Dear Parent/Guardian:

We are delighted your son/daughter has enrolled in the Work-Based Learning Program at Banks County High School. We believe you will find the experiences your son/daughter has this year in the classroom and at the job site will be beneficial to him or her for the rest of his/her life. The purpose of the program is to provide students the opportunity to connect what they learn in school with work-site application to enable a smooth transition into the work force and/or postsecondary education after graduation from high school.

As a member of the program, your son/daughter will be leaving school to go to work or participate in a worksite opportunity. He/she will receive 1/2 unit of credit for each class release period for the program in each semester enrolled. The program demands a lot of responsibility on the part of your son/daughter in arriving daily safely to the worksite and keeping up with their school assignments.

It is the student’s responsibility to be in class every day and to attend the worksite when scheduled. The student is responsible for following the school’s attendance policy. It is also important that students notify their employers, in advance, when the school schedule changes and may cause their release time to change. This usually happens during testing. Students need to review the school schedule and discuss any conflicts with work schedules in advance. **Students are not to be scheduled by employers during school hours**. If this happens, please have your son/daughter discuss this with me so that I can discuss this with their employer, if necessary.

Part of a student’s work experience is learning to take responsibility for themselves, and it is important for them to learn how to handle possible problems that may arise at the worksite. Therefore, I ask parents/guardians to contact me, instead of their employer, if there are issues you feel that your son or daughter might not be able to handle alone. I will discuss the situation with your son/daughter and together we will determine the best course of action to take. I will contact employers when necessary to clarify issues or to help in resolving problems. Parents will be included as necessary.

**Parent/Guardian Orientation** **is required for this program.** I have designed an online orientation video that covers relevant information pertaining to this program. I am requesting that you view the video and then verify your participation by completing the “Parent Sign-off” form. The video is located on my website: warrenwbl.weebly.com. It is also linked in your students WBL Google Classroom.

**Participation in Remind is also required for at least one parent/guardian.** Remind is a web-based communication tool that allows participants to choose how they see messages with notifications on your phone, email, or computer.

**Students will not be allowed to leave campus during their scheduled release period until parents/guardians have completed above requirements.**

I look forward to a successful year working with your son/daughter. If you have any questions concerning the program, please don’t hesitate to call.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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