

**Congratulations!** You have made the choice to learn and earn! The WBL/YAP program takes learning out of the traditional four walls of a classroom and into the real-world. To be successful in the WBL/YAP program you need to know what is expected of you at school and at your place of employment. This packet will provide you with all the information needed to be successful in the program. Please take time to read ALL the information! I want you to be successful in school, your work experience, and most importantly, life! Please feel free to contact me whenever you have a question, concern, or just want to talk about a situation involving your employment or school.

**Good Luck! Mr. Scott Colter**

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## Program Benefits

### **To the students:**

- Connect education and work
- Show relevance of academic and occupational instruction
- Provide opportunities to explore careers & enhance skills
- Develop work ethics
- Encourage completion of secondary education
- Provide opportunities for leadership development

### **To the business and industry:**

- Provide opportunity to prepare future employees
- Offer source of skilled and motivated future employees
- Opportunity to provide community services
- Communicate job-specific skills to educational personnel

### **To the school:**

- Provide access to the latest equipment and technology
- Enhance education’s ability to meet student needs
- Make education more relevant and valuable to students
- Promote faculty interaction with the business community

### **To the community:**

- Prepare a productive future workforce
- Build relations among education, business, and community
- Enhance awareness of local employment opportunities
- Build foundation for a more productive local economy

## Mission & Vision

The mission of the Work-Based Learning Program is to assist in providing a highly trained, technologically sophisticated and career oriented young work force. This is accomplished by developing partnerships between business, industry, students, parents, school systems, coordinators, post-secondary institutions, and registered apprenticeships which will lead students into meaningful careers.

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# SECTION I: STUDENT ADMISSIONS

## Student Requirements

All students in the WBL program must meet the following requirements:

- Juniors & Seniors (Sophomores-see Enrollment Options Section)
- Parent/Guardian approval
- WBL Coordinator Approval-Job Placement
- Administration Approval
- Guidance Approval
- Grades/Attendance/Discipline Record Approval
- Reliable transportation to and from school/work

## Program Admission Process

Students will receive information from their Guidance Counselor's regarding the WBL Admission Process. It is important to follow the process! Before you begin the admission process, make sure you are on track for graduation. Your education is important and it comes **FIRST & FOREMOST!**



YOU HAVE THE REST OF YOUR LIFE TO WORK  
YOU HAVE ONE OPPORTUNITY TO  
WALK FOR YOUR HIGH SCHOOL DIPLOMA!

**This is our goal for you!**

### STEP 1: WBL Application

Now you are ready to begin the admission process. You will access the following website: [www.chattco.org/o/ccmhs](http://www.chattco.org/o/ccmhs). This website holds all the information you need, all the required documentation for the program, and the WBL Student Handbook. Use the CVA tab and then click on the WBL tab. Look for the Student tab to find the forms needed for **WBL Admission**. Complete the Google form and submit.

### STEP 2: Mandatory Orientation

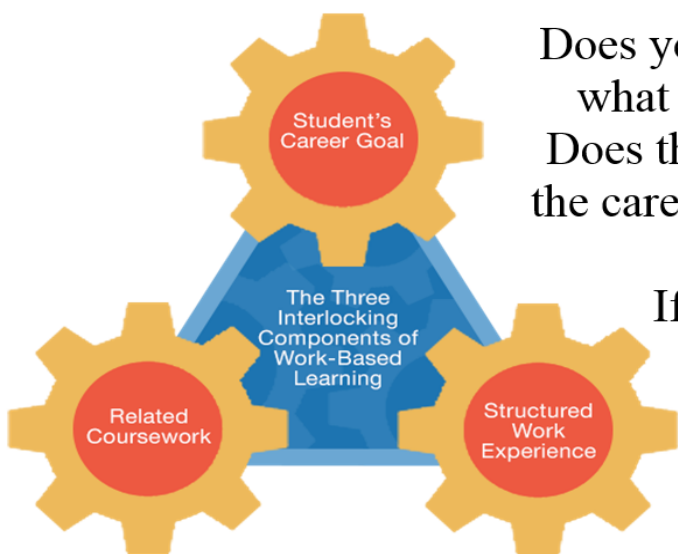
Please make sure you mark your calendar for the mandatory orientation you selected. The orientation is approximately one hour...plan to attend the entire meeting. Important information will be given at the meeting!

## Is WBL for YOU?

Does your high school career pathway match what you want to do when you graduate?

Does the tasks at your part-time job relate to the career pathway you have completed or are enrolled in at school?

If you answered YES, then WBL is a **MATCH** for you!



**Enrollment Options** Based on CTAE pathway/classes, students may enroll in one (1), two (2), or three (3) blocks of WBL during 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and/or 4<sup>th</sup> block. Enrollment options are detailed below.

Name	Pathway	Placement
<b>Option 1 Enroll in 1, 2, or 3 blocks</b>		
	CTAE Pathway Completer (successfully completed 3 classes in the same pathway)	
	WBL Job Placement Extension (job is in the same area as the completed career pathway)	
	Post-secondary area of student related to the pathway completed	
	OR	Enter the workforce after graduation-work in a career related to the pathway completed
EX: Student A completed Family and Consumer Science Pathway, currently working at Chick-fil-A, planning to attend Ogeechee Technical College and major in Culinary Arts		
EX: Student B completed Auto Pathway, currently working at 10 Minute Lube, planning to work full time at 10 Minute Lube after grad		
<b>Option 2 Enroll in 1 or 2 blocks</b>		
	Completed at least 2 classes in the same CTAE pathway	
	Currently enrolled in the 3 <sup>rd</sup> class of the same pathway	
	WBL Job Placement Extension (job is in the same area as the completed career pathway)	
	Post-secondary area of student related to the pathway completed	
	OR	Enter the workforce after graduation-work in a career related to the pathway completed
EX: Student C completed 2 classes in Business and Technology Pathway and currently enrolled in the 3 <sup>rd</sup> class, currently working at Food Word (cashier), and planning to go to college and major in marketing.		
EX: Student E completed 2 classes in Healthcare Science Pathway and currently enrolled in the 3 <sup>rd</sup> class, currently working at City Drugs, and planning to go to STC after graduation to pursue a nursing degree		
<b>Option 3 Enroll in 1 block ONLY</b>		
	Completed 1 class in a CTAE pathway or currently enrolled in a CTAE class	
	Currently enrolled in 2 <sup>nd</sup> class of a CTAE pathway (plans to complete the pathway before graduation)	
	WBL job placement is related to soft skills and work ethics	
	Post-secondary area of student related to the pathway completed	
	OR	Enter the workforce after graduation-work in a career related to the pathway completed
EX: Student E completed 1 class in Energy Pathway, planning to take the 2 <sup>nd</sup> class next semester, currently working at Altamaha Electric, planning to go to college and pursue an engineering degree		
EX: Student F is enrolled in the first Audio Visual class, planning to take the second and third class before graduation, currently working at the Pal Theater, and planning to pursue a degree in journalism at GSU after graduation		
<b>Option 4 Enroll in 1, 2, or 3 blocks Youth Apprenticeship Student</b>		
	CTAE Pathway Completer (successfully completed 3 classes in the same pathway)	
	WBL Job Placement Extension (job is in the same area as the completed career pathway), classified as <b>Highly Skilled</b>	
	EOPA Passing Score – Earned Industry Certification in the area of the completed career pathway	
	Committed to working <b>720+ hours</b> in the workplace site area of the completed pathway	
	<b>Post-secondary</b> area of study related to the pathway completed	
Students will be <b>tracked</b> until all requirements have been met (successful completers will receive a GA Dept. of Education certificate)		
EX: Student G completed Auto Pathway, earned the ASE Industry Certification, currently working at 10 Minute Lube, planning to attend STC after graduation to enroll in the automotive program		
EX: Student H completed the Family and Consumer Science Pathway, earned ServSafe Industry Certification, currently working as a hostess at Ruby Tuesday, a STC dual enrollment student, plans to pursue a Culinary Arts degree at the post-secondary level after grad		
<b>Option 5 Enroll in 1, 2, or 3 blocks Sophomore Special Admission</b>		
	16 Years Old with dependable transportation to and from workplace site	
	2 <sup>nd</sup> Semester Sophomore	
	EOPA Passing Score – Earned Industry Certification in the area of the completed career pathway	
	CTAE Pathway Completer (successfully completed 3 classes in the same pathway)	
	WBL Job Placement Extension (job is in the same area as the completed career pathway)	
	Post-secondary area of student related to the pathway completed	
	OR	Enter the workforce after graduation-work in a career related to the pathway completed
EX: Student I is a 16 year old sophomore student, completed the Agriculture Pathway, plans to take the industry certification in the pathway area, currently working at Florida Gate, plans to pursue a college degree as a land surveyor		
EX: Student J is a 16 year old sophomore student, completed the Business and Technology Pathway, earned the MOS Industry Certification, currently working at Glow Saloon as a receptionist, currently enrolled in the Cosmetology high school career pathway, plans to enroll in STC and become a cosmetologist, future goal is to start own and operate her own salon		

Updated: May 18, 2021

## SECTION II: STUDENT EXPECTATIONS

As a WBL student, you have the opportunity to “learn and earn” on and off campus, but you also have additional responsibilities! Failure to follow through with your responsibilities may result in termination from the program and possible loss of course credit. Participation in WBL means that your work placement is an extension of your school career pathway. Think of your work placement as a remote lab environment.

To participate in WBL, you must demonstrate acceptable behavior at school and at the work placement site. You are expected to maintain academic acceptance (or better) and follow the standards of behavior set at your school and place of employment.

Work-Based Learning focuses on three major student expectations: **Academics School Workplace Behavior**

The following policies will detail the expectations and should be followed by ALL WBL students. Please read each policy and make sure you understand YOUR responsibility. If you have any questions, PLEASE ASK!

### Academics

**Administration reserves the right to remove a WBL student from the WBL program based on academic performance.**

#### 1. *Grades Policy*

Students are expected to maintain 70 and above in all classes. Student progress and report cards will be monitored and evaluated. If a student is failing a class, he/she will be counseled and a plan of action will be established. With work and school, it is important for WBL students to manage their time wisely. Your education is first and foremost! If you need help, please see the Guidance Department or the WBL Coordinator.

#### 2. *Exemption from School/Work Policy*

Working at your WBL part-time job does NOT exempt you from your responsibilities at school. In addition, missing work (without adequate notification and approval from your immediate supervisor) due to homework, studying, field trips, athletic events, etc., is not acceptable work ethics in the workplace. Communication is very important. If a school event is scheduled, make sure to notify your employer in advance and request leave. Most employers will work with you-as long as you give notification and allow time to plan. This is an example of good work ethics. Communicate with your teachers and supervisor!

#### 3. *WBL Course Failure Policy*

WBL students that do not successfully pass the class will be placed on academic probation and not allowed to re-enroll the following semester. After students have completed one semester on academic probation, he/she may have the opportunity to re-enroll in WBL. Students failing two WBL classes will NOT be allowed to re-enroll in the WBL program.

*Nothing  
worth  
HAVING  
comes  
EASY*

### School

**Administration reserves the right to remove a WBL student from the WBL program based on the student’s attendance records and or student’s school discipline issues.**

#### 4. *Attendance Policy*

WBL is designed to instill the importance of positive work habits and attitudes, both on the job and in the classroom. One of the most important is attendance. You must assume responsibility for regular attendance at your school and your work placement site (on the days you are scheduled to work). On days you do not attend school you cannot report to your job work placement site, except by special permission.

- Students are expected to maintain regular attendance in school. If a student is absent/tardy from school, he/she must complete the Google Attendance Form and identify the reason for his/her absence in the Comment Section. Students do not need to fill out the form on weekends, holidays, or days the school is closed. Attendance is graded (see Section III).
- If a student misses an excessive number of days at school and/or is tardy an excessive number of days, a plan of action to improve the situation will be established. Students may be placed on probation or possibly lose the privilege to leave school early for WBL. It is important to make attendance a high priority.

## 5. **School Discipline Policy**

In order to be enrolled in WBL, students must first be approved by an administrator at his/her school. However, if a student receives excessive discipline referrals during the school year, he/she may be removed from WBL. WBL students should be familiar with the school handbook's discipline section. Disciplinary situations vary, as well as the consequences. Students referred to the Alternative School will automatically be removed from WBL. All school discipline issues which occur on campus of the WBL student will be handled through the school's administration department.

- Job discipline issues that occur at the WBL student work placement site after school hours will be handled through the WBL student's employer (the WBL student must follow the same policies/procedures as ALL employees at the WBL student's place of employment)
- At the discretion of the school administration, a WBL student that demonstrates actions that result in poor representation of his/her school (while working at their work placement site), may also receive additional disciplinary actions at his/her school.
- At the discretion of the school administration, a WBL student that demonstrates actions of criminal nature (while working at their work placement site), may also receive additional disciplinary actions at his/her school.

## **Workplace Behavior**

**Administration reserves the right to remove a WBL student from the WBL program based on the student's school representation and behavior at their work placement site.**

## 6. **Job Placement Policies**

As a WBL student, **you represent your school!** Therefore, WBL students are expected to be positive representatives at all times, especially at their place of employment.

### **A. Student Terminated from Job**

In the event the student is terminated due to disciplinary actions at the work placement site, the student must notify the WBL Coordinator **IMMEDIATELY**.

**Examples of termination:** failure to call in, no-show, failure to complete job responsibilities, poor work ethics, inability to get along with co-workers/customers, etc.

- A meeting with the WBL student and WBL Coordinator will be scheduled to review the plan
- If the termination results in criminal action, the school administration, as well as the WBL parent/guardian, will be included in the meeting with the WBL student and WBL Coordinator.

**Plan:** Students will be assigned to a non-paid community service work placement site until the end of the current semester.

- The student will report to the non-paid community service during the block(s) enrolled in WBL.
- ALL WBL requirements will be completed at the non-paid community service workplace site.
- WBL students that successfully complete the community service requirements, will have the opportunity to apply for re-enrollment the following semester at an approved paid WBL work placement site.
- At any time during the semester, the WBL student refuses to meet the requirements of the community service, a mandatory meeting will be schedule with the following to discuss the consequences:
  - WBL Student, WBL Parent/Guardian, WBL Coordinator, and School Administrator

**Consequence:** The WBL student will receive the following consequences if he/she does not complete the WBL community service plan for the current semester:

- Student will receive a zero in the WBL class(es)
- Student will not be allowed to re-enroll in WBL for the remainder of his/her high school career
- Student must leave campus after his/her on-campus classes and only during the assigned WBL block(s)
- Student's parent/guardian will assume full responsibility of their child once the student has left campus
- Student will not be allowed back on campus until the next school day for his/her on-campus classes
- Student will not be allowed to participate in extra-curricular activities after school
  - *Clubs*-meetings/activities/field trips
  - *Sports*-practice/games (this does not include attending sports events as a spectator/school supporter)

## **B. Student Quits Job**

**QUITTING is NOT an OPTION! Students that quit their job will automatically follow the same plan as a student that has been terminated from his/her job (see A. Student Terminated from Job).**



The student should NOT leave his/her WBL job placement unless the WBL Coordinator has been notified. The WBL Coordinator will communicate with your supervisor on your defense. Remember... ***the WBL Coordinator is YOUR biggest advocate!*** If the situation cannot be resolved, proper procedures will be followed.

- The student will submit a written document to the WBL coordinator detailing the purpose/reason for leaving his/her job.
- The student will notify/inform his/her employer (in writing) and give a proper time frame (at least 1-week notice) – a copy of the notification should be given to the employer as well as the WBL Coordinator
- The student should make every attempt to leave on good terms!

The WBL Student will follow the procedure for requesting a job change (See C. Students Requests Job Change)

## **C. Student Requests Job Change**

Students are **STRONGLY** encouraged to work the entire school year at the same job placement. WBL students should focus on job placements that are an extension of what they have learned in their CTAE classes/pathway and their career goals. If a student has another job opportunity that matches their classroom learning and career goals, they must inform the WBL Coordinator **FIRST**. The new job opportunity must be approved by the WBL Coordinator and the WBL student must follow the proper procedures to terminate their current employment. If the WBL Coordinator approves the new job opportunity placement, the WBL student must give a notice to their current employer. The WBL students must also complete new documentation for the new employment.

- Students can only change their job work placement **ONE** time during the school year
- Students cannot request to change their job work placement after the following dates:
  - **1<sup>st</sup> Semester: October 1st**
  - **2<sup>nd</sup> Semester: February 1st**

## **D. Student Laid Off or Student with Medical Restriction(s)**

Students laid off from their WBL work placement site due to employer situations (lack of work, remodeling of work site, etc.) or students not able to fulfill job responsibilities at their work placement site due to medical restrictions (broke arm, pregnancy, etc.) will follow the procedures below:

- **Student Laid Off** - Must provide documentation from the WBL workplace site indicating the reason for the layoff and the return date to work
  - WBL student will be placed in a non-paid community service job and work only during the assigned WBL block(s) on his/her schedule
  - WBL student will work at the non-paid community service job until he/she returns to work at the original work placement site
  - WBL student will continue to complete all required daily and monthly assignments (Time Card will indicate community service hours – Workplace Picture will be at the community service location)
- **Student with Medical Restriction(s)** - Must provide a medical note indicating the medical restriction(s) and indicate the return date to work
  - WBL student will continue to complete all required daily and monthly assignments (except Time Card and Workplace Picture)
  - WBL student will have an additional WBL monthly assignment to complete (additional monthly assignments will be given to the WBL student until he/she is medically released and allowed to return to work-documentation must be provided)



## SECTION III: PROGRAM ASSESSMENT

### Application, Orientation, Google Classroom, Required Doc (counts 1x – 1 per semester – 1 grade)

A Google **Application** form must be completed online ([www.chattco.org/o/ccmhs](http://www.chattco.org/o/ccmhs)). During orientation, students will sign up for **Google Classroom** and receive **Required Documentation**. Required documentation must be signed by all parties and returned to the WBL Coordinator by the assigned deadline. Pre-requisite must be completed before a student is considered completely enrolled in the Work-Based Learning program.

### Monthly Assignments

Assignments are due each month as assigned. **Ten (10)** point deduction for every day it is late. Points deducted for not following directions, incomplete work, etc. Assignments will be submitted electronically.

*Google Form Assignments for the semester are located at: Google Classroom*

### Monthly Time Cards (counts 1x - 5 per semester = 5 grades)

Time cards are due each month. **Ten (10)** point deduction for every day it is late.

The Time Card Google Form must be completely filled out and have the correct hourly wage recorded

Calculate monthly gross pay (# of hours multiplied by pay rate-**before taxes are deducted**)

The Required Number of Hours must be indicated on the time card. Points will be deducted if the required number of hours is not worked for the month. (See scale below) **Note: As a WBL student, if you are in jeopardy of not working the required minimum hours, you must notify the WBL Coordinator immediately.**

*Time Card Google Form is located at: Google Classroom*

Required # of Hours Worked Chart			Points Deduction Chart			
Req. Hours for 1 block 7.5/week or 30/month	Req. Hours for 2 blocks 10 /week or 40/month	Req. Hours for 3 WBL blocks 12.5/week or 50/month	Hours Short of...	1-10	11-20	21+
			Points Deducted	10	30	50

**Credit for Work based Learning:** all assignments must be completed and turned in regardless of the grade for the assignment. Each assignment is part of a student portfolio that is required by the GADOE. If a student fails to turn in an assignment they will not receive credit for WBL and will receive a **0** for the course.

### Work Place Picture (counts 1x - 1 per year)

**Students are required to have a picture taken at work performing a job duty each semester. This may be done with a cell phone and submitted through Google Classroom.**

\*The due date will be assigned in Google Classroom.

### Employability Skills Assessment

Students receive at least one assessment per semester. The assessments are completed by the WBL student's supervisor and will be based on student job performance. The assessment will focus on skills that are essential in the workforce.

*Employability Skills Assessment will be delivered to the immediate supervisor to be evaluated.*

**Job Skills Assessment** Students receive ONE job skills assessment per semester. The assessment is completed by the WBL student's supervisor and will be based on the ability of the student to complete the assigned job tasks.

*Job Skills Assess will be delivered to the immediate supervisor to be evaluated.*

**50% of your Grade-** 50% of your final grade will come from turning in a 2 week notice to your employer. This must be a hand-written notice signed by your supervisor and then turned in to the WBL coordinator. (Required by all Seniors) All other WBL students who want to continue to work over the summer may do so provided they notify the WBL coordinator before the final day of school.