WORK-BASED LEARNING
STUDENT ORIENTATION FORM
JORDAN SCHOOL DISTRICT

I am aware of the issues involved in participating in a work-based learning experience. I have received instruction in the areas listed below and agree to follow identified guidelines.

1. **TRANSPORTATION – I will:**
   - **a.** Wear a seatbelt.
   - **b.** Drive directly to and from the site.
   - **c.** Obey all traffic laws.
2. **ACCIDENT/INJURY – I will:**
   - **a.** Contact work supervisor and school supervisor in case of accident or injury.
   - **b.** Use procedures for district workers' compensation (unpaid experience).
   - **c.** Use procedures for employer's workers' compensation (paid experience).
3. **SEXUAL HARASSMENT – I will:**
   - **a.** Contact the work-site supervisor and school supervisor in case of harassment.
   - **b.** Not participate in sexual harassment of co-workers or customers.
4. **STANDARD OF CONDUCT – I will:**
   - **a.** Contact employer if I will be absent from work.
   - **b.** Wear appropriate clothing.
   - **c.** Follow policies and procedures of the work site.
   - **d.** Maintain policies for confidentiality.
5. **SAFETY GUIDELINES – I will:**
   - **a.** Contact school supervisor and work-site supervisor with any concerns.
   - **b.** Request safety training from my employer.
   - **c.** Wear appropriate safety clothing/equipment.
   - **d.** Follow safety procedures.
6. **DISCRIMINATION – I will:**
   - **a.** Contact school supervisor and work-site supervisor if I feel discriminated against on the basis of gender, ethnicity, language, religion, or disability.
   - **b.** Not participate in discrimination against others.
7. **INTERNET – I will:**
   - **a.** Follow district and business rules and guidelines for internet access at the internship site.
   - **b.** Be immediately terminated and receive no credit for the internship if I break internet rules.
8. **GENERAL – I will:**
   - **a.** Attend and participate in required classes.
   - **b.** Track hours on the time sheet and turn in when due.
   - c. Maintain required GPA (2.0 minimum) and attendance requirements.
9. **CONFIDENTIALITY-I will:**
   - a. Safeguard the privacy and security of information I receive and use at my worksite, even after I have left the worksite.
   - b. Protect and maintain policies of confidentiality.
   - c. Be immediately terminated and receive no credit for the internship if I break these rules.

Student Signature _____ Date _____

Orientation Instructor Signature _____ Date _____

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