OF ALL PARTIES INVOLVED.
IF TERMINATION OF STUDENT OCCURS,
RCSD REPRESENTATIVE MUST BE PRESENT FOR AN EXIT INTERVIEW AT TIME OF TERMINATION.**

SIGNATURES:

Student _____ Date: __/__/_____

Parent or Guardian _____ Date: __/__/_____

Employer _____ Date: __/__/_____

Work Based Learning Co _____ Date: __/__/_____

RCSD: An Equal Opportunity Provider

With regard to both educational programs and employment, the Rochester City School District makes opportunities available without regard to age, race, creed, religion, color, national origin, sex, sexual origin, marital status, disability, genetic disposition, or HIV or hepatitis carrier status. Equality of opportunity in employment includes hiring, firing, wages, salaries, promotion, and other conditions of employment.

Inquiries regarding this policy may be directed to our Title IX (Discrimination) Compliance Officer at 585-262-8583, or our Section 504 (Disabilities) Compliance Officer at 585-262-8448. Address for both officers is Rochester City School District, 131 W. Broad St., Rochester NY 14614.



**Rochester City School District
2020-2021 Student Learning Plan for Work Based Learning**

Student: _____
 Work Site/Company: _____
 Phone Contact: (____) _____

WBL Program: _____
 Employer supervisor: _____
 E-mail contact: _____

Employability Skills (check targeted skills)

Business/Industry Skills (based on program)

<input type="checkbox"/> Dependable in attendance/punctuality	<input type="checkbox"/> Health and safety: understands and complies with health and safety rules for the workplace
<input type="checkbox"/> Dresses appropriately for the workplace/Personal hygiene appropriate for position and duties	<input type="checkbox"/> Technology: use job-related tools, technologies and materials appropriately
<input type="checkbox"/> Takes initiative/works independently as necessary; uses time effectively	<input type="checkbox"/>
<input type="checkbox"/> Quality of work—gives best effort and strives to improve work performance/meet quality standards	<input type="checkbox"/>
<input type="checkbox"/> Knowledge of workplace—understanding of work place policy and ethics; company mission	<input type="checkbox"/>
<input type="checkbox"/> Response to supervision: accepts constructive criticism; demonstrates flexibility when work changes	<input type="checkbox"/>
<input type="checkbox"/> Communication skills: communicates effectively and appropriately (oral, written); asks questions when necessary and listens for understanding	<input type="checkbox"/>
<input type="checkbox"/> Cooperates with others: Effectively works as a member of a team; interacts in a courteous and respectful manner; appreciating diversity in other people	<input type="checkbox"/>
<input type="checkbox"/> Critical thinking: solves problems and makes decisions based on research and information as needed	<input type="checkbox"/>
<input type="checkbox"/> Takes responsibility for personal learning: identifies strengths and weaknesses, identifies and monitors goals	<input type="checkbox"/>
<input type="checkbox"/> Reads with understanding: read variety of print material, applying and managing information within	<input type="checkbox"/>
<input type="checkbox"/> Solves problems using math: works with mathematical information and applies skills to solve problems	<input type="checkbox"/>
<input type="checkbox"/> Grit: Perseveres through challenges, does not give up	<input type="checkbox"/>

Additional experiences to be gained: _____

Student Signature

Date

Work-Based Learning Coordinator Signature

Date

Employer/Supervisor Signature

Date