



# Work Based Learning Student Handbook

## Jefferson County High School

It is the student's responsibility to read and be familiar with all WBL policies and forms set forth in this handbook. Ignorance of the rules is not an excuse.

It is the policy of Jefferson County Board of Education not to discriminate on the bases of age, race, religion, national origin, or handicap in its educational programs.

## PURPOSE OF THE MANUAL

Policies and recommendations contained in this handbook represent the fundamentals for successful Work-Based Learning in Georgia.

This manual has been compiled for use as a guide for the WBL student. As a student-learner goes about the daily task involved, he/she often finds a need for some authoritative guide. This handbook will help answer many questions which arise. Careful study of this handbook with the WBL Coordinator will prepare the student-learner so that he/she may assume his/her new duties with ease and confidence and that many of his/her responsibilities will have been anticipated.

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## THE PURPOSE OF WORK-BASED LEARNING

Congratulations! You have been selected to participate in the Work-Based Learning Program. It is the beginning of an exciting and rewarding career path.

Through participation in Work-Based Learning, classroom learning is combined with work experience. Along the way you will be expected to meet certain standards. Knowing what is expected of you at school and during your worksite experience will help you to succeed, so take the time to read the following pages carefully.

With the honor of being released from school to work on a related job site comes a responsibility involving career commitment and continued effort on your part. The fact that you have been selected shows that you are willing to strive for success and build a foundation for your future career.

Best wishes as you begin on the new venture. I wish you success and pledge my support in this endeavor.

Tammy Hodges  
Work-Based Learning Coordinator  
Jefferson County High School

## STUDENT EXPECTATIONS

Work-Based Learning students are expected to excel in three major areas:

- Academic Performance
- School and workplace behavior
- Job Performance

As a work-based learning student, you must maintain a C average at school and have a 90% attendance record. You may take advantage of many support services to help you achieve these goals, but you have to do the work! Failure to meet either of these goals can result in termination from the program and possible loss of credit.

To participate in work-based learning, you must demonstrate acceptable behavior at school and at the worksite. You are expected to follow the standards of behavior of the Jefferson County School System as well as at the worksite. These standards of behavior will be discussed in the monthly WBL meetings.

### WBL Policies

#### GRADING POLICY

Your grade will be determined as follows:

Employer Evaluations .....	30%
Portfolio and/or Journal Assignments .....	40%
Submission of Work/Wage Information.....	30%
TOTAL.....	100%

Please remember students released for multiple class periods will receive the same grade for both credit hours.

#### ATTENDANCE POLICY

The Work-Based Learning experience is designed to instill the importance of positive work habits and attitudes both on the job and in the classroom. You must assume responsibility for regular attendance at:

- Your school
- Your work site on the assigned days

Remember, if you do not attend your high school you cannot report to the job site except by special permission. **Your attendance will affect your eligibility for credit.** It is also important in your evaluation by both your mentor and teacher. If a student signs out any class period before the release period, the student will be marked absent for the work release period.

You must go to work every day that you are required to be in attendance. You are an employee of the business and your mentor depends on you to be at work everyday. Your mentor assigns you important work everyday and if you are absent then that work is not completed. You are an employee of the business partner and you must follow the same rules as other employees.

- If you are sick and cannot attend work, you **MUST** call your mentor **BEFORE** you are scheduled to begin work that day. You should always carry your mentor's number with you.
- If you know you will be unable to attend work in advance, for example, you must take a test at school, let your mentor know why you are going to be absent and the days you will be absent.
- We **STRONGLY** encourage you to schedule all dentist and doctor appointments outside of your work hours, however, should you have an appointment, let your mentor know **PRIOR** to the day of the appointment.
- If you are absent due to a death in the family, you must call or have someone else call your mentor and instructor.
- Unexpected absences are considered to be evidence of undesirable work behavior and are **STRONGLY** discouraged.
- No show to work, without a phone call and/or prior approval:
  - First Offense - written warning (at the discretion of employer)
  - Second Offense - possible removal from the program (at the discretion of employer)

#### EXTRACURRICULAR ACTIVITIES

Athletes, band students, and other students with heavy extra curricular program obligations may be scheduled into work based programs at the discretion of the coordinator upon evidence that the additional responsibility **WILL NOT INTERFERE** with schoolwork and their work schedule. The coordinator is required to check school records and confer with parents, past and present teachers, counselors, and prospective employers prior to making a final decision regarding enrollment.

#### SUSPENSION/ISS/DETENTION POLICY

If a student is suspended from school, they may not participate in any school activity including their job placement with work-based learning. Students assigned to ISS will not be allowed to leave to attend work. If a teacher assigns a WBL student detention, the student must serve the detention at the convenience of the teacher. Work commitments **DO NOT** excuse the student from serving detention; therefore, avoid detention and remember **WBL STUDENTS SHOULD NOT BE IN ISS OR SUSPENDED**. The actions of one individual often determine the perception of a whole organization or group of students.

### INSURANCE COVERAGE

Health/life insurance is provided by the student's parents/guardians. Accident insurance (to and from worksite) is provided by parents/guardians.

### TRANSPORTATION

The student or their parents/guardians must provide transportation to worksites.

### JOB CHANGES

A student **CANNOT** change or quit a job without permission of the coordinator. A conference must be scheduled and appropriate forms required by the coordinator must be completed in the event that the student chooses to change jobs. **Under normal circumstances students are expected to keep the same employer while participating in the WBL program.**

### FIRING/LAID OFF POLICY

Any student who is fired for just cause from his/her job will earn a work evaluation grade of "0" for the current grading period. The student will be put on formal probation. Also, the student must have another approved job within two weeks or ten school days or be subject to replacing his/her WBL work period with a class.

Students terminated from employment for theft, taking or dealing drugs, drinking alcohol, or for any reason, which may result in an arrest, by the police may be given a "0" for the remainder of the semester and **may be removed from the WBL program.**

"Laid off" is being let go from a position because there is not enough work for a particular position. Generally speaking, the best workers are not laid off. If an employer has to let some persons go because business is slow, he or she will let the marginal employees go first. Often times, part-time workers are let go before full-time workers. However, if a student is let go because of work slow down, the student's grade will not be affected in anyway. The student will have 10 school days to find another place of approved employment, and the coordinator will make every effort to assist the student in finding employment. Students may have to take a position that is not exactly the kind of position they would like in order to be employed within the 10-day limit.

### EARLY RELEASE Sign Out

All work program students must sign out/in the Career Center. The sign in/sign out book is a record of your attendance during your release periods. Please let Mrs. Hodges know if you are present, but forget to sign the book. You must leave campus immediately after signing out each day.

**STUDENTS ARE NOT TO REMAIN ON CAMPUS DURING THEIR WBL WORK PERIODS.**  
**STUDENTS ARE NOT TO RETURN TO CAMPUS AFTER LEAVING CAMPUS FOR A WBL**

**WORK PERIOD.** \*\*\*You must have special permission from Mrs. Hodges to stay at school for tutoring, extracurricular activities or for any other reason.

## STUDENT ELIGIBILITY FOR WBL PROGRAM

The following criteria should be met for WBL eligibility:

The student follows the application process in the spring of previous year. This application process includes submitting an application and teacher referrals by the designated deadline. Once all applications are submitted, students will go through the interview phase of applying to the program.

**\*\*Major consideration is given to absenteeism and disciplinary referrals.**

- 👉 The student should not have a record of excessive absences.
- 👉 The student should be on track to graduate and classified as a junior or a senior.
- 👉 The student should have followed class and school policies concerning discipline in the present and previous years and has had no excessive discipline referrals.



*Jefferson County High School*  
Work-Based Learning Educational Training Agreement

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Employing Company Name \_\_\_\_\_

Employing Company Address \_\_\_\_\_

Employing Company Supervisor's email \_\_\_\_\_

Employing Company Supervisor's Name \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Work-based Coordinator's Name \_\_\_\_\_

**The Student Agrees:**

1. To be at least 16 years of age and to have a Social Security number.
2. To secure a work-permit if under 18 years of age and to file a copy with the school office, state Department of Labor, and the employer. Work permits can be obtained from the school office and must be documented with a birth certificate.
3. To assist the work-based learning coordinator in finding an appropriate employment position related to the career focus area of the program and the career objective of the student.
4. To provide transportation to and from work.
5. To attend school and work regularly and not go to work without first going to school, or go to school without going to work, unless previously discussed with the work-based coordinator. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the work-based learning coordinator should be notified as soon as possible.
6. To discuss all aspects of the employment with the work-based learning coordinator and the worksite supervisor—not with other students, coworkers, etc.
7. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, proved by school investigation, the student will be dropped from the work-based learning program and not receive academic credit.

8. To work a minimum of 7 1/2 hours a week for one work release period; or 15 hours a week for two work release periods. Youth apprenticeship students will work a minimum of 15 hours per week.
9. To make employment changes only with the approval of the work-based learning coordinator. The work-based learning coordinator reserves the right to change the student's employment situation if necessary.
10. To be evaluated by the work-based learning coordinator and the work-based training supervisor a minimum of twice per grading period.
11. To be aware that employment in the work-based learning program does not necessarily qualify a student to receive unemployment compensation.
12. To submit to the work-based learning coordinator monthly record indicating activities engaged in at the worksite and total hours and salary earned during the week.
13. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

**The Parents/Guardian of the Student Agrees:**

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquires concerning the student's training, wages, or working conditions through the work-based learning coordinator rather than directly to the employer.
4. To understand that the student must attend school and work regularly and not go to work without going to school, nor go to school without going to work unless previously approved by the work-based learning coordinator.
5. To offer assistance to the work-based learning coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
6. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

**The Employer/Worksite Supervisor Agrees:**

1. To provide a variety of work experiences for the student that contribute to the attainment of his/her career objective.
2. To employ the student for a minimum of 7 1/2 hours a week for one work release period; or 15 hours a week for two work release periods. Youth apprenticeship students will work a minimum of 15 hours per week.
3. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
4. To provide instructional materials and occupational guidance to the student.

5. To evaluate the student, in consultation with the work-based learning coordinator, based on the signed training plan and employability skills at least twice per semester.
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulations. Students employed through a work-based learning program are not eligible for unemployment compensation. Some WBL students are unpaid interns.
7. To adhere to income tax and Social Security withholding regulations when a student is compensated for his/her hours of work.
8. To provide time for consultation with the work-based learning coordinator concerning the student and to discuss with the work-based learning coordinator any difficulties that may arise.
9. To inform the work-based learning coordinator before any disciplinary action is taken in regard to the employment of the student.

**The Work-Based Learning Coordinator Agrees:**

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student's performance a minimum of once per grading period.
5. To maintain records pertinent to the student, the employer, and the school.

*I have read the above agreement and will carry out the responsibilities delegated to the best of my ability.*

Student Signature	Date
Parent Signature	Date
Employer Signature	Date
Work Based Learning Coordinator	Date

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# Jefferson County High School

## Work-Based Learning Program

### Early Release Understanding and Insurance Verification Form

Directions: For a student to be enrolled in the program, the parent/guardian must provide the required information below and sign and date the form at the bottom of the page.

#### Early Release

I understand that my child, \_\_\_\_\_, is enrolled in the work-based learning program at **Jefferson County High School** and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day.

I assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job. I also understand that my child must be covered by automobile accident and health insurance in order to drive to and from work and to be a part of the work-based learning program. (Please complete information section below).

#### Automobile Accident and Health Insurance

I understand that my child must be covered by automobile accident and health insurance to participate in the work-based learning program. I have checked the appropriate statement regarding insurance coverage for this school year. I agree to notify the work-based learning coordinator if this coverage changes during the school year.

##### **Automobile Accident Insurance**

My child is covered by automobile accident insurance through the following provider:

Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Insured \_\_\_\_\_

Phone Number \_\_\_\_\_

##### **Health Insurance**

My child is covered by health insurance purchased through the school  
or

My child is covered by health insurance through the following provider:

Provider \_\_\_\_\_

Policy Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of Insured \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
**Parent's or Guardian's Signature**

\_\_\_\_\_  
**Date**

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# Jefferson County High School

## Safety Training Agreement

\_\_\_\_\_, a student in the work-based learning program at Jefferson County High School and an employee at \_\_\_\_\_ has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown to the student and that in the case of an emergency; the student has been given instructions on what to do to resolve the situation. The student understands that failure to comply with these safety procedures may result in personal injury or in injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

_____ Student's signature	_____ Date
_____ Employer's signature	_____ Date
_____ WBL Coordinator's signature	_____ Date

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# Jefferson County High School Work Based Learning Signature Page

This page is verification that the student and parent have read and signed all necessary forms for entrance into the work based learning program at Jefferson County High School. All questions should be answered before completing the necessary forms. This signature page also serves as proof that the student and parent have read and understand the policies of the Jefferson County High School Work Based Learning Handbook. It is the student's responsibility to read and be familiar with all WBL policies and forms set forth in this handbook. Ignorance of the rules is not an excuse.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work Based Learning Coordinator

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

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