

SECKINGER HIGH SCHOOL

WBL Reminders and Rules

- ❖ You are **REQUIRED** to sign up for my WBL Remind – this is how I will communicate with you throughout the year. I will give you the sign up information the first week of school.
- ❖ You must maintain some form of transportation **EVERYDAY** when you are scheduled to leave campus for the entire year.
- ❖ All paperwork must be completed before leaving campus after the first week of school.
- ❖ You **must** sign out EVERYDAY at the beginning of the period you are scheduled to leave campus.
 - Do NOT sign out during another class period unless you are checking out.
- ❖ You **must** turn in two paystubs every month by the 10th of the following month.
 - Failure to do so will result in you receiving a zero in the gradebook for paystubs. However, you are still required to submit the paystubs but the grade will not change.
 - If you get paid weekly then submit 4 paystubs per month.
 - If you do not submit 2 paystubs per month you will be required to stay at Seckinger for the duration of the day until both paystubs are submitted. Please plan accordingly with your boss.
- ❖ If you get ISS for any reason – you will be required to stay in ISS for the entire day (please make sure your boss is aware you will not be leaving the building until 2:10).
- ❖ You **must** leave campus immediately after you sign out everyday. Please do not hang out in the halls, interrupt other classrooms or remain in the building for any reason. You must be out of the building before the tardy bell rings for the next class period. Please wait outside for your ride.
 - If you must see a teacher after signing out then you must bring a note to me from that teacher requesting you to stay with the date and time. When you finish with that teacher please have them write you a pass out to your car.
- ❖ **IF YOU QUIT OR GET FIRED from your job you must notify Mrs. Verroco IMMEDIATELY!**
 - You are only allowed to change jobs 1 time per semester (this means 2 different jobs per semester).
 - Changing jobs more than 1 time per semester can result in you being removed from WBL or losing credit for the class.
 - If you lose your job or quit you will ONLY have 2 weeks to secure a new job (this does not mean you are still in the interview process – you must HAVE the job and started working before the 2 week deadline.
- ❖ Mrs. Verroco will be visiting your employer twice a semester to drop off your Employer Evaluation to your manager. It is your responsibility to get these from your manager and bring them back to Mrs. Verroco before the deadline. (I will let everyone know when I have dropped them off and when the deadline is to return them).
 - Failure to submit 4 Employer Evaluations for the year plus the required number of paystubs you will not receive credit for the class.

Work Based Learning Student Contract

I (print full name), _____, do hereby agree and acknowledge all of the above guidelines and agree to follow them throughout the year.

Student Signature

Date

Parent Signature

Date