**Frequently Asked Questions**

1. **What is Work-Based Learning?**
	* The Work-Based Learning Program (WBL) is a CTAE class that allows students to transition from school to work. This program helps students improve their employability skills while becoming familiar with future career interests.
2. **Do I have to have a job to be in the program?**
	* Yes. In order to be released from school every WBL student must hold a job or internship (paid or unpaid). The job or internship should be related to their career pathway or career interests.
3. **Am I allowed to ride with another student off campus as a WBL student?**
	* No, due to liability issues a student must have his or her own transportation to and from school. The only consideration will be if a student has an approved relative that is able to transport them. Approval is based on a case by case basis.
4. **How many periods am I able to leave campus?**
	* Depending on credits, amount of hours worked and scheduling, students may leave one or two periods.
5. **Will I receive credits for being in the WBL program?**
	* Yes, every student will be given a grade. This grade will be based on onsite work visits, employer evaluations, required documents turned in by due dates and required course work.
6. **Will I be visited on the jobsite?**
	* Yes, every WBL student will be visited at least twice during a semester to verify that the student is employed and for the employer and WBL Coordinator to discuss each students on the job performance.
7. **What happens if I become unemployed?**
	* If a student becomes unemployed at any time they need to IMMEDIATELY contact the WBL Coordinator.
8. **Am I allowed to change jobs if presented with the opportunity?**
	* Yes, a student may change jobs as long as the WBL student follows the proper procedures established by the WBL Coordinator. Students must submit a two week notification to the employer and WBL Coordinator before changing jobs.
9. **Will I ever have to stay on campus during my early release periods?**
	* Yes, there will be related activities, events, and meetings scheduled that will require ALL WBL students to return or remain on campus.

1. **Am I required to have a Work Permit?**
	* If a WBL student is a minor then he/she must submit a copy of Work Permit to the WBL Coordinator.
2. **What documents need to be submitted once accepted into the program?**
	* All required documents are in the student handbook and will be given out at the WBL orientation. In addition to the required documents from handbook, monthly productivity reports must be submitted at the end of every month and employer evaluations will be submitted on certain dates.
3. **What happens if I do not turn in my required documents?**
	* If required documents aren’t turned in, students will NOT be released from school. Students will not be released until ALL documents are turned in to the WBL Coordinator.
4. **How can I turn in required documents?**
	* Required documents must be given to the WBL Coordinator. There will be a designated area to turn in monthly productivity reports and employer evaluations in the WBL office.
5. **What if I am assigned a detention, ISS, or OSS?**
	* WBL students are encouraged to be role models both in school and on the job. If a student is assigned one of the above they are to follow the instructions by the assigning administrator or the WBL Coordinator. If this becomes excessive the WBL student may have his or her early release revoked and placed in another class.
6. **What is academic good standing and how does it relate to the WBL program?**
	* WBL students are required to remain in academic good standing in all their classes. Receiving an education is first and foremost. All WBL students must remain in academic good standing in order to leave campus. If a student is struggling in a class then that student may be required to remain on campus to make up work or to receive additional help. There is a possibility their schedule could change to keep them on track to graduate.
7. **Can a WBL student be removed from the program?**
	* Yes. The following are some reasons for removal from the WBL program: forging signatures, not being in academic good standing, not providing required documents in a timely manner, being fired from a job, excessive absentees and/or tardies, excessive disciplinary issues, other reasons not limited to those listed.
8. **When can WBL students leave campus?**
	* Once the WBL student has turned in all required documents, paperwork, copies and has been checked off by the WBL Coordinator. Then and only then will WBL students be excused to leave during their assigned period. \*Make sure ALL documentation is filled out completely with all information and signatures.\*
9. **Does the WBL student need to sign out each day before leaving campus?**
	* Yes. All WBL students must sign out before leaving campus each day.