

**NORTH EAST INDEPENDENT SCHOOL DISTRICT  
WORK BASED LEARNING PLAN**

STUDENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle Student ID# Social Security #

GRADE IN SCHOOL: \_\_\_\_\_ AGE: \_\_\_\_\_ PARENT OR GUARDIAN: \_\_\_\_\_ / \_\_\_\_\_  
(DAY TRAINING STARTS) TELEPHONE

COURSE TITLE: \_\_\_\_\_ NEISD COURSE #: \_\_\_\_\_ CLASS PERIOD: \_\_\_\_\_

COURSE PEIMS #: \_\_\_\_\_ WBL \_\_\_\_\_ PEIMS #: \_\_\_\_\_  
(Work Based Learning Title)

**COOPERATING PARTNERS:** CAMPUS: \_\_\_\_\_ in NORTH EAST INDEPENDENT SCHOOL DISTRICT

and TRAINING STATION: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
EMPLOYER ADDRESS ZIP TELEPHONE

NAME OF TRAINING SUPERVISOR: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

TRAINING PERIOD: (BEGINS) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (ENDS) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR MONTH DAY YEAR

BEGINNING WAGE: \$ \_\_\_\_\_ PER HOUR FOR \_\_\_\_\_ HOURS PER SCHOOL WEEK.

Do any tasks required fall under the U.S. department of Labor hazardous occupation orders?  
Check appropriate response: YES \_\_\_\_\_ NO \_\_\_\_\_ (See page 11 of handbook for additional information)

The purpose of this plan is to clearly define the conditions and learning experiences (outlined on back) for the above named student and serve as a guide to the cooperating partners. It may be terminated by either of the cooperating partners (employer or school) at any time without recourse.

The Student employee agrees to:

- Abide by NEISD administrative regulations, school and training station policies and regulations.
- Perform work experiences assigned by the training supervisor.
- Pursue the outlined course of study and complete assigned classroom activities.
- Strive to improve knowledge, job skills, and personal traits to insure job success.

The employer and training supervisor agree to:

- Provide the student with basic training in skills and technical knowledge.
- Provide a work schedule that is compatible with school schedule and requirements.
- Pay the student a fair and equitable wage for work performed.
- Evaluate student progress and provide feedback to encourage improved performance.

The North East Independent School District agrees to:

- Provide the student with a school schedule appropriate to training needs.
- Provide classroom instruction appropriate to specific job title and career choice.
- Visit the training station at least one time during each grading period.
- Confer with the training supervisor regarding progress on the job.

The North East Independent School District does not discriminate on the basis of race, color, religion, gender, national origin, age or disability.

**SIGNATURES:**

**APPROVAL:**

\_\_\_\_\_  
*Student* *Date*

\_\_\_\_\_  
*Training Supervisor* *Date*

\_\_\_\_\_  
*Work Based Learning Teacher* *Date*

\_\_\_\_\_  
*Director of Career & Technology Education*

COMPETENCIES for:

*Work based learning title*

*PEIMS #*

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**NORTH EAST INDEPENDENT SCHOOL DISTRICT**  
**ADMINISTRATIVE REGULATIONS FOR WORK BASED LEARNING STUDENTS**

*Revised 04/14/99*

In order to maintain effective work based learning programs in North East Independent School District, the following administrative regulations have been developed. It is essential that students, parents, teachers, and employers understand these regulations. Although the work based learning teacher is responsible for maintaining the daily enforcement of campus rules and regulations, the principal on each campus makes the final interpretation should a question arise requiring interpretation. Each campus is responsible for establishing any additional rules that may be needed as long as they are in keeping with District Administrative Regulations EHBF (R) issued 07/21/98.

- I. ELIGIBILITY - A student *must* be at least 16 years of age to enroll in a work based learning course.
- II. PLACEMENT - Student placement in a training station is primarily the responsibility of the work based learning teacher. The teacher will make a site visit to all potential training stations to determine whether appropriate for student placement. A student may work in a business owned by his/her parents provided the business meets the same criteria as for other work based learning stations.
- III. EMPLOYMENT - Students *must* be employed a minimum of 15 hours a week (10 hours must be Monday through Friday). The student is expected to remain in the same training station for the school year and should complete 540 hours on the job. Any job change must have the approval of the work based learning teacher. Each campus will establish guidelines for supervision of unemployed students. If a student quits a job without approval or is dismissed for just cause, he/she will receive no more than a grade of 50 for the nine weeks.
- IV. TRANSPORTATION - Transportation to and from the training station is the responsibility of the student.
- V. WORK BASED LEARNING PLANS - The individual student's learning plan contains an outline of competencies the student is expected to have upon completion of the course. In order for the student to be awarded credit, an approved learning plan must be on file with the district department of career and technology education two weeks after placement in the training station.
- VI. WORK SCHEDULE - It is the responsibility of the work based learning teacher to see that no work based learning student has a work schedule that imposes an unreasonable number of hours on the student during the school week (Sunday - Thursday).
  - A. Work based learning teachers must check work schedules of students prior to job placement and avoid jobs that require students to work during late evening (after 10:00 p.m.) or early morning hours (before 7:00 a.m.) Sunday - Thursday.
  - A. No student may be allowed to work in excess of 25 hours during the school week (Sunday - Thursday).
  - A. With administrative approval, temporary exceptions to above A. and B. may be made between the work based learning teacher and the employer for special situations such as inventory and holiday rush.
- VII. SCHOOL SUPERVISION - School supervision is extended to include the time the student is on duty at the training station. Work based learning teachers will visit each training station a minimum of one time each nine weeks grading period.

- VIII. SCHOLARSHIP AND CONDUCT - Students are expected to maintain acceptable scholarship and conduct. Policies, rules and regulations of the campus, school district, and the employer must be upheld at all times.
- A. SCHOLARSHIP
    - 1. Work Based Learning (WBL) students are expected to pass all courses with seventy (70) or above.
    - 2. A WBL student who continues for more than nine (9) weeks with failing grades in two or more courses will be placed on immediate probation with possible ultimate removal from the work based learning program and subsequent loss of credits in that course.
  - B. CONDUCT - In the event a student is suspended from school:
    - 1. He/She may go to work only after school is dismissed on any day of suspension (ISS/SRC) if not counted absent from school.
    - 2. He/She may not go to work on any day of suspension (HBI) if counted absent from school.
- IX. SCHOOL ATTENDANCE - School attendance is required, regardless of work schedule. It is the responsibility of the student to notify (by telephone) the work based learning teacher and employer in advance of a necessary absence or tardy to either school or training station. A student who is absent from school is not eligible to go to work on the day of the absence. If he/she goes to work without approval of the work based learning teacher, he /she will receive a zero (0) for that day. This applies regardless of class schedule (A or B day.)
- X. DISMISSAL FROM PROGRAM - A student may be subject to removal from the program with subsequent loss of credit for any of the following:
- A. Student is dismissed from the training station for "just cause."
  - B. Student is unemployed for a two-week period of time.
  - C. Student has frequent absenteeism and/or tardiness from school or training station.
  - D. Student displays an uncooperative attitude toward: any teacher, administrator, or employer.
  - E. Student fails to abide by policies, rules, and regulations of the campus, school district, and/or the employer.
  - F. Student fails two or more courses for more than one nine weeks period.

**NOTE: ANY EXCEPTION TO ABOVE MUST BE APPROVED BY PRINCIPAL.**

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SIGNATURES: I have read and understand these regulations and agree to abide by the conditions set forth.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent/Guardian (if student is under 18 years) Date

\_\_\_\_\_  
Training Supervisor Date

\_\_\_\_\_  
Work Based Learning Teacher Date

***(Original must be maintained on campus)***