



# Work-Based Learning - Student Handbook 2019-2020

## 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 2018-2019 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](mailto: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  
Work-Based Learning Coordinator  
[lea.folds@gscs.org](mailto: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](mailto:lea.folds@gscs.org) OR 404-422-4377



### **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. 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 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 provided. 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.

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### **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

### **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.

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### WORK-BASED LEARNING GRADING SCALE

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

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: <b>Your Name</b>	COMPANY NAME: <b>Your Employer's Name</b>
Student Signature: <b>Your Signature</b>	Supervisor Signature: <b>Your Supervisor's Signature</b>

### 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.)			
	<b>TOTAL HOURS =</b>		<b>TOTAL GROSS PAY =</b>

# 008979				EARNINGS STATEMENT		
[Redacted]				Nicole [Redacted]		
[Redacted] Ironson, FL 32621				[Redacted] FL 32696		
MARITAL STATUS	EMPLOYER'S PAYROLL	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	