



## Worksite Learning Student Instructions and Packet

Want more information or help  
with this packet? Fill out this  
quick contact form:



<https://bit.ly/2WfrHf1>

1. Keep this page for your records
2. If you are accessing this online and do not have access to a printer, pick up a packet in your **College & Career Center** or email me: [LemieuxJ@issaquah.wednet.edu](mailto:LemieuxJ@issaquah.wednet.edu)
3. Complete ALL **yellow highlighted** sections in the packet. **Use printed packet for signatures** as I must have original signatures.
  - Student (must be 16 or older)
  - Parent
  - Employer
4. Return completed packet to Mrs. LeMieux's Worksite Learning box in the **College & Career Center**
5. **Minors only** (18 year olds can skip):  
Ask employer if they have a current *L&I Parent/School Authorization* form on file for you. If they do, no further action is needed! If they **do not**, please email me so I can work with you and your employer to acquire that form. [LemieuxJ@issaquah.wednet.edu](mailto:LemieuxJ@issaquah.wednet.edu)
6. Once packet has been submitted, check your email for instructions to report your work hours.
  - If you have not received an email within one week, please email Janel LeMieux at [LemieuxJ@issaquah.wednet.edu](mailto:LemieuxJ@issaquah.wednet.edu)
  - Report hours weekly (using Canvas) so you can earn that additional high school credit!

**Don't delay! Hours cannot be counted until the packet has been turned in!**

### Worksite Learning Contact Information:

Janel LeMieux  
5150 220<sup>th</sup> Ave SE  
Issaquah, WA 98029  
425-837-7159

[LemieuxJ@issaquah.wednet.edu](mailto:LemieuxJ@issaquah.wednet.edu)

### Mrs. Janel LeMieux

Worksite Learning (WSL) Coordinator

*Lemieuxj@issaquah.wednet.edu*

(425) 837-7159

**Instructions:** Please initial each section to verify that you have read and will comply:

Student Initials	Parent/Guardian Initials	
		Work hours cannot be counted until all paperwork is complete and turned in, according to Office of Superintendent of Public Instruction.
		Student will report work hours weekly; hours are Monday – Sunday, using the <i>Student Work Hours</i> form on <b>*Canvas</b> .
		Students are able to earn ½ credit for every 180 hours reported (AFTER the paperwork is completed/received).
		When resigning from a job; student will give a verbal and written two (2) weeks' notice to the employer and then inform the WSL Coordinator of resignation.
		When resigning from a job; <b>student will let the WSL Coordinator know</b> that all hours have been reported and that they no longer work for the employer.
		When changing jobs, <b>the student will notify the WSL Coordinator</b> in order to complete the appropriate paperwork for the new job.
		Student will initial/sign all periodic evaluations and closing paperwork for the course in order to receive the high school credit.

\*Instructions will be emailed once forms have been received. The student will need to check their email provided in this packet to receive instructions.

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

☐ Student is 18 years of age and does not require Parent/Guardian initials and signature.

# High School and Beyond Information

## Worksite Learning (WSL)

Complete this entire page

Worksite Learning provides students the opportunity to learn in the workplace, while applying skills and knowledge obtained in a qualifying course. Worksite Learning occurs at a qualified worksite outside the classroom and must connect to the student's post-high school goals (High School and Beyond Plan).

**Employer:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

### Duties and Tasks

List some of your responsibilities at your job and/or the skills you need: \_\_\_\_\_

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### Issaquah High School Qualifying CTE Courses

Check any of the following Career and Technical Education (CTE) courses you have taken and passed OR are currently taking. If you cannot check any of these courses, you do not qualify for Worksite Learning at this time.

- |   |  |
|---|--|
| <input type="checkbox"/> Advanced Sports Med            | <input type="checkbox"/> Intro to Engineering            |
| <input type="checkbox"/> American Sign Language         | <input type="checkbox"/> Intro to Sports Medicine        |
| <input type="checkbox"/> AP Computer Science A          | <input type="checkbox"/> iVision                         |
| <input type="checkbox"/> AP Computer Science Principles | <input type="checkbox"/> Journalism                      |
| <input type="checkbox"/> AP Economics                   | <input type="checkbox"/> Material Science                |
| <input type="checkbox"/> AP Psychology                  | <input type="checkbox"/> Personal Finance                |
| <input type="checkbox"/> Applied Algebra 2              | <input type="checkbox"/> Photography                     |
| <input type="checkbox"/> Child Development              | <input type="checkbox"/> Sales and Marketing             |
| <input type="checkbox"/> Cybersecurity                  | <input type="checkbox"/> Science of Forensics            |
| <input type="checkbox"/> Fashion Design & Merchandising | <input type="checkbox"/> Sustainable Design & Technology |
| <input type="checkbox"/> Food Science                   | <input type="checkbox"/> Technical Theater               |
| <input type="checkbox"/> Future Ready                   | <input type="checkbox"/> Video Game Design               |
| <input type="checkbox"/> Graphic Design                 | <input type="checkbox"/> Website Design                  |
| <input type="checkbox"/> Health                         | <input type="checkbox"/> Woods Technology                |
| <input type="checkbox"/> Intro to Computer Science      | <input type="checkbox"/> Yearbook                        |
| <input type="checkbox"/> Intro to Culinary Arts         |  |

### Qualifying Course

Considering what you learned in the CTE course(s) you checked, which CTE course did you learn something that you can use or continue to learn at your current job?

Course: \_\_\_\_\_

Describe how the knowledge and skills from the above course connects to your job: \_\_\_\_\_

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### Career Goals

Describe how this job will help you meet your career goals as it relates to your high school and beyond plan: \_\_\_\_\_

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## Student Information Sheet

### Worksite Learning (WSL)

Qualifying Course

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Must be at least 16 years old to participate.)

High School ☐ Issaquah ☐ Liberty ☐ Skyline ☐ Other \_\_\_\_\_

Grade level ☐ 9 ☐ 10 ☐ 11 ☐ 12

Home Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Best phone number to contact student and type \_\_\_\_\_ ☐ Cell ☐ Home

If it is okay to send text messages, please list cell phone carrier (Optional): \_\_\_\_\_

Student Email (Required) \_\_\_\_\_

Company Name \_\_\_\_\_ Work Experience Type ☐ Paid ☐ Unpaid

Supervisor Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

#### WORKSITE LEARNING COORDINATOR USE ONLY

##### Documentation Checklist

- ☐ WSL Employer Orientation (on file at CTE office) Date Completed \_\_\_\_\_  
Employer 2 \_\_\_\_\_  
Employer 3 \_\_\_\_\_
- ☐ WSL Student Information Sheet (this document)
- ☐ WSL Training Agreement Date Completed \_\_\_\_\_  
Employer 2 \_\_\_\_\_  
Employer 3 \_\_\_\_\_
- WSL Learning Plan(s)
- ☐ 1-180 hours Date Learning Plan Completed \_\_\_\_\_
- ☐ 181-360 hours \_\_\_\_\_
- Registrar Notified
- ☐ 1-180 hours Date \_\_\_\_\_
- ☐ 181-360 hours Date \_\_\_\_\_
- ☐ WSL Student Work Hours Documentation  
Hours reported for FTE \_\_\_\_\_

#### ISD Nondiscrimination Statement

*The Issaquah School District complies with all applicable federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, or employment related matters, and provides equal access to the Boy Scouts and other designated youth groups. The following employees are designated to handle questions and complaints of alleged discrimination: Executive Director of Human Resources, District Title IX Coordinator, Section 504/ADA Coordinator or Compliance Coordinator for 28A.540 and 28A.642 RCW, in writing or by telephone. The Issaquah School District will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities.*

# Training Agreement

## Worksite Learning (WSL)

Student Name (print) \_\_\_\_\_

### **Student Responsibilities** (Failure to comply with any of the following may result in termination from the program)

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed, signed, and returned.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Correctly document all hours worked.
4. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
5. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
6. Keep regular attendance at school and on the job and notify the employer of any anticipated absences.
7. Understand the in-school course is a vital part of the Worksite Learning program. Failure in the course will also result in failure of the work credit.
8. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
9. Be aware that if the student is expelled, he/she will be in violation of the agreement and the agreement will be terminated.
10. Abide by the dress code of the learning/training site.

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

### **Parent/Guardian Responsibilities** (if student is under 18 years old)

1. Assume responsibility for the conduct and safety of the student from the time they leave school until reporting to work and from the time they leave the work site until returning to school or home. The Issaquah School District assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
2. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
3. Support this agreement during the student's participation in the work-credit program.

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

☐ Student is 18 years of age and does not require Parent/Guardian Signature.

### **Employer Responsibilities**

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

### **Worksite Learning Coordinator Responsibilities**

1. Contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise which may be detrimental to success on the job.
3. Endeavor to resolve any problems that arise from the student's employment to the mutual satisfaction of all parties concerned.

Worksite Learning Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

# Student Learning Plan and Evaluation

## 1-180 Hours

For every 180 hours students will be evaluated on professional skills and learning plan objectives set in coordination with the workplace supervisor and worksite learning coordinator.

Evaluation Criteria		Exceeds	Meets	Showing Progress	Unsatisfactory	N/A
<b>Individual Skills</b>						
	• Make judgments and decisions using appropriate reasoning for a situation					
	• Be responsible to others and act appropriate to others interests					
	• Able to express thoughts and ideas effectively and able to listen and understand oral or written instructions					
	• Solve problems by identifying issues, brainstorm and apply possible solutions to the problem					
	• Able to manage time and complete tasks to satisfaction of supervisor					
<b>Teamwork Skills</b>						
	• Collaborate with others and work as part of group to complete tasks					
	• Interact effectively with others, knowing when it is appropriate to listen and when to speak					
	• Able to adapt to varied roles, job responsibilities and work schedule					
	• Interact effectively with others and be respectable and professional					
	• Work effectively in diverse teams					
	• When given a task, will take the lead making sure that the goal has been accomplished					
	• Be open and responsible to new and diverse ways of accomplishing tasks					
<b>Employability</b>						
	• Prioritize, plan and manage work to achieve the intended result					
	• Use information accurately when dealing with an issue or problem					
	• Use technology as a tool to research, organize, evaluate and communicate information					
	• Deal positively with praise, setbacks and criticism					
<b>Attendance and Punctuality:</b>						
	• Maintain acceptable attendance and demonstrates dependability					
	• Alert supervisor if absent or late for work. Plan ahead!					
<b>Learning Plan Objectives</b>						
#1	Student abides by workplace safety rules and regulations according to industry standards					
#2						
#3						

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Employer signature \_\_\_\_\_

WSL Coordinator \_\_\_\_\_ Date complete \_\_\_\_\_

Evaluation Initials

Supervisor \_\_\_\_\_

WSL Coordinator \_\_\_\_\_

Student \_\_\_\_\_

## Student Learning Plan and Evaluation

### 181-360 Hours

For every 180 hours students will be evaluated on professional skills and learning plan objectives set in coordination with the workplace supervisor and worksite learning coordinator.

Evaluation Criteria		Exceeds	Meets	Showing Progress	Unsatisfactory	N/A
<b>Individual Skills</b>						
	• Make judgments and decisions using appropriate reasoning for a situation					
	• Be responsible to others and act appropriate to others interests					
	• Able to express thoughts and ideas effectively and able to listen and understand oral or written instructions					
	• Solve problems by identifying issues, brainstorm and apply possible solutions to the problem					
	• Able to manage time and complete tasks to satisfaction of supervisor					
<b>Teamwork Skills</b>						
	• Collaborate with others and work as part of group to complete tasks					
	• Interact effectively with others, knowing when it is appropriate to listen and when to speak					
	• Able to adapt to varied roles, job responsibilities and work schedule					
	• Interact effectively with others and be respectable and professional					
	• Work effectively in diverse teams					
	• When given a task, will take the lead making sure that the goal has been accomplished					
	• Be open and responsible to new and diverse ways of accomplishing tasks					
<b>Employability</b>						
	• Prioritize, plan and manage work to achieve the intended result					
	• Use information accurately when dealing with an issue or problem					
	• Use technology as a tool to research, organize, evaluate and communicate information					
	• Deal positively with praise, setbacks and criticism					
<b>Attendance and Punctuality:</b>						
	• Maintain acceptable attendance and demonstrates dependability					
	• Alert supervisor if absent or late for work. Plan ahead!					
<b>Learning Plan Objectives</b>						
#1	Student abides by workplace safety rules and regulations according to industry standards					
#2						
#3						

Student signature \_\_\_\_\_

Employer signature \_\_\_\_\_

WSL Coordinator \_\_\_\_\_ Date complete \_\_\_\_\_