

Baltimore County Public School

Office of Career and Technology Education
School-to-Career Transition

Student and Parent/Guardian
Work-Based Learning
Handbook



Educate · Empower · Employ

Student and Parent/Guardian Work-Based Learning Handbook Contents

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Vision/Mission/Goals of the Work-Based Learning Program

Rationale

Student achievement is the Baltimore County Public School System's primary goal. Research has proven that experiential learning promotes intellectual maturity, personal growth, career awareness, as well as civic and social responsibility. Experiential learning through a work experience program provides a dynamic, structured partnership offering a wide range of opportunities to promote student achievement. Baltimore County Public Schools offers many different types of work-based learning programs including work experience programs, apprenticeships, internships, and job shadowing, in addition to school-based career awareness and development activities. These experiences provide opportunities for students to apply their academic skills in real-world settings.

Vision

BCPS' graduates will have the knowledge, skills, and attitudes to reach their potential as responsible, productive citizens in a global economy and multicultural society.

Source: *Baltimore County Public Schools Blueprint for Progress*, Available:
<http://www.bcps.org/offices/super/pdf/Blueprint-for-Progress.pdf>

Mission

The mission of the school-to-career transition program is to empower students to focus on career pathways that allow students to utilize and to apply their academic and technical skills to authentic workplace situations, thereby fostering meaningful business partnerships and developing the skills required to compete ethically in the ever-changing global economy.

Goals

The school-to-career transition program provides work experiences in which the student, business partner, and work-based learning coordinator work as a team to:

- Integrate academics with work-based experiences to increase student achievement by integrating academic achievement.
- Develop the skills and knowledge base necessary to make appropriate and informed decisions in the career development process to prepare students for life-long learning.
- Create a realistic work experience that will enable students to develop positive work ethics and values such as honesty, loyalty, and tolerance of diversity.
- Provide an atmosphere in which students develop self-respect and a more positive self-image.
- Demonstrate mastery of general and specific competencies through development and execution of a learning plan.

Student Responsibilities in the Work-Based Learning Programs

The work-based learning programs are both rewarding and challenging. This handbook has been designed to emphasize the importance of regular student contact and communication with the work-based learning (WBL) coordinator so that the WBL coordinator can address situations that may occur at the worksite.

A fundamental component to the success of a student in the work-based learning program is contingent upon the student meeting the responsibilities as outlined in this handbook, abiding by all rules and regulations as described on each agreement in accordance with all Baltimore County Public Schools policies, and completing all requirements that are listed below.

- Communicate with teacher/coordinator on a regular basis.
- Adhere to *Student-Parent-School Agreement*.
- Adhere to *Work-Based Learning Agreement*.
- Adhere to Maryland and Federal Departments of Labor Laws and Regulations.
- Adapt to the worksite.
- Implement the learning plan.
- Document/verify wages and hours.
- Develop academic, occupational and interpersonal skills.
- Adhere to *Baltimore County Public School Handbook* policies.
- Complete all program requirements.

Verification of wages and hours

Students must provide documentation of their hours and wages. Students are required to work a minimum of 10 hours/week for two credits of work experience. Verification of this information may be documented in one of the following ways:

- Wage and hour report.
- Teacher-developed record.

Career Research and Development Program Work-Based Learning Grading/Credit Policy

The grade in the work-based learning experience course is calculated in the following way:

PERFORMANCE/LEARNING PLAN (50%)

- Work-based learning (WBL) coordinators will make monthly site visits to evaluate the student's job performance and progress on the designed learning plan.
- Worksite supervisors will assist in determining this grade.

LEARNING LOGS (25%)

- Students must successfully complete TWO reflective journals per quarter. These must be turned in two weeks prior to the end of the quarter in accordance with coordinator deadlines.

TIME SHEETS (15%)

- Each student must complete a time sheet biweekly indicating the number of hours worked. The sheets
 - Must be signed by someone at the worksite in a supervisory position.
 - Must be turned in by the 1st and 15th of the month, according to coordinator and school deadlines.
 - Should indicate a work schedule of approximately 10 hours per week as determined by the coordinator and the worksite.
 - Can include hours worked in the evening, weekends, and school vacations.
- Please note:
 - If a student is absent from school, he/she may not report to work.
 - Reporting false information or forging signatures is academic dishonesty and may result in suspension and/or a failing grade for the marking period.

STUDENT FILES (10%)

- Student files must contain the following signed paperwork:
 - Student-parent-school agreement.
 - Workplace learning safety form.
 - Work experience agreement.
 - Work experience grading/credit policy.
 - Learning plan.
 - Copy of work permit.
 - Signed professional use of technology and sexual harassment documentation
- Please note:

If a student changes worksites, this paperwork **MUST** be updated.

ATTENDANCE

BCPS attendance policy:

- Students missing 20% or more of the class days within each grading period are subject to a failing classwork grade.
- Unexcused absences, 10% or more, will result in failure for that marking period.
- * If a student leaves a job for any reason, the WBL coordinator **MUST** be informed.
- * If a student is without a job for three consecutive weeks, he/she may fail the quarter.
- * Students who are unemployed for a longer length of time face removal from the program.

Parent/Guardian signature

Date

Student signature

Date

WBL coordinator signature

Date

The Board of Education of Baltimore County does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, veteran status, or any other characteristic in its educational programs, services, or employment as provided in Title IX, of the Education Amendments of 1972, the Rehabilitation Act of 1973 (Section 504) and its implementing regulation at 34 C.F.R. and Titles VI and VII, of the Civil Rights Acts of 1964 and 1991.

Parent/Guardian Responsibilities

A fundamental component to the success of a student in the Work based learning program is the relationship between the work-based learning (WBL) coordinator, the parent/guardian, and the student with the goals of increased academic achievement and successful completion of the program. The parent/guardian is an integral part of this educational process.

The student-parent-school agreement is a blueprint for the success of the student with the support and guidance of the parent/guardian and the WBL coordinator. The parent/guardian is encouraged to communicate directly and often with the WBL coordinator, so that the WBL coordinator can address situations that may occur on the worksite.

The student and/or parent/guardian should contact the WBL coordinator if there are any changes in the student's life that may affect his or her school or work situation. This communication allows the WBL coordinator the flexibility to resolve problems quickly and professionally.

In summary, the parent/guardian should:

- Follow the components of the *Student-Parent-School Agreement*.
- Adhere to *Work-Based Learning Agreement*.
- Allow the WBL coordinator to deal with all issues related to the worksite.
- Maintain contact with the WBL coordinator (either through telephone or email).
- Participate in the career exploration and development process.

Safety and Risk Management

Baltimore County Public Schools has set three broad goals for every child in every school:

1. To improve achievement for all students.
2. To maintain a safe and orderly learning environment in every school.
3. To use resources effectively and efficiently.

To achieve these goals, the student and parent/guardian must adhere to the policies and procedures developed by the school-to-career transition office. The student and parent/guardian are encouraged to ask questions and frequently communicate with the student's WBL coordinator whenever a question, problem, or concern arises.

Prior to a student beginning a work experience, the following risk management procedures must be completed:

The student, parent/guardian and work-based learning (WBL) coordinator must review and sign the appropriate paperwork:

- Student-Parent-School Agreement.
- Work-Based Learning Agreement.
- BCPS Workplace Learning Safety employer letter.
- Workplace Learning Safety Form.
- Work permit (students under the age of 18) in accordance with DLLR.
- Student learner agreement for exemption under hazardous occupations order (as necessary in accordance with DLLR).
- Emergency contact information.

The student, parent/guardian and WBL coordinator must review and discuss policies and procedures:

- Transportation.
- *Student Behavior Handbook.*
- Sexual harassment.
- Emergency contact procedures.
- Safety of the worksite.
- Attendance, termination, and resignation at the learning site.

Required forms for work-based learning experience students:

All work-based learning experience students must have the following documents on file:

- Work-based learning program application-internship, work experience, apprenticeship.
- Teacher recommendations (required for internship applications).
- Student-Parent-School agreement.
- Work-Based Learning Experience Agreement (documents emergency contact person).
- Student assessment/work-based learning plan.
- Emergency contact information.
- Work permit (students under the age of 18).
- Sexual harassment and professional technology use form.
- Workplace learning safety form.
- Hazardous occupation agreement (if applicable).
- Wage and hour reports.
- Others as required by the WBL coordinator.

Protect Yourself: Know Your Rights and Responsibilities

SEXUAL HARASSMENT

The school-to-career transition program involves students who work outside the school. The students must know their rights, and the procedures to take in the event that sexual harassment at the worksite becomes a problem. The following information should be kept by the employer, parent/guardian, and student for future reference.

Harassment Defined

Harassment can be racial, ethnic, religious, or sexual in nature. It is a systematic persecution of another person that is carried out by annoyances, threats, or demands.

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with student's right to learn, study, work, achieve, or participate in school or work activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

What is the law?

Students are legally protected against sexual harassment by Title IX of the Education Amendments of 1972, which is a Federal law prohibiting discrimination in schools on the basis of sex. Sexual assault is also covered under the Criminal Code of Maryland.

The three elements to sexual harassment

The behavior is:

- Unwanted or unwelcome
- Sexual or related to the gender of the person
- Occurs where one person has power over another

What to do if harassment is suspected:

Employer:

- Listen to the complaint.
- Report concerns to the WBL coordinator.
- Speak to the parties involved.
- Determine if further action is needed.
- Report the incident according to organization policies.

Parent/ Student:

- Tell your WBL coordinator.
- Tell the harasser to stop verbally or in writing.
- Follow school system's procedures according to the BCPS Handbook.

Work-based learning coordinator:

- Alert employers, parents/guardians, and students to the policies regarding sexual harassment.
- Take action when a student brings a complaint to your attention.
 - Take student away from the site.
 - Write or speak to the employer.
 - Bring the complaint to the attention of the principal.

It's not funny. It's not a joke. It's embarrassing. IT'S ILLEGAL!

**STATE OF MARYLAND
DEPARTMENT OF LABOR, LICENSING AND REGULATION
DIVISION OF LABOR AND INDUSTRY
1100 E. Eutaw Street Baltimore, Maryland 21201**

**EMPLOYMENT OF MINORS FACT SHEET
GENERAL INFORMATION**

For updates: dllr.maryland.gov/labor/wages/minorfactsheet.shtml

A minor under the age of 14 may not be employed or permitted to work.

Minors 14 through 17 years of age may only work with a work permit. This permit must be in the employer's possession before the minor is permitted to work.

Applications for work permits are available in high schools throughout the State.

Certain activities are not considered employment for purposes of this law if performed outside of the prescribed school day and the activity does not involve mining, manufacturing or hazardous occupations. The activities include:

- | | |
|--|---|
| (1) Farm work performed on a farm. | (7) Manufacturing of evergreen wreaths in or about a home. |
| (2) Domestic work performed in or about a home. | (8) Delivery of newspapers to the consumer. |
| (3) Work performed in a business owned or operated by a parent or one standing in the place of a parent. | (9) Work performed as a counselor, assistant counselor, or instructor in a youth camp certified under the Maryland Youth Camp Act. |
| (4) Work performed by non-paid volunteers, in a charitable or non-profit organization, employed with the written consent of a parent or one standing in the place of a parent. | (10) Hazardous work performed by non-paid volunteers of a volunteer fire department or company or volunteer rescue squad who have completed or are taking a course of study relating to fire fighting or rescue and who are 16 years of age or older. |
| (5) Caddying on a golf course. | |
| (6) Employment as an instructor on an instructional sailboat. | |

The following may be used as proof of age for purposes of issuing a work permit:

- | | |
|---------------------------|---|
| (1) Birth Certificate | (4) Valid Maryland Driver's License |
| (2) Baptismal Certificate | (5) Any official government document attesting to the age of the minor. |
| (3) School Record | |

Special permits may be issued to minors of any age to be employed as a model, performer, or entertainer. These applications and permits are available only in the Baltimore office of the Division of Labor and Industry.

Exceptions to hours and occupations may be granted by the Commissioner of Labor and Industry. Applications for exceptions should be addressed to the Commissioner giving explicit details.

Restrictions under the child labor provisions of the Federal Fair Labor Standards Act may be greater than State Standards. In all cases, the higher or more restrictive standard prevails. Information as to Federal Standards is available at the Baltimore office (962-2265) and the Hyattsville office (436-6767) of the U.S. Department of Labor, Wage and Hour Division.

PERMISSIBLE HOURS OF EMPLOYMENT

Minors 14 and 15 years of age may not be employed or permitted to work more than:

- (1) 4 hours on any day when school is in session.
- (2) 8 hours on any day when school is not in session.
- (3) 23 hours in any week when school is in session for five days.
- (4) 40 hours in any week when school is not in session.

A minor of 14 or 15 years of age may not be employed or permitted to work before 7:00 a.m. or after 8:00 p.m. A minor may be employed or permitted to work until 9:00 p.m. from Memorial Day to Labor Day.

The hours worked by a minor enrolled in a bona fide work-study or student-learner program when school is normally in session may not be counted towards the permissible hours of work prescribed above.

Minors of 16 or 17 years of age may spend no more than 12 hours in a combination of school hours and work hours each day. They must be allowed at least 8 consecutive hours of non-work, non-school time in each 24 hour period.

Minors 14 through 17 years of age may not be employed or permitted to work more than 5 hours continuously without a non-working period of at least ½ hour.

OCCUPATIONS FORBIDDEN MINORS UNDER 18 YEARS OF AGE

Certain occupations are declared to be hazardous by the U.S. Secretary of Labor and have been adopted by reference by the Commissioner of Labor and Industry for the State of Maryland. Minors 14 and 15 years old are forbidden to be employed at these occupations. Minors 16 and 17 years of age are also forbidden to be employed at these occupations with certain exceptions:

- (1) Occupations in or about plant or establishments manufacturing or storing explosives or articles containing explosive components.
- (2) Occupations of motor-vehicle driver and outside helper.
- (3) Coal Mine Occupations.
- (4) Logging occupations and occupations in the operation of any sawmill, lath mill, shingle mill, or cooperage-stock mill.
- (5) Occupations involved in the operation of power-driven woodworking machines.
- (6) Occupations involving exposure to radioactive substances and to ionizing radiations.
- (7) Occupations involved in the operation of elevators and other power-driven hoisting apparatus.
- (8) Occupations involved in the operation of power-driven metal forming, punching, and shearing machines.
- (9) Occupations in connection with mining, other than coal.
- (10) Occupations involving slaughtering, meat-packing or processing, or rendering.
- (11) Occupations involved in the operation of certain power-driven bakery machines.
- (12) Occupations involved in the operation of certain power-driven paper products machines.
- (13) Occupations involved in the manufacture of brick, tile, and kindred products.
- (14) Occupations involved in the operation of circular saws, band saws, and guillotine shears.
- (15) Occupations involved in wrecking, demolition, and ship-breaking operations.
- (16) Occupations involved in roofing operations.
- (17) Occupations in excavation operations.

In addition to the hazardous occupations as declared by the U.S. Secretary of Labor and adopted by the Commissioner of Labor and Industry, the following occupations are forbidden minors under 18 years of age: Occupations in, about, or in connection with:

- (1) Blast furnaces.
- (2) Docks or wharves, other than marinas where pleasure boats are sold or served.
- (3) Pilots, firemen, or engineers on any vessel or boat engaged in commerce.
- (4) Railroads.
- (5) Erection and repair of electrical wires.
- (6) Any distillery where alcoholic beverages are manufactured, bottled, wrapped or packed.
- (7) The manufacturing of dangerous or toxic chemicals or compounds.
- (8) Cleaning, oiling, or wiping of machinery.
- (9) Any occupation forbidden by any local, state, or federal law.
- (10) Any occupation which after investigation by the Commissioner is deemed injurious to the health and welfare of the minor.

A minor may not be employed to transfer monetary funds in any amount between 8 p.m. and 8 a.m. or in any amount over \$100.00 between 8 a.m. and 8 p.m. unless that minor is the child of the owner or operator or the funds have been received in payment of goods or services delivered by the minor.

AREAS OF EMPLOYMENT RESTRICTED FOR MINORS 14 AND 15 YEARS OF AGE

- (1) Manufacturing, mechanical or processing occupations including occupations in workrooms, workplaces or storage areas where goods are manufactured or processed.
- (2) Operation, cleaning, or adjusting of any power-driven machinery other than office machines.
- (3) Occupations in, about or in connection with (except offices or sales work not performed on site):
 - (a) Scaffolding
 - (b) Construction
 - (c) Brickyard
 - (d) Lumberyard
 - (e) Airports
 - (f) Railroads
 - (g) Boats engaged in navigation or commerce
 - (h) Acids
 - (i) Dyes
 - (j) Gases
 - (k) Lye
 - (l) Occupations causing dust or gases in injurious quantities
 - (m) Any occupation deemed injurious by the Commissioner after investigation

BALTIMORE COUNTY PUBLIC SCHOOLS

6901 Charles Street, Towson, Maryland 21204-3711

TO: Employer

FROM: Baltimore County Public Schools

RE: Workplace Learning Safety

Prior to participating in any workplace learning activity, students must receive appropriate safety instruction. In order to assist you with this process, we ask that you complete, sign, date, and review with the student the safety instruction guide on the other side of this page. You may also wish to supplement this with safety information that is relevant to your industry. This not only helps protect you and students, but also provides an additional opportunity to teach students about the importance of being a safe employee.

We appreciate your time and commitment to our students and their safety.

Articulation Agreement

In Baltimore County, Tech Prep is a partnership between The Community College of Baltimore County (CCBC) and the Baltimore County Public Schools. Tech Prep is a program of study which begins in high school, continues at CCBC, and culminates in an associate degree, further postsecondary study, or employment. Tech Prep helps prepare students for postsecondary education as well as entry into technical and career fields by combining classroom and workplace experiences.

High school students in BCPS career and technology education completer programs can earn *free college credits* at CCBC upon successful completion of their programs. Students can earn from three to twenty-three college credits depending on the specific completer program. Students completing a minimum of four high school credits in a career completer program with a technical grade point average of B or better are eligible to receive articulated college credits upon enrollment to CCBC. Students must meet specific requirements as set forth in the current Articulation Agreement in order to receive articulated credits.

Copies of the current Articulation Agreement can be obtained in the school-to-career transition or school counseling office of each school or through the CCBC Tech Prep office.

- Complete Articulation Agreement Handbook available at <http://www.ccbcmd.edu/techprep/index.html>

Baltimore County Public Schools
Work-Based Learning Programs

Student Name: _____

As personal technology becomes more prevalent in the workplace, students need to be aware of the following guidelines for use of technology in the workplace.

Students will:

- Adhere to the rules and regulations set forth by the employer.
- Avoid cell phone use at the workplace.
- Refrain from discussing the workplace and co-workers on social networking sites.
- Never post inappropriate photos, links, videos, status updates, tweets, texts, captions, etc. anywhere.
- Refrain from sending personal emails at work (whether using a personal or professional email account).
- Refrain from using an inappropriate email address.
- Use a work-appropriate voicemail greeting.
- Refrain from using iPods/MP3 players, Bluetooth, etc. at work.

****All BCPS Telecommunications Policies apply at the worksite****

I agree to adhere to the above technology policies:

signature of student

date

Sexual Harassment Lesson Plan Acknowledgement

I acknowledge that I have participated in the sexual harassment lesson plan. I feel confident in my ability to identify and address any issues that might occur regarding sexual harassment in the workplace.

I agree to inform my WBL coordinator of any incidents of sexual harassment or questionable behavior at my worksite.

signature of student

date

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Student and Parent/Guardian Handbook

Acknowledgment Form

This form must be signed and dated by the student and the parent/guardian after reviewing the Handbook.

School: _____

Last Name (PLEASE PRINT)

First Name (PLEASE PRINT)

Grade

Documentation

- Student-Parent-School Agreement.**
- Work-Based Learning Experience Agreement.
- Emergency contact information.
- Work permit (under 18) according to the DLLR regulations.

- Procedure for documentation of hours and wages.
- Safety documentation:
 - Sexual harassment reference sheet.
 - Maryland Department of Labor Laws and Regulations: Employment of Minors.
 - Work-Based Learning Safety Form.
 - Hazardous occupation agreement.

* * * * *

I have received a copy of the *Baltimore County Public School Student and Parent/Guardian Work-Based Learning Handbook*. I acknowledge that the above material has been reviewed and that I was given the opportunity to ask questions.

Student signature

Date

I have discussed this Handbook with my child. I understand my responsibilities.

Parent/Guardian signature

Date