

Return this signed form with initial paperwork.

# Career Related Education Work-Based Learning Program

*WORK-BASED LEARNING*



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## STUDENT HANDBOOK

*I agree to abide by all WBL requirements*

Name \_\_\_\_\_

Signature \_\_\_\_\_

**The Paulding County School District Career and Technical Education department does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups.**

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## STUDENT HANDBOOK

*This handbook belongs to*

Name \_\_\_\_\_

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## **WORK-BASED LEARNING GOAL**

The goal of WBL is for students to explore possible careers, enhance skill development, and apply academic proficiencies. Students will develop employability skills including positive work habits and attitudes. Working in the community will help students to make connections among school, post-secondary opportunities and employers which improve job prospects after graduation. WBL gives students the chance to learn from skilled professionals and earn elective credit upon completion of required documented hours and class assignments. WBL is also designed to aid in student independence and post-secondary preparation. It is important for students to initiate employer/coordinator conversations and follow procedures to build upon those skills.

## **PLACEMENTS**

Generally, a placement resulting in a situation where the student's worksite supervisor is a parent or other relative is not appropriate. A placement in a home office or private residence of any kind must be approved by the coordinator. Placements deemed inappropriate will require the student to find another job. It is virtually impossible for a coordinator to properly supervise a student under these conditions, and the probability is high that work site visitations could put the coordinator in an untenable situation. For a student to be placed at a family-owned worksite, the business must be recognized in the community as a legitimate enterprise which meets all of the legal requirements of operation (i.e. has a business license with an employer I.D. number, meets all federal and state safety and health requirements, zoning and code restrictions, etc.). Also, the student must be supervised by someone other than a relative.

Although it is acknowledged that some valuable, even outstanding placement opportunities do exist which involve a family-owned business, these are far outnumbered by situations which are difficult to adequately supervise or properly evaluate.

Work sites must also be free from gender or sexual discrimination or exploitation. This includes the workplace environment, uniform or required dress, and advertising promotion themes.

Job commitment is also important. Job hopping is not allowed. You **MUST** have a job change approved by your coordinator prior to putting in your two weeks' notice at your current job. If there is a legitimate cause for changing jobs, this can be discussed with your coordinator. A change in job without your coordinator's permission will result in a grade reduction of 60 or below. Should this occur students must notify their coordinator within 48 hours to remain in the program.

## **TRAINING PLAN**

Training Plans will be completed for the WBL student based on their job descriptions. The training plan is a list of processes, knowledge, and skills that the student is expected to learn through their work-based learning experience. A customized training plan will be developed by the employer and the WBL Coordinator to chart student progress. The WBL Coordinator, student and employer will work together to prepare a training plan for the student that lists specific tasks/competencies to be learned and/or skill development to be attained on the job. The training will progress through a logical step-by-step process, which ensures that the type and rigor of skills are diverse and continually increase. The WBL Coordinator will use the rating from the employer on tasks, duties, and responsibilities to determine if the student is successfully fulfilling the tasks outlined in the training plan. The WBL Coordinator may include the training plan progress in the assignment of the grade earned by the student.

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## **EMPLOYER/COORDINATOR EVALUATIONS**

Employers will be asked to evaluate you based on your employability traits once each nine weeks. Your coordinator will visit your employer to check on your progress and may leave an evaluation form for completion. If a student or an employer loses an evaluation, make immediate contact with the WBL Coordinator so an additional evaluation can be taken to the employer.

Coordinator evaluations are completed once each nine weeks. This grade is a compilation of your responsibility, school attendance, attitude and respect, productivity and academic performance, self/time management, and WBL hour requirements. The coordinator criteria are aligned with the GeorgiaBest requirements to earn a certificate.

## **HOUR REQUIREMENTS**

Work-Based Learning students are required to meet hour requirements based on their scheduled periods in WBL. If students do not meet the below requirements, their grade may reflect the missing hours in the coordinator evaluation completed each semester. If you are struggling to meet your work hours, please talk to your coordinator.

<b>WORK-BASED LEARNING HOURS/CREDITS</b>		
<b>Number of Blocks Enrolled</b>	<b>Minimum Weekly Work Hours</b>	<b>Carnegie Units Earned</b>
1	7.5	1.0
2	15	2.0

## **ATTENDANCE & RECORD KEEPING POLICY**

Work-Based Learning is designed to instill good work habits, desirable employability skills and a positive attitude both on the job and in the classroom. Students must assume responsibility for regular attendance at school and work on a regular basis.

School attendance will be kept by the student signing in or out daily at the time the student arrives/leaves campus. Students may **NOT** sign out early, have someone sign out for them or sign out for someone else. **Signing in/out is MANDATORY each day. If you do not sign in/out, this will be considered skipping. Leaving campus without permission will result in a discipline referral will be submitted.** Early release cards will be issued and are required to leave campus. Lost cards are \$5. Students will sign in and out each day. This is mandatory and is reflected in your grade.

## **DUAL ENROLLMENT STUDENTS**

Students who have chosen to participate in Dual Enrollment and Work-Based Learning need to be certain they understand Dual Enrollment is a student driven program and they are responsible for communicating with the WBL coordinator with any questions regarding assignments, meetings, paperwork, etc. Guidelines are in place and will be followed for the student to be successful in both Dual Enrollment and Work-Based Learning.

## MEETINGS

WBL meetings are held once a month. The dates will be provided at the beginning of the school year but are subject to change. Please listen to announcements, postings, and refer to the WBL webpage.

It is **MANDATORY** that you report during this time as important information will be discussed assignments will be collected and attendance will be taken. It may be necessary for you to be late for work; therefore, it is important for you to inform your employer in a timely manner so that your schedule can be arranged to accommodate the meeting dates.

If there is an issue with your employer's willingness to allow you this time off, talk to me at so that other arrangements can be made. You will not be excused from a meeting without proper notification. "I have to go to work" is not a valid excuse to miss these mandatory meetings.

*WBL monthly meetings are mandatory and should a conflict arise with extracurricular activities your WBL meetings are part of your grade and must be attended.*

## TIME SHEETS/WORK DOCUMENTATION

Due to state requirements, it is mandatory for coordinators to record time sheets. If time sheets are not turned in by the five-day rule, students' early release privileges will be suspended until the time sheet is received.

Students will be required to keep up with all hours worked. The form must be completed in **blue or black ink**. No scratch outs, incomplete sections, or errors are permitted. Points will be deducted for late or incomplete time sheets.

Please write the date you work and complete your total time on the monthly time sheet. You will be asked to write your hourly wage at the bottom of the time sheet and compute your gross wages. This is to help you keep up with raises and changes. Time sheets must be signed by the employer/supervisor.

You may use a computer printout from your employer for your time sheet, as long as it contains from the first day of the month through the last day of the month. Months do not overlap. You will need to make sure that you follow all guidelines including signatures, total hours, total wages, etc. as the other form.

**NOTE:** Student, parent, or friend cannot sign time sheets, **only** the individuals listed on your work documents. This is considered forgery and will result in failure and/or removal of the program.

## COMMUNICATION

The WBL webpage is accessible through the Paulding County School District website under "Parent or Student Information". Paperwork, meeting dates, career assignments, time sheets, student handbook, etc. can be found on the website. This provides you with 24/7 access to your needed documents. Canvas is the learning management system that will be used for submitting assignments. Remind (you will join your WBL Coordinator's group) will be used as a means of individual and group messages.

## GeorgiaBEST

Continuing through the 2020-2021 school year, Paulding County Work Based Learning students will have an opportunity to earn the GeorgiaBEST certificate by completing the program requirements each year.

“When Georgia employers are ready to hire new graduates, one of the most common complaints is that the younger pool of applicants lacks the soft skills necessary to perform in today’s work environment,” Commissioner Butler said. “By partnering with schools and employers, we will help them become ready to apply for a job, interview for a job and retain a job. As this program grows, we hope that a GeorgiaBEST certificate will help guarantee a young applicant gets an interview. The rest is up to them.”

Over a high school grading period, students who participate in the GeorgiaBEST program are evaluated by their teachers – not unlike job performance reviews – on several criteria including discipline, punctuality, communications and time management. When the students master the skill sets, they are given leveled certificates designating them “GeorgiaBEST.” Levels include: One-GeorgiaBEST; Two-Executive; Three-Premiere; and Four-Elite. The evaluation system helps employers find young workers ready for the job, helps students gain critical skills and helps the state enhance its workforce. Georgia Department of Labor is working with businesses and chambers of commerce to educate them as to what a GeorgiaBEST certificate means and how giving interviews to GeorgiaBEST applicants can help their companies. For more information go to <https://dol.georgia.gov/georgiabest> for additional information.

## SPECIAL EVENTS

To meet our Career Related Education standards, activities and events will be planned. Examples from recent years include: Rising Professionals and Employer Appreciation Reception. These events are similar to field trips, attendance is mandatory, and fees will be associated with these events. Students will be expected to make arrangements with their employer in order to attend these events. Dates will be provided once they have been determined. Monies needed for these events will be provided closer to the date of the trip. Industry tours will be planned which will be first come, first serve for all high schools. School busses may be utilized in which will depart and return to a centrally located school in the county.

Students are required to wear interview attire as part of their grade to each event. One of our assignments is dedicated to dressing for success which will help students to understand the importance of appropriate interview attire. If students do not meet the dress code for their school, they will have to call someone to bring them acceptable attire and would lose credit for that portion of their special event grade.

## STUDENT BEHAVIOR AND ATTITUDE

WBL students must follow all Paulding County student handbook rules, regulations and policies as set forth by the Paulding County School District. When students are at work, school rules still apply.

Paulding County WBL students are expected to excel in three major areas: academic performance, school/workplace behavior, and job performance. As a WBL student, you must maintain a C average at school and have a 90% attendance record. Failure to meet either of these goals can result in termination from the program and possible loss of credit. ***Participation in this program means that your work site is an extension of the school program. Think of your work site as a remote lab environment.*** You are expected to follow the standards of behavior of the county school system as well as those of your employer. ***Any discipline problems at school or at your work site must be reported to the WBL Coordinator immediately!***

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## **POINTS OF INFORMATION:**

- If you do not attend school, you should not report to your job site except by special permission from your WBL Coordinator.
- If you are sick and cannot attend work, you **MUST** call your employer **BEFORE** you are scheduled to begin work that day. You should always carry your employer's number with you.
- Please schedule all doctor and dentist appointments outside of your work and/or school hours, however, should you have an appointment, follow employer attendance policy.
- Unexcused absences are evidence of undesirable work habits and are **STRONGLY** discouraged.
- If you are assigned ISS, you will stay at school all day. You will not be allowed to leave for work.
- No show to work (this is considered skipping class), not attending monthly meetings, not completing assignments, or not signing in/out without prior notification will result in:

**First Offense** - verbal/written warning

**Second Offense** - discipline referral and possible suspension of early release privileges

**Third Offense** - possible removal from the program

## **REMOVAL FROM WBL PROGRAM:**

Criteria have been established to determine student eligibility for the WBL program in the spring. If any of the below conditions have not been properly met, students risk removal from the program.

- Not completing assignments
- Dismissal/firing from employment or changing employment without coordinator permission
- Failure to notify coordinator within 48 hours of dismissal/firing and/or quitting job
- Poor evaluations from employers
- Not following procedures for WBL as outlined in this handbook
- Not returning/maintaining paperwork
- Discipline problems in school
- Excessive absences at school or work
- Not attending required meetings and events
- Engaged in illegal or unethical activity/behavior
- Forging or having unauthorized person sign your time sheets
- Continued participation in WBL is contingent upon passing previous semester

## **GRADING POLICY**

Grades are an important part of the Work-Based Learning program. The WBL grade is comprised of several components all necessary for your workplace success. The following outlines the weights and requirements for the WBL grades:

<b>Items/Events</b>	<b>Category</b>
Meeting Attendance (grade based on being on time) Monthly Assignments WBL Field Trip, i.e. Rising Professionals, Employer Appreciation	Formative
Employer Paperwork Monthly Time Sheets Employer Evaluation (once every 9 weeks) Coordinator Evaluation (once every 9 weeks)	Summative
Final Exam	Final Exam

\*Grading Rubric is subject to change based on event planning/availability. \*

All assignments must be turned in within five days of due date. Assignments not turned in by this date will not be accepted.

Maximum grade for work not turned in at the monthly meeting will be 75. (Additional 5-point deduction for each day late up to the previously stated five days.)

Meeting grades based on time you sign in and are as follows: 8am-100; 8:01 to 8:05am-90; 8:06 to 8:10am-75; 8:11 to 8:15am-50; 8:16 and later-0.

***Failure to successfully complete ALL ASSIGNMENTS may jeopardize future participation in the Work-Based Learning program.***

## **PAPERWORK REQUIREMENTS**

Your employer paperwork is critical! It must be turned in to your WBL Coordinator before you can leave school to go to work. Employers, parents and WBL students must sign every page where noted. Any missing signatures will keep you from leaving school so please pay attention to all the forms. This paperwork will be provided at your orientation so please plan on staying at your school until the required paperwork is submitted. Please refer to your check off list for specifics and complete forms completely with no blank areas.