

Mike Batira, Work Based Learning Coordinator
John Jay Senior High School
(845) 897-6700

Introduction to Work-Based Learning

Wappinger's Work-Based Learning Program provides an experiential-based learning environment designed to assist students with understanding the linkages between school, work, and postsecondary education. The objectives of the program are to provide students with real work experiences, develop professionalism and to gain hands-on knowledge of the opportunities the career of choice provides.

Requirements included below:

- **At least 16 years of age**
- Copies of working papers to Work-Based Learning Coordinator (If Under 18)
- Transportation is provided **by the student**
- Have completed or will have complete **1 credit of business education**
- **A memorandum of agreement (MOA) must be signed by the employer, RCK student employee, parent, coordinator, and school principal *prior* to the counting of work-based learning hours. Accumulated hours prior to signing of an MOA are not permitted by state regulation.**
- Credit will be granted as follows:
 - **300 hours** of work for **1 Credit**
 - **150 Hours** of work for a **½ Credit**
- Hourly rate of pay is at least **Minimum Wage**.
- Evaluated by the employer **every 10 weeks**.
- A documented training plan must be established and executed by the student.
- Graded on the following scale: Excellent, Satisfactory, Unsatisfactory
- Work hours per week **may not exceed 28 hours if school is in session**.
- Students are expected to maintain a high level of professionalism.
- **Students submit their pay stubs to their Work-Based Learning Coordinator each pay period.**
- Notify your Work-Based Learning Coordinator if your employment status changes.

Thank you,

Mike Batira, Work Based Learning Coordinator

Michael.batira@wcsdny.org



Work Based Learning Coordinator
Mike Batira
John Jay Senior High School
845-897-6700

Welcome to the **2024-2025** Work Based Learning !!

Attached please find the following paperwork that needs to be completed and returned to me **Friday, 9/13/24** – forms can be dropped off to my RCK main office mailbox. As you obtain pay stubs for each pay period, you can take a picture of the completed documents or scan them and submit to me via Google Classroom (but please send me the originals)

- Introduction to Work Based Learning (white)
- Memorandum of Agreement (yellow)
 - Fill out typical schedule in space provided
 - Signed by student, parent/guardian and employer
- Work Based Learning Student Agreement (pink)
 - To be filled out and signed by student & parent/guardian
- Emergency Medical Treatment Authorization (blue)
 - To be filled out and signed by parent/guardian
- Employer Letter (green)
 - To be given to employer
- Training Plan (goldenrod)
 - To be completed by student and employer

Mr. Batira
michael.batira@wcsdny.org
845-897-6700



Memorandum of Agreement

This establishes an agreement between Wappingers Central School District and Business:

Business Name	
Business Address	
Contact/ Mentor Name	
Phone Number	
Email Address	
Student Name:	
Date of Birth	
Address	
Phone	
Emergency Contact	
Phone Number	

Guidelines:

- The Work-Based Learning program will comply fully with all applicable New York State and Federal labor laws, including workers compensation laws and those specific to prohibited occupations, as well as with New York State Education Department laws and regulations.
- The employer/ mentor and the Coordinator of Work-Based Learning program will supervise the work-based learning experience.
- The student will be evaluated during the program and must maintain satisfactory standards of performance to continue in the experience.

Student's Work Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



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Responsibilities

Employer:

- Appropriate general safety instruction for each job station will be provided.
- An on-the-job mentor will be identified and assigned to the student for the duration of the experience.
- This program will comply with all Federal and State Labor Department and New York State Education Department laws/regulations. **In the event the student may be working in a New York State Department of Labor (NYSDOL) deemed hazardous location and/or a prohibitive occupation all parties will comply with current USDOL, NYSDOL and NYSED regulations.**
- The employer acknowledges that the New York State Workers Compensation Board Employers' Handbook <http://www.wcb.ny.gov/content/main/Employers/EmployerHandbook.pdf> (May, 2010 edition), at page 42, states the following about workers compensation coverage for student interns:

Student interns are individuals that are providing services to gain work experience. An unpaid student intern providing services to a for-profit business, a nonprofit or a government entity is generally considered to be an employee of that organization and should be covered under that organization's workers' compensation insurance policy. Workers' Compensation Law Judges have ruled that the training received by student interns constitutes compensation (even though the student interns may not be receiving actual "cash payments" for their efforts).

Exception: Please note that student interns (paid or unpaid) providing non-manual services to a religious, charitable or educational institution (covered under Section 501(c)(3) of the IRS tax code) are exempt from mandatory coverage (but can also be covered voluntarily). [Manual labor includes but is not limited to such tasks as filing; carrying materials such as pamphlets, binders, or books; cleaning such as dusting or vacuuming; playing musical instruments; moving furniture; shoveling snow; mowing lawns; and construction of any sort.] Naturally, a paid student intern providing services to a for-profit business, a nonprofit (other than a nonprofit that is covered under Section 501(c)(3) of the IRS tax code) or a government entity should be covered under that organization's worker's compensation insurance policy.

- Students will be accepted into this program and otherwise treated without regard to age, color, religion, creed, disability, marital status, national origin, race, gender or sexual orientation.
- The work based learning program/experience will comply fully with **ALL** of the following criteria points, which are outlined in the United States Department of Labor's Employment Relationships Under the Fair Labor Standards Act—

Whether trainees or students are employees of an employer under the Fair Labor Standards Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If **ALL** of the following criteria apply, the trainees or students are **NOT** considered employees within the meaning of the Act:

- a. the training, even though it includes actual operation in the facilities of the employer, is similar to that which would be given in a vocational school;
- a. the training is for the benefit of the trainees or students;
- b. the trainees or students **DO NOT DISPLACE** regular employees, but work under their close observation;
- c. the employer that provides the training **DERIVES NO IMMEDIATE ADVANTAGE** from the activities of the trainees, and on occasion, his operations may actually be impeded; the trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
- d. the employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in the extended classroom (in the case of an unpaid WBL experience).



School and student:

- The work based learning program will be supervised by a Certified Coordinator of Work Based Learning for Career Development.
- The student must abide by all regulations set forth by participating business. Failure to do so can cause immediate removal from the site or the participating business (i.e., dress code, behavior).
- The student is representing the School District/BOCES in the community, therefore we expect him/her to act and behave appropriately according to the expectations of the company.
- The student will be expected to attend the work site daily, as per schedule. The student must inform the employer/mentor and the school’s Main Office classroom teacher by telephone of all unexpected absences from the worksite during his/her off-campus experience.
- The student must keep a Daily Journal, according to criteria developed by the coordinator and the instructor, for the WBL experience. The student will be evaluated during the program, and must maintain satisfactory standards of performance to continue in the experience.

Signatures of Agreement:

Student Signature

Date

Mentor/ Supervisor Signature

Date

Parent Signature

Date

WBL Coordinator Signature

Date

Principal Signature

Date

The Wappingers Central School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The compliance officer is Dr. Dwight Bonk and is available at the Wappingers Central School District, 25 Corporate Park Drive, Hopewell Junction NY 12533 845-298-5000. Email: Dwight.Bonk@wcsdny.org

Student Agreement and Responsibilities

1. An on-the-job Mentor will be identified in the sign to the student for the duration of the experience.
2. This program will comply with all federal and state Labor Department, New York State worker compensation regulations, and New York State education department laws and regulations.
3. The student must abide by all regulations set forth by the participating business. Now you're to do so can cause immediate removal from the side or participating business. Special attention is called to the employer's regulations regarding safety, dress, conduct, and attendance.
4. The student is representing Wappingers Central School District in the business community, therefore he or she is required to behave appropriately according to the expectations of the business.
5. The student is expected to attend the work site as per schedule. The student will give as much advance notice as possible if he or she is unable to report to work or will be tardy. The student must inform the attendance office or classroom teacher of all unexpected absences from school during his or her work based learning experience.
6. The student will complete all forms relative to placement and transportation prior to starting the wbl experience. If driving a photo copy of the student's driver's license will be provided.
7. The student must keep a Daily Journal, found in the Google classroom.
8. The student will be evaluated during the program and must maintain satisfactory standards of performance to continue in the wbl experience.
9. The student will not change or terminate the work based learning experience without first Consulting the wbl coordinator and Mentor / employer.

I, the undersigned, understand and accept all of the aforementioned conditions related to my participation in the work based learning program.

Student name: _____

_____ Date _____
Student signature

_____ Date _____
Parent / Guardians signature

_____ Date _____
Work-Based Learning Coordinator signature



Emergency Medical Treatment Authorization

Name of Student:
Parent/Legal Guardian:
Telephone of Parent/Legal Guardian:
Address:

In case of emergency, if unable to contact parent listed above, please contact:

1. _____ Phone: _____ Relationship: _____
2. _____ Phone: _____ Relationship: _____

Student Physician: _____ Phone: _____

Student Dentist: _____ Phone: _____

Student name: _____

If student is taking any regularly prescribed medication, is allergic to medication or if there is any other emergency information We need to know, please indicate below:

In the event of an accident or illness, I hereby Grant permission to Authorized Personnel to provide for first aid to my son / daughter in the event of an emergency if reasonable attempts to contact those named above proved unsuccessful. I hereby give consent to transport my son or daughter to the emergency medical Department of the nearest hospital. If his / her position cannot be contacted, medical treatment deemed necessary by the attending license position or dentist may be administered.

Signature of parent or legal guardian:

Date: _____



Work Based Learning Coordinator
Mike Batira
John Jay Senior High School
(845) 897-6700

Dear Employer:

Thank you for hiring **one** of our students. This student will be earning academic credit while employed by your company. *With* your assistance, a grade will be issued each marking period for this student's performance at your work site. **Please sign the Memorandum of Agreement and complete the Training Plan to be mailed or faxed to my attention ASAP. The employer must provide safety training prior to the students first day of employment.**

For your information, students enrolled in our NYS approved Work Based Learning Program are not permitted to work in the following hazardous occupations:

1. Power-driven woodworking machines
2. Power-driven metal forming, punching and shearing machines
3. Power-driven paper product machines
4. Power-driven saws, band saws and guillotine shears
5. Roofing operations
6. Evacuation operations

The following NYS Child Labor Laws also apply:

1. Minors need not have disability benefits deducted from their paycheck if under 18.
2. Minors may be employed 6 hours a day, 28 hours a week, while school is in session.
3. Minors may not be employed before 6 a.m. or after 10 p.m. on days that precede a school day.
4. Minors may not be employed after midnight on any given day.
5. Minors need to be paid the prevailing minimum wage.
6. Minors need to be legally employed with appropriate deduction of taxes and worker's compensation.

Thank you for the opportunities you are providing our student. If you have any questions about these forms or the NYS Child Labor Laws, please feel free to contact me. Furthermore, please let me know if a student is not performing up to your expectations. It is my responsibility to assist the student in developing good work habits and professionalism.

Best Regards,

Mike Batira

Mike Batira, Work-Based Learning Coordinator

michael.batira@wcsdny.org



John Jay Senior High School
2012 Route 52, Hopewell Junction, NY 12533
Phone: 845-897-6700 - Fax: 845-897-6720

**MEMORANDUM OF AGREEMENT
COOPERATIVE EDUCATION PROGRAM**

1. This establishes an agreement between Wappingers Central School District and _____ (name of employing business) regarding the employment of _____ (name of student) in _____ (name of occupation).
2. The following specific work experience arrangements have been made and will serve as the operating procedure for this work experience program.
 - a. The student-learner shall be given opportunity to progress through the various phases of work listed in the TRAINING OUTLINE approved by the Work Experience Coordinator and the employer.
 - b. Appropriate general safety/health instruction specific to the student-learner's experience will be provided by the sponsoring business.
 - c. The employee's designated supervisor shall evaluate the trainee during the school year.
3. Organized instruction in safety, occupational and technical theory, and other
The school shall provide information correlated with the employment training. The certified coordinator of this program shall be available for consultation with the employer.
4. The student shall begin employment at no less than the minimum wage and the program will comply with all STATE and FEDERAL Labor Laws.
5. This **agreement** may be discontinued at any time.
6. The cooperating employer agrees that the student will be accepted and assigned jobs and otherwise treated without regard to age, color, religion, creed, disability, national origin, race, gender, or sexual orientation.

SIGNED _____ DATE: _____
Certified Work Based Learning Coordinator

SIGNED _____ DATE: _____
Employer/Title



Training Plan Fill-out

Wappingers Central School District Cooperative Education Program

Student name	
Student address	
Student telephone	
Student DOB	
Working papers certificate number	
Employer / business name	
Address	
Phone Number	
Direct Supervisor Name	
Contact Information	
Coordinator Information	Mike Batira, JJHS, michael.batira@wcsdny.org , (845) 897-6700
Notes:	

Work Based Learning Coordinator
Mike Batira
John Jay High School
(845) 897-6700

Insurance coverage:

- _____ : Student is an employee and covered under worker's compensation
- _____ : Student is an unpaid intern and covered by employer's insurance company
- _____ : Student is an unpaid intern and covered by Wappingers SCD insurance

Transportation:

- _____ : Student will provide transportation in their own personal vehicle
- _____ : Parent will transport student
- _____ : Other: _____

Job task/ class learning outcomes	Training Required	Achievement: 1 – Mastery 2 - Additional training worksite 3 - Additional training in school 4 – Not yet trained
1.		
2.		
3.		
4.		
5.		
6.		
7.		



Safety Training	Date	Achievement: 1 – Mastery 2 - Additional training worksite 3 - Additional training in school 4 – Not yet trained
1. Precautions relating to stairs, equipment, and furniture		
2. Precautions relating to dress, shoes, gloves, head, eye, ear protection		
3. Precautions related to the use of machines, tools, chemicals		
4. Precautions relating to fire, weather, and other natural disasters		
5. Precautions relating to sexual harassment in workplace violence		