
Work-Based Learning

WBL 

Georgia's Future Workforce

CAREER RELATED EDUCATION

SOCIAL CIRCLE HIGH SCHOOL

WBL/YAP COORDINATOR

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Career Related Education

TABLE OF CONTENTS

Career Related Education Overview.....	Page 3
Expectations and Program Policies	Page 4
Evaluations and Grading	Page 8
Portfolio	Page 11
Tips for Succeeding on the Job	Page 13
Early Release Understanding Form.....	Page 14
Training Agreement and Responsibilities.....	Page 15
Safety Training Agreement.....	Page 17
Student/Sponsor Information Form.....	Page 18
Confidentiality Agreement.....	Page 19
Student /Parent Contract and Consent	Page 20

This is a living document.

The contents of this handbook are dynamic and constantly evolving to react to changes as needed.

CAREER RELATED EDUCATION

OVERVIEW

Career Related Education (CRE) is structured age-appropriate experiences that prepare students for the school-to-career transition. The range of CRE experiences begin with Career Awareness and Exploration in middle school and culminate with work-based learning during the eleventh and twelfth grade. Work-based Learning (WBL) provides students the opportunity to be enrolled in an internship, cooperative education or Youth Apprenticeship. Career Related Education is the core component of Work-based Learning and Youth Apprenticeship. Work-based Learning (WBL) and Youth Apprenticeship (YAP) offer high school students a unique opportunity to prepare for future educational and career goals by learning from an experienced mentor and practicing applicable skills in a workplace setting. Work-based Learning and Youth Apprenticeship students are expected to excel in three major areas; academic performance, school and workplace behavior, and job performance.

As a Work-based Learning or Youth Apprenticeship student, you should strive to maintain an overall grade average of 80 at school and have a 90% attendance record. Failure to meet either of these goals could result in termination of the Work-based Learning/Youth Apprenticeship contract, expulsion from the program and possible loss of credit.

To participate in Work-based Learning/Youth Apprenticeship, students must demonstrate acceptable behavior at school and at the worksite. Students are expected to follow the standards of behavior of their local school system as well as those required by the worksite mentor/partner/supervisor.

Guidelines are included in this packet for the following:

- Commitment of Time
- Attention to Personal Appearance
- Handling Personal Relationships
- Following Instructions
- Interacting with Authority
- Expectations, Policies and Procedures
- Courtesy
- Training Plans
- Attendance Policy
- Mentors
- Tips for Succeeding on the Job

Information in this handbook is subject to revision as deemed appropriate and necessary by the Work-based Learning Coordinator. Revisions will be reviewed with students and applicable information forwarded to parents.

EXPECTATIONS AND PROGRAM POLICIES

Work-based Learning students are expected to excel in three major areas: academic performance, school and workplace behavior, and job performance.

Students should strive to maintain an overall GPA of 80 or better. If a student is borderline or actually failing a class, he/she must notify the Work-based Learning coordinator of this situation so that a plan for improvement can be determined (see academic probation policy). **Failure of notification could result in loss of early release privileges and/or removal from the program for second semester.**

Students must demonstrate acceptable behavior at school and at the work site. Students are expected to follow the standards of behavior of the school as well as the work site at all times.

Students are expected to make every effort to succeed on the job. Job expectations include: appropriate dress, time management, excellent attendance, getting along with co-workers, following instructions, treating supervisors with courtesy and respect, accepting constructive criticism, and asking questions when necessary.

Continuous employment must be maintained throughout each semester to receive course credit.

ATTENDANCE:

Students must assume responsibility for excellent attendance at school or online and at your worksite. If you are absent from school (in person or virtually) you **CANNOT** go to work that day. You are required to notify the Work-Based Learning coordinator and your worksite mentor by 9:00 a.m. on the day of your absence. If you know ahead of time that you will not be at school (in person or virtually) and work, you should notify your coordinator and your worksite mentor as soon as possible. Check with your employer as to specific policy regarding absences from work.

There are a few exceptions to working on the day of an absence. Those exceptions are: school sponsored fieldtrip, doctor's appointments, death in the family, or funeral. **Failure to call in to notify work and/or notify me of absences regardless of the reason will result in points deducted from your monthly timesheet and may result in your termination from the job or removal from the program.**

All Work-Based Learning students will be required to sign out each day before leaving school if attending school in person. Students are required to leave school when scheduled to leave. Students cannot stay in the building unless under the direct supervision of the WBL coordinator or other teacher (make-up work or special projects, only).

Poor attendance and/or tardies may result in your removal from the program second semester and/or prevent you from future consideration for the program.

ACADEMIC PROBATION:

Students with a grade of 70 or below in *any* subject may be placed on academic probation. Early release privileges may be revoked until his/her grade has improved to a passing grade. During academic probation, the student will report to a location at school that has been designated by the Work-Based Learning coordinator.

PERSONAL APPEARANCE:

Each Work-Based Learning student is at all times required to dress appropriate to the standards and policies of the specific worksite and/or school dress policy. A copy of school policy is included in your agenda.

PROCEDURES:

Training Agreement/Contract: A training agreement or contract between the student, parents, employer, and the Work-based Learning/Youth Apprenticeship coordinator is established so that all parties will be aware of each person's responsibilities.

WORK EXPERIENCE REPORT/HOURS VERIFICATION:

Students are required to turn in a monthly work experience report/verification of hours worked to WBL coordinator on or before the 5th of the month unless notified otherwise. The work experience report or timesheet must be signed by your employer. This report may not be signed until after the hours are actually worked as it confirms that you actually worked the hours, not that you were simply scheduled to work the hours. This report is used to document the student's work hours and attendance. Reports should be for the *previous* full month of work. **Late reports will not be accepted for any reason.** Failure to submit monthly reports and/or verification of work hours are grounds for dismissal from the program. Work experience reports, also known as time sheets, count as a summative grade. If a student fails to submit the report by the 5th of the month, the student will be unable to receive credit for the timesheet, however, the report must still be submitted by the student to verify the student is working the required work hours or the student will lose release privileges on the 10th. Work experience reports (time sheets) may be submitted on the 1st for 10 points extra credit or on the 3rd for 5 points extra credit.

CTSO PARTICIPATION:

CTSO's provide an excellent opportunity for students to gain experience in career interest areas. Work-based Learning students can join the CTSO affiliated with their career interest area. Students are encouraged to join CTSO's because participation provides opportunities to build their resume.

JOB PERFORMANCE:

Work-based learning students represent our schools in the community. For this reason, students are expected to be exemplary employees. Students should report to work on time, maintain a professional appearance, and act with integrity and honesty at all times. Evaluations of work performance are conducted periodically throughout the year by both the employer and the WBL coordinator. Students receiving an unsatisfactory evaluation may be placed on probation and required to follow an improvement plan.

FALSIFICATION/FORGERY OF DOCUMENTS:

Falsification or forgery of any signatures or documents pertaining to the work-based learning program including but not limited to daily attendance, time cards, and evaluations, will result in a zero and disciplinary action and may lead to the student's removal from the program.

IMPORTANT:

Work-based Learning students are expected to remain with the same employer for the entire school. Changes in employment without notifying the coordinator will result in failure of the WBL class and removal from the program. In the event it becomes necessary to change jobs the student must **RECEIVE PRIOR WRITTEN APPROVAL** from the coordinator. If approved the student must notify employer at least two-weeks **PRIOR** to the leave date in writing (two-week notice).

STUDENT ACTIONS THAT MAY LEAD TO DISMISSAL FROM THE PROGRAM:*

- Quitting Job. (All changes must be pre-approved in writing by the WBL Coordinator, only!)
- Failure to submit (and work) a written two-week notice. (Actual written notice must be approved by coordinator in advance.)
- Fired or Terminated from the Job. (WBL/YAP Coordinator must be notified within 24 hours and a decision to terminate from the program (failure) will be determined after investigation of situation.) If you are fired from your job, you will receive a 0 on an outstanding upcoming employer evaluations.
- Loss of transportation to job site.
- Failure to Attend Mandatory Meetings & Events. (Students are required to attend ALL monthly meetings and any requested meetings with coordinator.)
- Failure to Complete Assignments and/or Poor Grades.
- Failure to Turn in Monthly Hours Verifications Reports (Time Cards).
- Failure to Work Required Monthly Hours.
- Forgery and Falsification of Documents.
- Failing Grade in Academic Courses.
- Any Unlawful Act. Any act considered unlawful committed on or near premises of worksite will result in immediate dismissal from the program with possible school/system disciplinary and/or legal action.

HANDLING PERSONAL RELATIONSHIPS:

Please refer to Employer policy. It is imperative to schedule visits with friends away from the worksite and after working hours. Most employers disallow visits to the worksite.

PERSONAL USE OF COMPUTERS:

Do not use company or employer computers or employer time for social networking, web searching, games, or other activities of a personal nature.

CELL PHONES:

Please refer to Employer policy regarding the use of your cell phone. If you're texting and/or talking on your phone you are not productive and may be dismissed from the position and the WBL/YAP program. If you choose to complete the photo journal, ensure that you have permission to use your phone for this purpose, then put your phone away.

CONFIDENTIALITY:

As a Social Circle High School Work-based Learning or Apprenticeship Program student, you may be required to handle material of a confidential nature. In general, you should treat as confidential anything that is not common knowledge or has not been published.

Social Media:

You are not permitted to post anything (comments, pictures, videos, etc.) regarding your place of employment or employer on social media unless you are given specific permission to do so. This includes your personal page or social media. Failure to do this may result in your termination from your job and the program.

WORK HOURS REQUIREMENTS:

Minimum – students who are released for one block per day are required to work 7.5 hours per week. Students who are released two blocks per day are required to work 15 hours per week- no exceptions. **Failure to work the required hours will result in failure of the course.** If you come up short hours for a month for any reason, you are required to make up those hours the following month. This is a state requirement.

TRANSPORTATION:

School-provided transportation is not available for WBL/YAP students. It is the sole responsibility of the student to secure appropriate and reliable transportation to and from school, home, and the job site.

FIELD TRIPS/CLASS PROJECTS:

From time-to-time students may be required to participate in activities at a location other than their home school or place of employment. Prior to these scheduled events applicable parental permission forms should be completed and provided to the WBL/YAP coordinator.

Photo/Media Releases:

Permission is *granted* to photograph my student and publish for promotional and educational purposes.

Evaluations & Grading

Employer Evaluation:

Employer evaluations are prepared and sent out to employers each grading period to assess student on-the-job performance. Employers rate students on specific work assignments, work ethic, ability, initiative, attendance, creativity, quality of work; dependability, use of time, cooperation, job skills and exhibited personality traits.

I may distribute evaluation forms directly to you or your employer. Once the employer has completed the evaluation form provided, we ask that each employer review the criteria and rating directly with the student. Students should bring the signed and dated document back to the school coordinator on or before the designated due date. I aim to allow form one week to ten days to return forms. It is imperative that you submit your forms to your employer as soon as you receive it, as late employer evaluations will be penalized.

On-site Company Evaluation:

Some companies/businesses may elect to include student workers in their in-house employee evaluation or review process. In this case, we ask that the employer and/or student provide the coordinator with a copy of this evaluation to include in the students' file along with program evaluations.

Grading Rubric:

Grading Scale		
Item	Percentage of Grade	Possible Points Assigned
Summative (employer evaluations, time cards)	40%	40
Formative (journals, monthly assignments)	30%	30
Orientation/Monthly Meetings	20%	20
Coordinator Evaluation, Portfolio	10%	10

JOURNAL:

A *monthly journal entry* detailing your work experience should be turned in by the 5th of every month to the WBL/YAP coordinator. Most months, you will have two options for your journal entry.

Traditional written journal entries should be descriptive, reflective, and fairly detailed. Journals should be in a 12-point font, have 1-inch margins, and should be at least 1 page in length. Journals should provide proof of learning and engagement, and should answer the questions – What specifically did I do this month? How does this relate to my career ambitions? What were my successes? What were my challenges? How did I handle a specific job, task or situation? Journals are also an excellent place to document any problems or issues you may be having at work.

Headings should be completed as sampled below:

Name: John Smith Month of: Tuesday, August 5, 2022*

Journals are scored using the criteria below. Please read carefully so that you understand what is expected.

Sample Scoring Rubric:

Journal Scoring Rubric		
Item	Points Available	Points Earned
Header – Include name and date.	10	
Correct Punctuation & Grammar – document must be typed in complete and grammatically correct sentences & error free (ex: spelling, punctuation, capitalization, etc.) Use Spell Check & Proofread!	20	
Completed as Instructed <ul style="list-style-type: none">• Typed• 12-point font, 1-inch margins.• Descriptive, reflective, and fairly detailed- 1 page in length.	30	
Comprehensive – fully describes and/or includes insights for each day worked and addresses at least 3 of the 7 points below: <ul style="list-style-type: none">• What interesting event happened on your job?• What was the purpose or importance of your tasks?• With whom did you meet or interact with?• What new task/responsibility did you learn this month?• What questions do you have?• How did this month’s work relate to your studies?• Are you having any problems or concerns?	40	
Total Points	100	

You also have the option of a photo journal. If you choose this journal, you must still include a header(see sample above). You must also include 5 pictures demonstrating what you do on the job, and each picture must have a caption that explains the picture of 2-3 sentences. If you choose this option, please make sure that you have permission to have your phone out to take pictures, and put your phone away after you take pictures.

Journals must be submitted by the 5th to receive credit and will not be accepted late. Journals submitted by the 1st may receive 10 points extra credit, and journals submitted by the 3rd may receive 5 points extra credit.

Job Performance:

Work-Based Learning students represent our schools in the community. For this reason, students are expected to be exemplary employees. Students should report to work on time, maintain a professional appearance, and act with integrity and honesty at all times. Evaluations of work performance are conducted periodically throughout the semester by both the employer and the WBL coordinator. Students receiving an unsatisfactory evaluation may be placed on probation and required to develop and follow an Individual Improvement Plan (IIP).

Monthly Meetings

Students will be required to attend a monthly meeting with the WBL coordinator once a month, usually during advisement. Students will be informed in advance of the meeting. If a student will be absent the day of the meeting the student must notify the coordinator prior to the meeting. If there is more than one day the meeting will be offered and a student will be absent on one of the days, the student is required attend the alternate day. Failure to notify the coordinator in advance will result in a zero for the meeting. If you are late to the meeting you will not be admitted.

Google Classroom/Remind

Students are required to join google classroom and Remind.

Google classroom code:

Remind code:

Work-Based Learning & Youth Apprenticeship Portfolio

A Portfolio (Notebook) is required for all students enrolled in the Work-based Learning/Youth Apprenticeship Program. The Portfolio should be an ongoing assignment. The portfolio will be collected at the end of each semester for a grade.

Students must bring their Portfolio/notebook to all scheduled meetings.

BENEFITS OF PORTFOLIO

A well-kept portfolio mirrors comprehension and performance.

The use of portfolios enables students to:

- Discover, document, and develop employability skills;
- Reinforce integration of academic skills, course-specific skills, and employability skills;
- Reflect on personal work and goal setting;
- Showcase “best” work to potential employers and/or post-secondary programs;
- Establish and strengthen personal integrity;
- Become a self-directed, life-long learner; and
- Document achievements in a professional manner.
-

The Portfolio is a “*work in progress*” and will chronicle student advancement toward their career goal.

The Portfolio will include:

- Letter of Introduction & Resume
- WBL/YAP Application & Orientation Materials
- Employability Skills
 1. Transcript
 2. Career Interest Survey or Assessment
- Work/Employer Evaluations
- Work Samples (samples, pictures, etc. of your work and/or accomplishments)
- Post-Secondary plans and documentation (four-to-seven-year plan)
- Hours verification (Production Report/Work Log)
- Student achievements and awards (school & community)
- Journal & journal assignments
- Projects
- Miscellaneous (as assigned by WBL/YAP Coordinator)

PORTFOLIO DIVISIONS (tabbed sections):

Students must purchase a 3-ring binder and dividers for this class.

Portfolio front cover: Include name & program worksite/business.

Please label all sections appropriately. Print off the “Table of Contents” (next page in packet) and include as first page of portfolio).

1. PERSONAL PROFILE
2. WORK – BASED LEARNING & YOUTH APPRENTICESHIP
3. JOURNALS
4. PRODUCTION REPORTS
5. ACHIEVEMENT AND LEADERSHIP
6. ASSIGNMENTS & WORKSHEETS

Work-Based Learning & Youth Apprenticeship

PORTFOLIO

Table of Contents

Tab 1	Personal Profile Letter of Introduction Resume Cover Letter Resume w/References Letters of Recommendation Career Planning – Academic Requirements for Graduation GCIS/Other Career Planning Software Career Electives SAT/ACT/ASVAB/GHSGT/Others Post-Secondary Application Materials/Brochures/Letters of Acceptance/Certifications
Tab 2	Work-based Learning & Youth Apprenticeship Job Description (Manual if available) Employer Evaluations Career Related Work Experience
Tab 3	Journals <u>Chronological</u> - Monthly accounting of work & learning experiences.
Tab 4	Production Reports Monthly Hours Summary Sheets (Time Cards) – Chronological order by month Workplace Issues Safety in the Workplace (If applicable: training, sign-off, certifications) Other Work-Related Handouts
Tab 5	Achievements and Leadership Student Transcript Certifications Awards & Certificates (Ex: pathway completion, Beta Club, Governor’s Honors, etc.) Commendations & Recognitions Membership in Student Organizations (Ex: FLBA, FCCLA, FFA, HOSA, etc.) Volunteer Activities
Tab 6	Assignments & Worksheets Handouts If you failed to do an assignment when it was assigned, you must do it before portfolios are collected.

TIPS FOR SUCCEEDING ON THE JOB

*Finding qualified people for a position is a challenge for the employer –
Be Work Ready! Be Successful!*

- **Be on time.**
- **Be dependable.**
Always report to work as scheduled, when scheduled. If a problem arises unexpectedly to prevent you from finishing a task or project, talk with the people affected. Both your boss and your co-workers will appreciate your thoughtfulness.
- **Dress appropriately.** *Following Appropriate Dress Policies. Making a good impression is paramount to job success.*
- **Use appropriate and mandated sign-in/sign-out procedures.**
- **Follow company/employer notification policy:** *when you cannot make it in to work.*
- **Treat everyone with respect and courtesy – Everyone!**
- **Be sensitive.**
Make an effort to understand your environment, your employer and your co-workers. Be tolerant of others and their lifestyles. Show respect for others and for your employer by being conscious of personal habits that others may find annoying, such as chewing gum, smoking, gossiping, or making personal phone calls. Take time to listen to others and offer help when appropriate. Try to fit into all groups. Learn from and accept constructive criticism in the manner that it was intended.
- **Show initiative.**
Simply doing what the company/employer expects of you is not always enough. To set yourself apart from your counterparts, set high standards for yourself. Look for ways of doing things more efficiently so that both you and your co-workers are more productive. Know everything possible not only about your specific job, but how your particular responsibilities contribute to the organization's overall productivity.
- **Be flexible.** *Show a willingness to learn and try new things.*
- **Exhibit personal integrity.** *Give sincere praise and credit to others for their contribution to a project. Focus on solutions; approach problem situations as opportunities to grow and learn. Do not abuse breaks, lunch hours, sick leave, and other privileges or benefits provided by your employer. Be conservative when using company resources. The money you save your company by conserving the company's resources will help to cover someone's salary—yours.*
- **Volunteer to help... and teach others.**
- **Give the job your best effort.**
- **Demonstrate a good and positive Attitude!**
- **Follow the rules.**
- **Use these powerful words: Please & thank you.**
- **Use time wisely.**
- **Do not argue.** The boss IS the boss.

WORK-BASED LEARNING PROGRAM
EARLY RELEASE UNDERSTANDING FORM

WBL STUDENT _____ COORDINATOR _____

I understand that my child, _____, is enrolled in the Work-based Learning Program at Social Circle High School and will be dismissed at the end of his/her regularly scheduled on-campus classes each day. Likewise, if my child has WBL for the first part of the school day, I understand that my child will not be reporting to school to attend on-campus classes until after the regularly scheduled school day has already begun.

I assume full responsibility for my child before he/she reports to school and/or after dismissal from school, including days when my child is not required to be on the job. I also understand that I am responsible for complying with all state licensing laws (i.e.: licensing and auto insurance) for my minor child.

Parent's or Guardian's Signature

Date

TRAINING AGREEMENT
Social Circle High School
Career Related Education Program

_____ will permit
(Company or Business Name)

_____ from SCHS to enter their
(Student Name)

establishment as an employee under the supervision of _____ for the
(Supervisor/Mentor)

purpose of gaining knowledge and experience in the occupational area of _____.

The Work-Based Learning/Youth Apprenticeship student agrees to:

- Be at least 16 years of age and have a Social Security number.
- Make a commitment to the Work-Based Learning/Youth Apprenticeship Program, business, high school, and *post-secondary education*.
- Arrange for reliable transportation to and from field/work experience site.
- Follow all company policies and procedures.
- Adhere to Social Circle High School Work-based Learning & YAP rules, policies and procedures.
- Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
- Strive to maintain an “80” average in coursework.
- Meet skill requirements in Training Plan and complete course assignments to earn credit.
- Communicate any concerns associated with program to the Work-based Learning or Youth Apprenticeship Coordinator, *promptly and directly*.
- Participate in events and opportunities sponsored by the WBL Program.
- Submit to the WBL coordinator a monthly record (production report/work-log) indicating activities engaged in at the worksite, total hours worked and salary earned per week.
- Be aware that employment in the Work-Based Learning or Youth Apprenticeship programs *does not necessarily qualify a student to receive unemployment compensation or benefits or services provided by unions or other organizations not affiliated with WBL/YAP.*

The parent(s)/guardian agrees to:

- Support the WBL/YAP student in meeting the requirements of the program.
- 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 and all required functions and events.
- *Make inquiries concerning the student’s training, wages, or working conditions through the school WBL coordinator or Youth Apprenticeship Coordinator rather than directly to the employer.*
- Communicate regularly with WBL/YAP coordinator.
- Ensure consistent, reliable transportation for the student.
- Grant permission for pictures, videos, and/or audios displaying work or school activities to be used in the promotion of the program.
- Encourage the WBL/YAP student in the pursuit of post-secondary opportunities/training/education.

The employer/mentor agrees to:

- Designate an employee to serve as mentor and supervisor to the student.
- Provide a variety of work experiences for the student that contributes to the attainment of his/her career objectives.
- Provide adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of federal and state law.
- Provide appropriate safety training.
- Instruct the Work-based Learning/Youth Apprenticeship student in competencies identified in a job specific training plan.
- Assess progress of the Work-based Learning/Youth Apprenticeship student twice each semester (copy to coordinator) and *communicate concerns directly to the Coordinator*.
- Support the Career Related Education program's attendance policy* and academic probation policy.*
- Encourage the Work-based Learning/Youth Apprenticeship student in the pursuit of post-secondary education.
- Inform the Work-based Learning/Youth Apprenticeship Coordinator before any disciplinary action is taken in regards to the employment of the student, if possible.

The coordinator agrees to:

- Participate in scheduled school progress reviews.
- Work with mentor and student in the development of a training plan.
- Meet twice a semester with employer/mentor.
- Monitor progress and establish remediation when necessary.
- Communicate regularly with parents of Work-based Learning/Youth Apprenticeship students.
- Encourage the Work-based Learning or Youth Apprentice in the pursuit of post-secondary education.
- Maintain records pertinent to the student, the employer, and the school.

The employer and the Work-based Learning/Youth Apprenticeship coordinator will develop a Training Plan describing the components of the field experience.

The Work-based Learning/Youth Apprenticeship student may be terminated from the job or field experience at any time that the employer/mentor feels that the company, customers or clients have been jeopardized in any way. **Loss of field experience site may result in loss of course credit, a failing grade, and/or ineligibility for the program in the future.**

The undersigned parties have read and agree to these responsibilities in the implementation of this agreement.

Student: _____

Date: _____

Parent: _____

Date: _____

Employer/Mentor: _____

Date: _____

Coordinator: _____

Date: _____

*Academic Probation Policy: If a student has a 70 or below in any subject, he/she may be placed on academic probation. Early release privileges may be revoked until his/her grade has improved to a passing grade. *Attendance Policy: Students are not allowed to work if absent from school without prior approval from coordinator.

NON-DISCRIMINATION POLICY: Social Circle High School does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs.

Work-Based Learning Safety Training Agreement

_____, a student in the Work-Based Learning
(Student's Name)

program at _____ and an employee
(Name of High School)

at _____ has completed the necessary safety
(Name of Company)

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

**Work-based Learning & Youth Apprenticeship
Student & Employer/Sponsor Information Form**

STUDENT NAME: _____ ID # _____

PARENT NAME: _____ PARENT CELL: _____

ADDRESS: _____ HOME PHONE: _____

_____ STUDENT PHONE : _____

STUDENT EMAIL: _____ CAREER GOAL: _____

JOB TITLE _____ DATE OF HIRE _____

EMPLOYER/SPONSOR INFORMATION: (TO BE COMPLETED BY STUDENT'S EMPLOYER, MENTOR OR SPONSOR)

COMPANY/BUSINESS: _____

MENTOR/SUPERVISOR: _____ DEPT: _____

ADDRESS: _____ WORK PHONE: _____

_____ CELL (OPTIONAL): _____

EMAIL: _____

APPROXIMATE NUMBER OF HOURS WORKING (PER WEEK): _____ RATE OF PAY: (PER HOUR) _____

PLEASE LIST MAJOR TASKS, ASSIGNMENTS AND/OR RESPONSIBILITIES: (USE BACK IF NECESSARY)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

EMPLOYER NAME (PLEASE PRINT)

EMPLOYER SIGNATURE

DATE: _____

Please return to: Work-Based Learning Coordinator

NON-DISCRIMINATION POLICY: Social Circle High School does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs.

Work-based Learning & Youth Apprenticeship

Confidentiality Agreement

As Social Circle High School Work-based Learning or Apprenticeship Program student, you may be required to handle material of a confidential nature. In general, you should treat as confidential anything that is not common knowledge or has not been published. Please respect the trust the work site coordinator/employer has placed in you by handling **ALL** such information in a careful and discreet manner. Never divulge WBL/apprenticeship work site or client information to outsiders, including family members, friends, the media, government representatives or anyone else without the express written, prior approval from the WBL/Youth Apprenticeship coordinator or worksite supervisor.

Confidentiality means keeping information private. Do not discuss with anyone any information you receive about a customer, patient, student, teacher, an employee or employer. If you are in doubt as to the nature of the information, see the Career Related Education/Youth Apprenticeship coordinator immediately.

Failure to comply with the *WBL/Apprenticeship Confidentiality Agreement* is grounds for immediate dismissal from the WBL/Youth Apprenticeship Program and job or internship position. A student may receive an "incomplete" or a failing grade if dismissed from the program. If this situation occurs, a parent/guardian will be contacted.

.....

I have read the above policy on confidentiality and understand the consequences for non-compliance and therefore agree to comply with the work-based learning *or* apprenticeship confidentiality agreement.

Student name: _____ Date: _____
(Please print)

Student signature: _____
(Please sign)

I have read the above policy on confidentiality and understand the consequences if my child is in noncompliance.

Parent/guardian name: _____ Date: _____
(Please print)

Parent/guardian signature: _____
(Please sign)

NON-DISCRIMINATION POLICY: Social Circle High School does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs.

STUDENT/PARENT CONTRACT

I have read ALL of the above EXPECTATIONS AND PROGRAM POLICIES of the Work-Based Learning and Youth Apprenticeship programs. This includes but is not limited to grading policies, reasons for dismissal from the program, the social media policy, etc. I agree to support program initiatives, the coordinator, the employer, the school and the system. I understand the consequences should I/my student fail to abide by the above-mentioned expectations and policies of the program.

(Print Student Name)

(Student Signature)

(Date)

(Print Parent Name)

(Parent Signature)

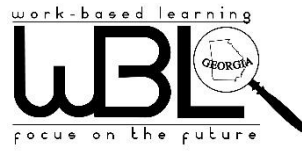
(Date)

(School Coordinator)

(Date)

(Return this portion with signature)

Career Related Education



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