



2017-2018

Work-Based Learning Student Handbook

Student Name: _____

School: _____

Career Pathway: _____

Dr. Lea Folds
Work-Based Learning Coordinator
lea.folds@gscs.org 404-422-4377



It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices.

Work-Based Learning Program

Griffin-Spalding County School System

Dr. Lea Folds, Work-Based Learning Coordinator

lea.folds@gscs.org OR 404-422-4377



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CONGRATULATIONS!

You have been selected to participate in the Work-Based Learning Program with Griffin-Spalding County Schools. 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 with way, you will be expected to meet certain standards. Knowing what is expected of you at school during your work site 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.

This is your 2017-2018 Student Handbook. Please review all information very carefully.

After reviewing the Student Handbook:

- 1. I will give you required forms to be signed to be in the WBL Program.***
- 2. Return the WBL forms to me during the first week of school. You will not be allowed to leave school early until these forms are returned.***
- 3. Place the Student Handbook in a 3-ring binder that will become the WBL Student Portfolio. I will give you more information about this portfolio as the semester progresses.***

If any of the conditions in this handbook are violated, you may be placed on probation or terminated from the program pending the discretion of the WBL Coordinator and the Griffin-Spalding County School Administration.

There will be Parent/Guardian/Student meetings during the year that will require your attendance. I look forward to working with you this year. You may email me at lea.folds@gscs.org or text/call me at 404-422-4377.

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

Respectfully,

Lea D. Folds

Dr. Lea D. Folds
WBL Coordinator

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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. You must assume responsibility for regular attendance at Griffin or Spalding High School and at your work site on the assigned days.

Attendance is taken in the Attendance Office at each school every day. WBL students are required to sign out in this office each day. A Sign-In/Sign-Out link has been created on the Google Classroom page for you to use this year. You **MUST** sign in and out each day. Failure to sign in/out will result in your being marked absent for the class period. If you are sick or have an appointment, you must still sign in and tell me so. Employers are required to report any unusual attendance habits to the Coordinator.

YOUR ATTENDANCE AT SCHOOL AND AT WORK WILL AFFECT YOUR ELIGIBILITY FOR HIGH SCHOOL COURSE CREDIT.

PLEASE REMEMBER:

- 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. You must also sign-in and let Dr. Folds know that you will be absent.
- If you know you will be unable to attend work in advance, for example, if you must take a test at school, let your employer know well in advance why you are going to be absent and the days you will be absent.
- Please schedule all doctor and dentist appointments outside of your work hours, however, should you have an appointment, let your employer 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 employer and the school attendance office.
- Unexpected absences are considered to be evidence of undesirable work habits and are **STRONGLY** discouraged.
- Not reporting to work, without a phone call and/or prior approval:
 1. First Offense – Written warning
 2. Second Offense – Possible removal from the program

COMPETENCY ASSESSMENT

Competency Assessment will be done for the WBL student based on the student's Educational Training Plan (**see page 12**). The Education Training Plan is a list of processes, knowledge, and skills that the student is expected to learn in the Work-Based Learning experience. A customized Training Plan will be developed by the employer and the WBL Coordinator to chart student progress. The 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 Work-Based Learning 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 will include the training Plan progress in the assignment of the Grade earned by the Student. Students will be informed about their progress at each grade reporting period including progress reports, mid-term, and end-of-semester grading periods at Griffin and Spalding High Schools.

GENERAL EMPLOYMENT TRAITS ASSESSMENT

Griffin and Spalding High School WBL students will also be graded based on their Employability Traits. The Coordinator along with other Career Technical and Agriculture Education (CTAE) teachers will teach employability skills to students throughout the school year. These Skills are included in Common Core Georgia Performance Standards (CCGPS) as Foundation Skills for CTAE classes. These standards were identified and validated by a national advisory group of employers, secondary and postsecondary

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educators, labor associations, and other stakeholders. These General Employment traits provide students knowledge and skills in order that they may have a broad foundation for managing lifelong learning and career transitions in a rapidly changing economy. Students who may receive an unsatisfactory rating will be worked with individually.

An example of the Evaluation Form for General Employment Traits is on **page 8**. Evaluations will be done at each nine-week grading period and will be maintained on file in the WBL Coordinator's office. The student will be provided with a copy to be maintained in the portfolio.

BEHAVIOR AND ATTITUDE EVALUATION PROCESS

Work-Based Learning students must follow all GSCS Student Handbook Rules, Regulations and Policies as set forth by the board of education. When students are at work, school rules still apply and must be adhered to.

Griffin and Spalding High School Work-Based Learning students are expected to excel in three major areas: academic performance, school/workplace behavior, and 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. Participation in this program means that your work site is an extension of the school program. Think of your job site as a remote lab environment. You are expected to follow the standards of behavior of the Griffin-Spalding County School System as well as those of the employer. Please remember that your work-site is an extension of your high school.

ANY DISCIPLINE PROBLEMS AT SCHOOL OR AT YOUR WORK SITE MUST BE REPORTED TO THE COORDINATOR IMMEDIATELY!

COORDINATOR COLLABORATION WITH EMPLOYER

As WBL Coordinator, it is my responsibility to be constantly aware of the WBL student's success and failures in on-the-job activities. Coordination visits will be conducted in two different forms:

1. Those scheduled ahead of time with the employer or appropriate contact at a work site.
2. Unannounced drop-in visits.

During the visit, I will note the student's general understanding of on-the-job requirements, dress, grooming, and general appearance. The employer will be completing progress reports and evaluation forms throughout the year. I will confer with the employer, supervisor, or mentor on the following items:

- Duties and tasks relative to the agreed training plan.
- Student's performance on assigned responsibilities.
- Punctuality (check time card) and regularity of attendance
- Quality and quantity of work expected and performed
- Student's attitude toward the job, employer, co-workers, etc.
- Reaction to criticism
- Safety conditions
- Validation of work hours
- Rewards and/or disciplinary actions
- Student's work habits
- Rotation through different job experiences
- Preparation for the next job change or advancement
- Additional opportunities for involvement in the WBL program

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WORK-BASED LEARNING GRADING POLICY

Grades are an important part of the Work-Based Learning program. The following guidelines have been established to help students maintain a grade point average that will help them succeed in high school, at work, and postsecondary education:

- At the end of each grading period the Work-Based Learning Coordinator will check the student's grades.
- In the event that the student has not maintained a C average or better, the student will be placed on probationary status until the next grading period.
- In the event that the student's grades have not improved by the next grading period (brought up to C average), the student's grades will be reviewed for possible removal from the program.

WORK-BASED LEARNING GRADING SCALE

Portfolio Assignments	30%
Employer Evaluations	30%
Submission of Monthly Work/Wage Report	30%
Attendance at Mandatory WBL Meetings	10%
TOTAL	100%

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

STUDENT PORTFOLIO

A PORTFOLIO IS REQUIRED for all students enrolled in the Work-Based Learning program. Thirty percent of your grade is based on your portfolio. You should obtain a three-ring binder to serve as your portfolio. You will be responsible for maintaining it and bringing to Dr. Folds as assigned. The portfolio is a way for you to organize your assignments and showcase your best work; it can be used when applying for postsecondary schools, financial aid, and jobs. Therefore, it should be kept in a professional manner with cover pages, dividers and tabs for all sections, etc. All assignments must be typed and error-free. The Portfolio notebook will be checked at the end of each grading period.

FAILURE TO COMPLETE A PORTFOLIO MAY RESULT IN CREDIT NOT BEING AWARDED TO THE WORK-BASED LEARNING COURSE(S).

WBL PORTFOLIO OUTLINE

Cover Sheet for the front cover of the 3-ring binder (this goes in the outside view cover of the binder)

- Your Name
- (High School Name) Work-Based Learning
- Career Pathway (related to your job – Agriculture, AV/Film, Business, Computer Programming, Construction, Culinary, Early Childhood Education, Engineering, Healthcare, etc.)
- Photograph of your workplace

5-Tab Dividers labeled with the headings shown below:

- Work-Based Learning Student Handbook
- Monthly Work/Wage Reports
- Employer Evaluations
- Portfolio Assignments
- Other Information

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MONTHLY WORK/WAGE REPORT (Example)

Directions: Keep all your pay stubs from your pay checks. At the end of each month you will use your pay stubs to complete the report. A sample pay stub is shown below.

Month/Year February 2016

STUDENT NAME: Your Name	COMPANY NAME: Your Employer's Name
Student Signature: Your Signature	Supervisor Signature: Your Supervisor's Signature

MONTHLY SUMMARY

WORK/PAY PERIOD	HOURS WORKED	HOURLY WAGE	PAY BEFORE TAXES ARE DEDUCTED (Gross Pay)
1/29/16 to 2/11/16	80	15.00	\$1200.00
(Complete a separate line for each paycheck you receive in a calendar month.)			
	TOTAL HOURS =		TOTAL GROSS PAY =

# 008979				EARNINGS STATEMENT		
[Redacted]				Nicole [Redacted]		
[Redacted] Ironson, FL 32621				[Redacted] FL 32696		
MARITAL STATUS	EXEMPTIONS	SSN	EMPLOYEE ID	PAY PERIOD	PAY DATE	
Single	0	XXX-XX-	[Redacted]	1/29/2016-2/11/2016	2/12/2016	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR-TO-DATE
REGULAR	15.00	80	1200.00	FICA MED TAX	17.40	52.20
OVERTIME	0.00	0	0.00	FICA SS TAX	74.40	223.20
HOLIDAY	0.00	0	0.00	FED TAX	150.10	450.30
VACATION	0.00	0	0.00	STATE TAX	0.00	0.00
BONUS	0.00	0	0.00			
FLOAT	0.00	0	0.00			
YTD GROSS	YTD DEDUCTIONS	YTD NET PAY	CURRENT TOTAL	CURRENT DEDUCTIONS	NET PAY	
3,600.00	725.70	2,874.30	1,200.00	241.90	958.10	

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MONTHLY WORK/WAGE REPORT

Directions: Keep all your pay stubs from your pay checks. At the end of each month you will use your pay stubs to complete the report. A sample pay stub is shown below.

Month/Year _____

STUDENT NAME:	COMPANY NAME:
Student Signature:	Supervisor Signature:

MONTHLY SUMMARY

WORK/PAY PERIOD	HOURS WORKED	HOURLY WAGE	PAY BEFORE TAXES ARE DEDUCTED (Gross Pay)
	TOTAL HOURS =		TOTAL GROSS PAY =

Comments:

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STUDENT EMPLOYMENT TRAITS EVALUATION FORM

Student: _____

Employer: _____

Date: _____

School: _____

Directions: Please evaluate the student-employee as fairly as possible and as compared with workers with the same experience. Circle the number for each statement that most accurately reflects the student's performance in that category.

Category	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Unsatisfactory (F)
Produces quality work	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Reports to work promptly when scheduled	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Uses time wisely	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Demonstrates honesty and integrity	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Demonstrates responsible behavior	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Cooperates with others	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Responds to feedback constructively	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Uses/maintains materials and equipment appropriately	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Follows company policies	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0
Maintains appropriate personal appearance	10	9 – 8 - 7	6 – 5 - 4	3 – 2 - 1	0

General Comments:

Training Supervisor: _____(signature)

Work-Based Learning Coordinator: _____(signature)

Discussion with student held on: _____

Student: _____(signature)

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EARLY RELEASE UNDERSTANDING AND INSURANCE VERIFICATION

Student Name:	Date:
WBL Program:	Coordinator: Dr. Lea Folds

Directions: For a student to be enrolled in the WBL 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 Griffin or Spalding 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.)

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	_____	Telephone Number	_____

HEALTH INSURANCE

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

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

Provider	_____	Policy Number	_____
Address	_____	City, State, Zip	_____
Name of Insured	_____	Telephone Number	_____

Parent or Guardian Signature

Date

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EDUCATIONAL TRAINING AGREEMENT

Student Name:		Parent/Guardian Name:	
Employing Company:		Company Address:	
Supervisor's Name:		Work Phone:	

THE STUDENT AGREES:

1. To be at least 16 years of age and to have a Social Security number.
2. To assist the Work-Based Learning Coordinator in finding an appropriate employment position.
3. To provide transportation to and from work.
4. 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 Learning 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 school Attendance Office should be notified as soon as possible.
5. To discuss all aspects of the employment with the Work-Based Learning Coordinator and the worksite supervisor – not with other students, coworkers, etc.
6. 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.
7. To work the minimum hours a week for the work release period(s).
8. To make employment changes only with the approval of the Work-Based Learning Coordinator and failure to complete the semester as a Work-Based Learning student will result in a failing grade.
9. To be evaluated by the Work-Based Learning Coordinator and the Work-Based Training Supervisor a minimum of once per grading period.
10. To be aware that the employment in the Work-Based Learning Program does not necessarily qualify a student to receive unemployment compensation.
11. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
12. To complete a Portfolio during the semester(s).
13. Turn in completed Monthly Production Reports by the 10th of each month to the WBL Coordinator or place in the WBL drop box in the Counselor's office.
14. To consider joining a Career Technology Club – FFA, SkillsUSA, HOSA, FBLA.
15. To attend the Employer Appreciation Luncheon if planned by WBL Coordinator.

THE PARENT/GUARDIAN OF THE STUDENT AGREES:

To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.

1. 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.
2. To make inquiries concerning the student's training, wages, or working conditions through the Work Based-Learning Coordinator rather than directly to the employer.
3. 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 Coordinator.
4. 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.
5. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

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THE EMPLOYER/WORKSITE SUPERVISOR AGREES:

1. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
2. To employ the student for the necessary hours during the academic year.
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, a minimum of once per grading period.
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulation. Students employed through the Work Based Learning Program are not eligible for unemployment compensation.
7. To adhere to income tax and social security withholding regulations.
8. To provide time for consultation with the Work-Based Learning Coordinator 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/Guardian Signature _____ Date _____

Employer Signature _____ Date _____

Work-Based Coordinator Signature _____ Date _____

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EDUCATIONAL TRAINING PLAN

Student Name:	Program Area:
----------------------	----------------------

Job Title:	Type of WBL Placement:
Employing Company Name:	Address:
Supervisor/Mentor:	Phone:
Coursework Completed Related to Placement:	

Job duties/tasks to be performed: (Employer will evaluate student based on this list.)

1	6
2	7
3	8
4	9
5	10

List any potential health/safety conditions related to this specific work assignment. (Indicate NONE if no such conditions have been identified.)

--

Special requirements expected of the student.

--

Student Signature

Date

Parent/Guardian Signature

Date

Employer Signature

Date

Work-Based Coordinator Signature

Date

Notes:

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SAFETY TRAINING AGREEMENT

_____, a student in the Work-Based Learning Program at Griffin High School or Spalding 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 Signature

Date

Employer Signature

Date

Work-Based Coordinator Signature

Date

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INTERNET/NETWORK ACCESS AGREEMENT

I accept responsibility to abide by the Griffin-Spalding County Board of Education policies regarding the Network/Internet and Publication Information policy and procedures as stated in this agreement. These same policies will be enforced in relation to off-campus employment at the work site.

I agree to:

1. Reimburse work for any charges incurred by me that are non-work related.
2. Use the Network/Internet for appropriate work related purposes/research: social media access during work is unacceptable.
3. Use the Network/Internet only with permission from designated work site staff.
4. Use appropriate language for work situations.
5. Not degrade/disrupt Network/Internet services/equipment, not limited to tampering with computer hardware/software by tampering with or invoking computer viruses, vandalizing any data, attempting to gain access to restricted/unauthorized services, or violating copyright laws.
6. Report any security problems/breeches of these responsibilities to the work site employer.
7. Comply with all of the rules/expectations established by the Griffin-Spalding County Board of Education and the work site including Network/Internet etiquette.
8. Not to divulge personal information (Privacy Act) acquired from the Network/Internet.
9. Use the Network/Internet in a lawful manner.

I understand that I do not have a right to privacy when using the work site Network/Internet, and that I consent to staff/employer monitoring of communication at all times.

I understand that any conduct that is in conflict with these policies and procedures will result in termination of Network/Internet access and disciplinary action at school or the work site (termination from Griffin-Spalding County High School Work-Based Learning Program).

Student Signature

Date

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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. All questions should be answered before completing the necessary forms provided by the WBL Coordinator.

The signature page serves as proof that the **student and parent** have read and understand the policies of the GSCS Work-Based Learning Handbook. It is the student's responsibility to read and be familiar with all WBL policies and forms set forth by this school system.

As a parent/guardian of _____, I hereby certify that I have read/understand the GSCS 2016-2017 Work-Based Learning Student Handbook and I have signed all the appropriate forms, with that understanding, I give permission for my student to participate in the program and will accept all guidelines and policies stated within the handbook.

I further agree to indemnify and hold harmless the Griffin-Spalding County Board of Education, staff, agents, work site employers from any and all claims arising from or related to my child's misuse/misbehavior of items in the handbook/agreement forms.

I waive any and all claims I may have against the WBL Coordinator, and work site employers for such use or misuse. In addition, I agree to be responsible for any unauthorized charges incurred by my child through his/her behavior while at work.

I understand that my child is released early and on days they are not at work I assume full responsibility.

It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices.

Student Signature Date

Parent/Guardian Signature Date

Work-Based Coordinator Signature Date

PHOTO RELEASE

Griffin-Spalding County Schools has my permission to use my child's photograph publically to promote the Work-Based Learning Program. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian Signature Date