

# CCHS Work Based Learning Student Handbook

## Work-Based Learning and Youth Apprenticeship Syllabus

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### Course Description:

Work-Based Learning is a Career program designed to prepare students to enter the workforce. All assignments and requirements reflect this mission. Work-Based Learning is designed to provide participating students with connecting activities/coursework that are directly related to the student's instructional pathway and employment aspirations.

### Class Objectives:

The state has identified 24 objectives for WBL. All of which directly or indirectly affect the students in the course. The following are directly related to student instruction:

- 2) Career Awareness Activities such as field trips, speakers, and assignments.
- 3) Career Exploration Activities such as Job Shadowing Day and internships.
- 4) Instructional Related Activities such as learning employability skills.
- 5) Connecting Activities such as Dual Enrollment and Post-Secondary options.
- 10) Employability skills such as soft skills, work ethics, etc.
- 11) Career Plans and Pathways
- 12) Business Partnerships will be developed
- 13) Student Admission through an application is required.
- 14) Mentor Training for each business is required.
- 15) Legal and labor issues as applied to students.
- 16) Training Agreements are developed.
- 17) Training Plans are developed.
- 18) Student Evaluations will be conducted several times per semester.
- 21) Post-Secondary Options will be explored.

### Course Prerequisites:

Students must have: a completed application, acceptable behavior, acceptable attendance, as well as be on track for graduation. Students must have a valid driver's license and be able to drive off-campus.

### Resources Used:

Websites:

- google classroom (you will receive code from your WBL teacher)
- Remind ( you will receive code from your WBL teacher)

### STUDENT ORIENTATION - FIRST DAY OF THE SEMESTER PARENT ORIENTATION - BY VIDEO

### CLASS MEETINGS:

- With the exception of the first day of school, student monthly class meetings will be held virtually. Videos will be created through EdPuzzle and posted to our Google Classroom for student completion at the beginning of each month. **On the first day of school**, students will **meet in Room\_\_\_\_ (will be posted on the WBL office door)** . *Any changes to the location or time will be announced via Remind.*
- **Monthly class meetings videos are mandatory -- THE STUDENT MUST WATCH EACH VIDEO.**
- Class meetings constitute part of the course grade. Each meeting is 4 points of the student's overall grade and will be assessed through EdPuzzle.
  - o EdPuzzle videos contain questions that must be answered throughout--**PAY ATTENTION.**

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- Frequent late and/or missing coursework will be grounds for removal from the WBL program.

## **ATTENDANCE AT SCHOOL AND WORK**

- Attend school regularly. Chronic attendance problems concerning school and/or work are grounds for removal from the WBL program.
- **If students are too sick to come to school, they are too sick to go to work.**
- The state of Georgia requires the following to grant credit for the WBL (YAP) program regarding work hours:
  - 1 block = 135 hours per semester (7.5 hours a week)
  - 2 blocks = 270 hours per semester (15 hours a week)
  - 3 blocks = 405 hours per semester (22.5 hours a week)
  - These are the **Minimum** state requirement -- **not the MAXIMUM.**
  - **Work obligations are for the entire semester. They do not cease when the minimum hour requirement is met.**
  - **Students who do not complete the minimum hour requirement** will not receive credit for WBL. This portion of the student's grade is not prorated.
- **Changing jobs during the semester is strongly discouraged, but not prohibited. It must, however, be done properly.**
  - A written letter of notice must be presented to the current employer two weeks prior to the last day of employment and a copy must be provided to the WBL supervising teacher for the student's file.
  - Failing to properly resign from a job before leaving will receive a 20-point deduction from their **overall grade.**
  - Do not resign from a position until another job has been secured.
  - **If students must resign from their job, they must notify the WBL Coordinator in advance.**
    - Students changing jobs **MUST** notify the WBL Coordinator, complete a job change form, and get an exit interview/evaluation with the employer before leaving.
    - If students do not perform these three tasks, they may receive a 20-point deduction from their **overall grade.**

## **Parent/Guardian Conduct**

Parents are strongly discouraged from contacting the student's employer. Any issues or grievances should be brought to the attention of the WBL/YAP Coordinator who will act as a liaison.

## **TERMINATION FROM EMPLOYMENT:**

If the student is terminated from their employment, he/she must **IMMEDIATELY** notify their Work-Based Learning Coordinator. Students who are terminated with cause from employment may receive a 20 point deduction from their overall WBL grade.

## **MAKEUP WORK:**

Students have three (3) days after the absence to turn in make-up work. This work includes the WBL class meetings. Make-up meetings must be scheduled individually through the WBL supervisor.

## **CHEATING:**

Students will receive a ZERO for assignments if it is determined they cheated or falsified information. Parents will be notified within 48 hours. Falsification of employer and or parent documents will result in removal from the WBL Program.

## **DISCIPLINE:**

The rules, policies, and consequences found in the student handbook and written by the Colquitt County School system will be enforced. In addition to these rules and policies, the student is expected to follow all the WBL policies and procedures as outlined in this syllabus and as printed on the WBL forms that were signed by the student, parents, and employers.

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## WITHDRAWAL FROM PROGRAM

Refer to the above discipline policy. Students not following the guidelines outlined in the syllabus and/or failing the course will not be readmitted into Work-Based Learning.

## PARKING DECALS:

All paperwork is due to the WBL supervisor by Wednesday, August 3rd. Any student who does not have their paperwork submitted by this deadline will be held on campus until all necessary paperwork and forms are turned in to the WBL Coordinator. In some cases, the student will be subject to removal from the Work-Based Learning Program. Once all paperwork is completed, students will be given a permanent decal. The first decal is **FREE**. If the student misplaces it, the replacement cost of the decal is \$5.00. **If a decal is lost, the student is required to purchase the second one. Decals are issued to one student; sharing decals is prohibited.**

## EXTRACURRICULAR ACTIVITIES

CTSO affiliation is strongly encouraged. Preferential admission into Work-Based learning will be given to students active in their Pathways CTSO.

## TIMESHEETS

Completed, signed timesheets are a required/graded component of the WBL program. These sheets are the student's responsibility! Timesheets will be posted in Google Classroom. Completed timesheets should be submitted via Google Classroom as well. Timesheets **need to be both signed by a supervisor and totaled, or they will not be accepted.**

## TUTORING:

Please contact the WBL supervisor to make an appointment for tutoring or assistance with assignment completion.

## PERFORMANCE EVALUATION

- The WBL Coordinator and the Worksite supervisory will complete two evaluations on the student per semester.
- Students will be evaluated on their work ethic and skills as outlined in their training plan.

## GRADING\*

**The overall grade for the course is calculated by the following:**

- Assignments – 30%
- Monthly Meetings – 25%
- Monthly Timesheets – 25%
- Final – 20%

**\*Please Note:** For Work-Based Learning, grades will be posted to Infinite Campus for progress reports, at the Mid-term and End of the Semester. **The current or in-progress grades for students will need to be viewed in Google Classroom.** Students must meet the minimum work-hour requirements to receive transcript credit for Work-Based Learning. Students not meeting the minimum work-hour requirements will receive a maximum grade of 65.

**For full credit, assignments must be turned in on the due date. Points will be deducted for late assignments. This process is especially important in the Spring when honor graduates and class rank are determined.**

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## TRANSPORTATION

Students are responsible for their own transportation. If for some reason transportation becomes unavailable, sharing rides on a regular basis is prohibited. During this temporary time, parents may pick students up and transport them to their job/shadow site--but this cannot be a permanent solution. If necessary, the student may be held at CCHS until the transportation situation is resolved. **However, the student may not, for any reason, stay on campus and "hang out" until the end of the day.**

## Communications:

Due to the physical distance between students and WBL Supervisors involved in work placements, WBL Supervisors may use a variety of methods to communicate with or contact the student and his/her employer. These methods include text messaging, social media, Remind, cell phone contact, email, and/or any other type of electronic/internet-based communication.

**Students who have a grade below 70 can have their WBL privileges revoked and not be allowed to leave campus. Grades will be checked at the beginning of each month.**

Students with grades below 70 will meet with their WBL Supervisor to formulate a plan for correction. The student's parents will be called and notified of the student's inability to leave campus for work. Students not following the plan of correction may be removed from the WBL program altogether. The WBL teacher reserves the right to keep students on campus for excessive absences, behavior, unemployment, etc.

## Drug Tests

Employers may require that a drug test be taken and passed before offering employment to students. The Work-Based Learning Coordinator will be notified if a student does not pass a drug screen given by an employer. The WBL Coordinator is a Mandatory Reporter and is required to report any failed drug test to the student's Guidance Counselor.

## Teacher Responsibilities:

As the teacher of record for your student, I will:

- provide instruction through google classroom
- provide virtual activities
- provide printed materials for students that do not have access to the internet
- provide appropriate and reasonable accommodations for students who are on 504 plans, IEP, and/or additional reasons appropriate to assist students in achieving the learning outcomes.

## Student Responsibilities:

- Students will log into their google classroom and check their email daily.
- Students will participate in online learning activities at their scheduled times.
- If students do not have access to the internet, printed educational activities will be sent home for students that will match the online activities that other students are participating in.
- All students will be required to participate in learning activities and students will continue to be assessed on their mastery of content.

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Please sign and return that you have read through the Student Handbook. You understand and agree to all of the rules.

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

Parent Name: \_\_\_\_\_

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

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