

PROCEDURAL
HANDBOOK FOR
**WORK-BASED
LEARNING**

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE

APPLICATION PROCESS

Work-Based Learning Applications will be made available to the transition coordinators of the Southern Service Area, Eastern Service Area, and the Central Service Area. The people in these positions will make the application available to the teachers in the local high schools.

In the fall, each service area transition coordinator will publish the application due dates for the entire year – both semester and trimester dates. Applications **MUST** be completed and returned to each service area transition coordinator by the due date. Applications not fully completed or not in by the due date will not be considered for placement. After receiving applications, the Kalamazoo RESA Work-Based Learning team will identify students to proceed to the interview process. These students will be interviewed by a job coach or the transition coordinator, using a designated interview form.

Once all interviews have been conducted the Kalamazoo RESA Work-Based Learning team will identify those students who have been accepted into the program and determine the student's site placement. The appropriate local transition coordinator will be notified of the acceptance status of each student and will share that information with student case managers.

Students not accepted into the Work-Based Learning program at this time will receive a feedback form on possible areas of improvement for reapplying in the future. These forms will be given to the local transition coordinators, who will share them with the appropriate people.

LENGTH OF WORK-BASED LEARNING PLACEMENTS

When a student is accepted into the Work-Based Learning program, they are accepted for only one semester or trimester at a time. Students might need to reapply if they wish to continue in the program – this is decided within each service area.

If a student wishes to apply for an additional trimester or semester of work experience, they must complete and turn in the Work-Based Learning Renewal Application. These students will be evaluated based upon their previous Work-Based Learning evaluation results and the content of their application.

DETERMINING STUDENT PLACEMENTS

The Kalamazoo RESA Work-Based Learning team is responsible for the decision of which worksite a student will be placed at. The following will all be considered when making this placement:

- △ Student's transition plan and future vision
- △ Input from a case manager and transition coordinator
- △ Previous work experience outcomes
- △ Availability at sites

Local district staff should use the Work-Based Learning site books to give students examples of the variety of sites that Work-Based Learning offers. The books should not be used to ask students to pick the specific site at which they want to work.

Students will be placed at sites within their own service area only!

REQUIRED WORK-BASED LEARNING PAPERWORK

Once a student has been placed at a Work-Based Learning site, the following paperwork must be completed and signed by all appropriate people:

- △ Work-Based Learning Contract
- △ Work-Based Learning Parent Consent Form
- △ Consent for Treatment of a Minor
- △ Safety training Verification
- △ Work-Based Learning Unpaid Trainee Training Agreement
- △ Off-Campus Work Site Safety Checklist
- △ Student Training Plan
- △ Student Time Sheets
- △ Workers Compensation & General Liability Policy Numbers

It is the responsibility of the Kalamazoo RESA Work-Based Learning team to ensure appropriate workers compensation and liability insurance information.

If the paperwork is not completed and signed by students and parents by the designated time, the student may need to be dismissed from the Work-Based Learning Program due to state laws.

WORK-BASED LEARNING PARTICIPANT RESPONSIBILITIES

Student and Parent/Guardian:

- △ The student will abide by the regulations and policies of the placement site and the home school.
- △ The student understands that he/she will not be able to attend the placement site if he/she has not attended school.
- △ The student and/or parent/guardian will contact the caseload teacher or local district transition coordinator with any placement related concerns.
- △ The student must submit completed time sheets on a regularly scheduled basis.
- △ The student will observe business etiquette and abide by safety rules.
- △ The student will wear the required clothing/uniform for the site.
- △ The student will report injuries to their supervisor immediately and to the job coach as soon as possible.
- △ The student will keep all business information of the organization confidential.

Local School:

- △ Completes documents necessary to support the student's education plan, ensuring that Work-Based Learning is appropriately documented in the transition plan and goals.
- △ Ensures that applications are completed and turned in by the designated due date. Applications turned in after the due date will not be able to be considered for placement.
- △ Provide related instruction, including topics such as resumes, job searching, interview skills, etc.
- △ Teacher/ Transition Coordinator will oversee the training site by regular visits to monitor pupil progress, grade, attendance, and safety.

Job Coach:

- △ The job coach will arrange for consultation and advisor service, to parties concerned with the training program.
- △ The job coach will oversee the training site by making regular visits and be responsible for all reports and evaluations.
- △ The job coach interviews student applicants and discusses the training desired.
- △ The job coach reviews federal and state laws, rules and MIOSHA health and safety regulations with the training sponsor regarding the employment of minors.

Worksite:

- △ The worksite agrees to provide the student supervision by an experienced adult.
- △ The worksite will provide the student with the broadest occupational experience in keeping with the job responsibilities listed on the training plan.
- △ The worksite agrees, as coordinated by the job coach, to allow for onsite visits and share student progress.
- △ The worksite will conform to all Federal, State and local laws and regulations regarding the employment of personnel, including non-discrimination against any applicant because of race, creed, color, sex, national origin or disability.
- △ The worksite agrees to contact the job coach if concerns arise.
- △ The worksite will provide a safe working environment and will instruct the student of proper safety procedures prior to the student performing his/her duties.

WORK-BASED LEARNING CONTACTS

Please contact the job coaches concerning the following information:

- △ Attendance
- △ Evaluations
- △ Transportation
- △ Worksite Questions/Concerns
- △ Behaviors

Please contact the specific service area transition coordinator or supervisor concerning the following information:

- △ Applications
- △ Deadlines
- △ Student Placement
- △ Student Removal

Please contact the Kalamazoo RESA transition coordinator concerning the following information:

- △ Administrative Decisions
- △ Disciplinary Action

COMMUNICATION PROCEDURES

Central Service Area

All communication from the Work-Based Learning team will go through the local district transition coordinator. It is then the responsibility of the transition coordinator to communicate with the appropriate members of the KPS staff and parents.

Eastern & Southern Service Area

All communication from the Work-Based Learning team intended for local school staff will go through the local transition coordinator. It is then the responsibility of the transition coordinator to communicate with the appropriate members of the school staff. The Work-Based Learning staff will communicate directly with parents when necessary to share information.

DISMISSAL FROM THE PROGRAM

With the exception of a business request, it is the decision of the Kalamazoo RESA Work-Based Learning team to determine whether a student must be dismissed from the program. The following procedures will take place in this situation:

- △ If the student is to be removed from the program due to a disciplinary reason, it will be the final call of the Kalamazoo RESA Work-Based Learning team.
- △ If a student is to be removed from the program due to work performance behaviors, both the student and the local district transition coordinator will first be provided with a copy of an Employee Plan of Assistance. This plan will outline the behaviors that need to be improved within a specified time to avoid dismissal from the program. It is asked that the local school supports and addresses these concerns with the students as well as the Work-Based Learning team. If behaviors improve at the worksite, the student will remain a member of the program.

PARTICIPATION IN IEP MEETINGS

If requested by the local transition coordinator or case manager, job coaches may provide a written report of student performance to be discussed at the IEP meeting. Please provide at least one week notice to the job coach or to Kalamazoo RESA transition coordinator for the request of a written report.

Job coaches will only be able to attend IEP meetings in extenuating circumstances. If the local transition coordinator or case manager would like the job coach to attend, an IEP Attendance Request form must be completed and turned in to the Kalamazoo RESA transition coordinator at least two weeks before the date of the IEP.

If a case manager would like a representative at an IEP meeting of a prospective Work-Based Learning applicant, the local transition coordinator may be contacted to discuss the program.

RESPONSIBILITY TO THE BUSINESS

The Kalamazoo RESA Work-Based Learning team has a responsibility to treat the businesses with complete respect. Therefore, there may be decisions made concerning a student placement or dismissal from the program that is the decision of the business supervisor. If a business asks the Work-Based Learning team to remove a student from their business location, the Work-Based Learning team, local school and student must respect that ultimate decision.

Grading for Work-Based Learning

Work-Based Learning is a credit/no credit program. No letter grades will be provided to the local school districts by the Work-Based Learning team.

Accident on the Worksite

If there is an accident while the student is on a worksite, we ask that the staff or job coach please fill out a Student Accident Report Form. A copy of this form will be provided to the student/parent, the school and to the Work-Based Learning team. The staff/job coach will contact the parent and school and see if additional documentation is needed.

Job Coach Logs

Job coaches will fill out provided logs to document visits, phone call and meetings that are attended. This will help to document communication made with students and supervisors, interventions put in place for students and needs for the future. These logs will be kept on site and provided to the Kalamazoo RESA transition coordinator upon request.

Job Coach Meetings

Job coaches will attend regular meetings, as scheduled by the transition coordinator. This will be an opportunity to discuss assistance needed, share student success and plan for the future of the program. If unable to attend a meeting, the job coach should inform the transition coordinator before the start of the meeting.

Student Evaluations

Job coaches will complete the formal evaluation form every two weeks. These evaluation forms will be turned into the local transition coordinator every four weeks, and at the end of the marking period. It will then be the responsibility of the local transition coordinator to pass this information to the appropriate members of the school staff.

Transportation

Students will be transported on local district buses for Work-Based Learning. The Work-Based Learning team will provide the necessary information to local district transportation departments in order to set up bussing.

The exception to this is Kalamazoo Public Schools, where the information will be provided to the transition coordinator. The transition coordinator will then make the appropriate connections with the transportation department to set up bussing.

RULES FOR WORK-BASED LEARNING STUDENTS

The emphasis of the training program is learning.

You must follow all the rules in the student code of conduct. If you break one of the rules in the code of conduct, there may be disciplinary measures ranging from warning to dismissal from program, as determined by Kalamazoo RESA staff.

You must have appropriate attendance at the worksite.

- △ You are expected to call your job coach and worksite if you are unable to report.
- △ If you are suspended from school, you are also suspended from the Work-Based Learning program. Notify your job coach and worksite if this occurs.
- △ If you are too sick to go to school, you are also too sick to go to your training site. Notify your job coach and worksite if this occurs.
- △ You are required to report to training during your scheduled hours. You must abide by your schools' attendance policy. Exercise good judgment when requesting time off. Ask in advance and on rare occasions.
- △ The following attendance policy will be followed:
 - 1.If you have 4 absences in a trimester or 5 absences in a semester, the local transition coordinator will be informed.
 - 2.If you have 7 absences in a trimester or 10 absences in a semester, you may be dismissed from the program, unless absences were due to extenuating circumstances determined by the Kalamazoo RESA Work-Based Learning Staff.
 - 3.If you have 5 no call/no show absences, you will be automatically dismissed from the Work-Based Learning Program.

•You must complete your timesheets each day.

•You must have a signed training agreement and training plan turned in by the due date assigned by the job coach.

•You are expected to practice safe working habits. You must wear the requested and/or provided appropriate safety apparel.

•The use of cell phones/electronics will not be permitted while on the worksite.

•You must remain at your worksite during designated work hours. If you leave the site independently without permission, you may be dismissed from the Work-Based Learning program

•You must follow the appropriate dress code/uniform as provided by your worksite. If you are not dressed appropriately for the work site, you will be asked to leave and return in proper uniform

•Respect and courtesy must be shown towards employees, supervisors, and customers.

BENEFITS OF PARTICIPATING IN WORK BASED LEARNING

Work-Based Learning is an important step in the transition process. It helps you learn job-specific tasks and work behaviors in a supportive environment. It can also help move you toward future opportunities. A business agrees to help provide you with an educational experience at his/her business site. A coordinator and job coach will help guide you through this training experience.

Training helps you:

- △ Learn skills actually used in a job setting
- △ Become more aware of which occupational areas you enjoy
- △ Learn to work with others
- △ Gain experience for future employment or life experiences
- △ Learn from a business sponsor who is interested in helping young people in the community
- △ Develop and practice occupational skills and positive work behaviors

ESSENTIAL APPLICATION PROCEDURES

The Work-Based Learning opportunity comes with responsibility. In order to apply for training you must do the following (please check the box when each activity has been completed):

- △ Talk with your teacher about this opportunity. Discuss your future school plans.
- △ Talk with your parent/guardian about this training.
- △ Review your transition plan. Your training must coincide with your plans. Discuss your class schedule with your caseload teacher.
- △ Read the responsibilities and rules for training on pages 2 and 3. Complete and return the "Work-Based Learning Evaluation" on page 4.
- △ Complete the application on pages 6 and 7.
- △ Have your caseload teacher complete the Staff Reference Form on page 8.
- △ Have a general education teacher complete the Staff Reference Form on page 9.
- △ Return this packet fully completed by the assigned due date to be considered for the program.

PROGRAM GUIDELINES

Any hazardous work performed by the participant shall be incidental to the training, be intermittent and for short periods of time, be under close supervision of a qualified and experienced work-site supervisor and be documented on the training agreement and training plan.

This training agreement for the student may be revoked by the coordinator, if:

1. In the event of inappropriate conduct and/or performance of the student while at the training site, or in the home school program.
2. In the event that responsible precautions have not been observed for the minor.

For all unpaid placements, the training must be consistent with the following U.S. Department of Labor criteria for determination of a student as a trainee:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a school-based vocational program.
2. The training is for the benefit of the student.
3. The student does not displace regular employees.
4. The training site derives no immediate advantage from the activities of the student, and provides supervision.
5. The student is not necessarily entitled to a job at the conclusion of the training period.
6. The training sponsor and the student understand that the student is not entitled to wages or anything else in lieu of wages for the time spent in training.

KRESA does not discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services and activities.

APPENDIX

Application	7
Renewal Application	13
Interview Form	18
Applicant Feedback Form	20
IEP Attendance Request	21
Student Accident Report Form	22

WORK-BASED LEARNING

STUDENT APPLICATION PACKET

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

WORK-BASED LEARNING REVIEW

Name: _____

School: _____

Grade: _____

Directions:

Read the following statements.

Circle the letter "T" if the statement is True.

Circle the letter "F" if the statement is False.

- | | | |
|--|---|---|
| 1. If I am suspended from school, I am also suspended from my training site. | T | F |
| 2. I am always expected to call my worksite if I am unable to report. | T | F |
| 3. I am expected to be at work as scheduled. | T | F |
| 4. I can be removed from the program if I do not follow the rules. | T | F |
| 5. I am expected to talk to my job coach about any worksite concerns. | T | F |
| 6. I must complete my timesheet by the end of the current month. | T | F |
| 7. I must have a signed Training Agreement and Training Plan. | T | F |
| 8. I must meet with my job coach when they visit the site. | T | F |
| 9. I am responsible for my success in this program. | T | F |

CONTRACT

I/we release any School District employee providing information and/or documents concerning my son/daughter/ward's character, reputation, disciplinary records, academic and/or work record and experience to possible training sponsors or agents of training sponsors pursuant to the pre-training investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result.

Student

I have read and discussed the student responsibilities with my parent/guardian and teacher. I agree that failure to carry out my responsibilities may lead to my removal from the training program. I also give permission for the coordinator or job coach to discuss my abilities as they relate to tasks performed at the training site.

Student Signature _____ Date _____

Parent/Guardian

I have read the parent/guardian responsibilities for the training program and understand my role and my child's role as a participant. I give permission for the coordinator and/or job coach to discuss my child's abilities as they relate to tasks performed at the training site with the training site supervisor.

Parent/Guardian Signature _____ Date _____

APPLICATION

STUDENT

Name _____ Gender: Female Male
Address _____ City _____ Zip _____
Phone _____ - _____ - _____ Age _____ Birthday ____/____/____ Email _____
Name of Parents/Guardian _____ Emergency Phone _____ - _____ - _____
Address (if same as above, write "same") _____

HOME SCHOOL

CURRENT GRADE

Climax	Comstock	Galesburg – Augusta	11	12
Gull Lake	Kalamazoo Central	Loy Norrix		
Parchment	Portage Central	Portage Northern		
Schoolcraft	Vicksburg			

COURSE OF STUDY

AVAILABLE TIME

MMC/Diploma	Certificate of Completion	A.M. Session	P.M. Session
Please also indicate anticipated post-secondary experience:		Either Session	
Community College	Independent Employment	MCTI	
YAP	Other		

SCHOOL RECORDS

Number of discipline referrals in the past year? _____

Discipline information:

Building Administrator Signature _____ Date _____

Days absent this school year _____ Total days absent last year _____

Attendance Office Signature _____ Date _____

WORK EXPERIENCE

Do you have past work or volunteer experience? Yes No

If yes, where did you work/volunteer? _____ How long did you work/volunteer? _____

In what type of setting would you like to be placed if you are accepted into the program? Please choose at least two options.

Automotive Child Care Custodial Food Service Office Pet Care Retail
Other _____

STAFF REFERENCE

General Education

Special Education

The student has applied for a Work-Based Learning experience. In order to help place the student in the most suitable training opportunity, related to classroom instruction in his/her EDP, we ask you to assess the following work habits and provide your insight about his/her readiness for on the job training. This information will remain confidential. Thank You.

- 3 – Performs tasks independently or with **one** prompt given a typical work day
- 2 – Performs tasks with **2-3** prompts given a typical work day
- 1 – Performs tasks with **4-5** prompts given a typical work day
- 0 – Does not demonstrate this skill given a typical work day

Social Behavior

- _____ Handles stress
- _____ Makes eye contact
- _____ Refrains from unnecessary social interaction
- _____ Admits mistakes
- _____ Accepts praise
- _____ Cooperative and courteous towards others
- _____ Uses equipment and cares for other's property
- _____ Exhibits self control
(emotions, stress, workplace behaviors)
- _____ Flexible and adapts to change
(job tasks, schedule)
- _____ **Total (27)**

Communication

- _____ Listens and pays attention
- _____ Expresses personal needs
(restroom breaks, doctor visits)
- _____ Respects the right and privacy of others
- _____ Asks for help and clarification when needed
- _____ Communicates adequately (initiates, not interrupt)
- _____ **Total (15)**

Appearance

- _____ Maintains clean appearance
(hair, teeth, clothes, etc.)
- _____ Dresses appropriately for the job
(wears the uniform, etc.)
- _____ Body hygiene (washed, uses deodorant)
- _____ **Total (9)**

Employable Skills

- _____ Follows verbal and written multi-step directions
- _____ Accepts constructive criticism/feedback
- _____ Follows rules and regulations of the employer
- _____ Maintains good attendance (attends daily, calls in)
- _____ Arrives on time for work and leaves on time
- _____ Attends to job tasks consistently
- _____ Completes tasks accurately
- _____ Works at appropriate rate
- _____ Initiates new tasks
- _____ Works well with co-workers
- _____ Follows the proper "chain of command"
- _____ Displays safe work habits when performing a task
- _____ **Total (36)**

What about this student impresses you? What concerns you?

Staff signature: _____

WORK-BASED LEARNING

RENEWAL

APPLICATION PACKET

KALAMAZOO RESA

INSPIRING EDUCATIONAL EXCELLENCE

WORK-BASED LEARNING REVIEW

Name: _____

School: _____

Grade: _____

Directions:

Read the following statements.

Circle the letter "T" if the statement is True.

Circle the letter "F" if the statement is False.

- | | | |
|--|---|---|
| 1. If I am suspended from school, I am also suspended from my training site. | T | F |
| 2. I am always expected to call my worksite if I am unable to report. | T | F |
| 3. I am expected to be at work as scheduled. | T | F |
| 4. I can be removed from the program if I do not follow the rules. | T | F |
| 5. I am expected to talk to my job coach about any worksite concerns. | T | F |
| 6. I must complete my timesheet by the end of the current month. | T | F |
| 7. I must have a signed Training Agreement and Training Plan. | T | F |
| 8. I must meet with my job coach when they visit the site. | T | F |
| 9. I am responsible for my success in this program. | T | F |

CONTRACT

I/we release any School District employee providing information and/or documents concerning my son/daughter/ward's character, reputation, disciplinary records, academic and/or work record and experience to possible training sponsors or agents of training sponsors pursuant to the pre-training investigation from any and all claims and/or liability whatsoever for any damages and/or consequences which may result.

Student

Because I have participated in this program previously, I have read and discussed the student responsibilities with my parent/guardian and teacher. I agree that failure to carry out my responsibilities may lead to my removal from the training program. I also give permission for the coordinator or job coach to discuss my abilities as they relate to tasks performed at the training site.

Student Signature _____ Date _____

Parent/Guardian

Because my student has participated in this program previously, I have read the parent/guardian responsibilities for the training program and understand my role and my child's role as a participant. I give permission for the coordinator and/or job coach to discuss my child's abilities as they relate to tasks performed at the training site with the training site supervisor.

Parent/Guardian Signature _____ Date _____

RENEWAL APPLICATION

STUDENT

Name _____ Gender: Female Male
Address _____ City _____ Zip _____
Phone _____ - _____ - _____ Age _____ Birthday ____/____/____ Email _____
Name of Parents/Guardian _____ Emergency Phone _____ - _____ - _____
Address (if same as above, write "same") _____

HOME SCHOOL

CURRENT GRADE

Climax	Comstock	Galesburg – Augusta	11	12
Gull Lake	Kalamazoo Central	Loy Norrix		
Parchment	Portage Central	Portage Northern		
Schoolcraft	Vicksburg			

COURSE OF STUDY

AVAILABLE TIME

MMC/Diploma	Certificate of Completion	A.M. Session	P.M. Session
		Either Session	

Please also indicate anticipated post-secondary experience:

Community College	Independent Employment	MCTI
YAP	Other	

CONTACT

Case Manager/Caseload Teacher: _____
Teacher Phone: _____
Teacher E-mail: _____

WBL STAFF USE ONLY

Date application received ____/____/____ Is application complete? Yes No
Application received by: _____
Days absent last semester/trimester: _____ Discipline referrals last semester/trimester: _____
Growth on Work-Based Learning evaluation last semester/trimester: _____ to _____
Is this student connected with MRS? Yes No

**ALL APPLICATIONS MUST BE FULLY COMPLETE.
ANY APPLICATIONS TURNED IN WITH FIELDS
LEFT BLANK OR INCOMPLETE WILL NOT BE
CONSIDERED FOR THE PROGRAM.**

Return completed packet to:

Portage, Schoolcraft, Vicksburg:

Megan Richter, Kalamazoo RESA Transition Coordinator

Gull Lake, Comstock, Galesburg, Climax-Scotts, Parchment:

Janan Zimmerman, SE Director/Transition Coordinator

Kalamazoo Public Schools:

Kevin Downing, Kalamazoo Public Schools Transition Coordinator

7. What are your weaknesses?

8. Do you know what to do if you are sick and cannot go to work?

9. What would you do if you saw a friend steal from the workplace?

10. What does it mean to be a good employee?

11. Do you have any restrictions or medical conditions that may keep you from performing a certain task?

Based on information and impression from this interview, what is your recommendation?

Accept

Deny

Need further information

If you have marked "Deny" or "Need further information", please explain below:

WORK-BASED LEARNING APPLICANT FEEDBACK

Student: _____

School: _____

At this time, the student named above has not been accepted into the Work-Based Learning program. However, we always encourage students to apply again. Listed below you will find skills that we recommend the student improve upon before reapplying for the Work-Based Learning program.

IEP ATTENDANCE REQUEST

Please note that due to time spent with students, job coaches will only be able to attend IEP meetings in extenuating circumstances. A member of the Work-Based Learning Team will connect with you and inform you of the availability to attend the IEP meeting. If unable to attend, job coaches can provide a written report upon request. This form must be returned to Kai McDonald, KRESA Transition Coordinator at least 2 weeks prior to the date to the IEP meeting.

Student: _____

School: _____

Caseload Teacher: _____

Teacher Email: _____

IEP Date: ____/____/____ IEP Time: ____:____ a.m.
p.m.

Please state the reason you are requesting the job coach’s attendance at this IEP meeting:

WORK-BASED LEARNING STAFF ONLY

Date Request Received: ____/____/____ Staff able to attend IEP? Yes No

WORK-BASED LEARNING STUDENT ACCIDENT REPORT

IEP Date: ___/___/___ IEP Time: ___:___ a.m.
p.m.

Student: _____

Home address: _____

Age: _____ Sex: Female Male

Describe the accident in detail:

Was the student referred (or taken) for medical treatment? Yes No

If yes, explain:

Was the teacher or school staff informed? Yes No

Report prepared by: _____

Provide copies to: Student, Local Transition Coordinator, and Kalamazoo RESA Coordinator