

Name: _____

School Year: Sophomore, Junior, Senior

Semester 1: _____ Blocks AM or PM

Semester 2: _____ Blocks AM or PM

Special Considerations (DE, Flex, CVA):



WORKSITE INFORMATION

Worksite Name _____

Address, City, Zip _____

Work Telephone: _____

Start Date: _____ Student Job Title _____

Hourly Rate: _____ Pay Increase: Date _____ Amount _____

Circle How Often You Get Paid: Weekly Every 2 Weeks Monthly No Pay

JOB DUTIES: _____

Supervisor Information

Full Name _____ Male/Female

Job Title _____

Email: _____ **REQUIRED**

Mentor Information (If different from Supervisor)

Full Name _____ Male/Female

Job Title _____

Email: _____ **REQUIRED**

For Coordinator Use:

Pathway: _____

Courses: _____

Completed at least 2 units in a pathway:

YES NO

Courses

Completed _____

Job Related to pathway

YES NO

Compensation Given

YES NO

Select One:

ESD

CO-OP

INTERN

YAP

EMPLOYER : I verify that this student is employed at the above location.

Print full name of verifying company official: _____

Official's Title: _____ Signature: _____

PARENT/GUARDIAN: I am aware of this WBL placement and allow my student to participate

Print Name: _____ Signature: _____

If I should need to contact you, please provide a good contact number for you during the hours of 8am and 4pm (M-F). Please also provide your email address.

Name: _____ Contact Number: _____

Email: _____

Please Circle the Best Time to call: 8-10AM 11AM-1PM 2PM-4PM

Individual Graduation Plan (IGP)



This should be completed by the student. It will be reviewed together in the check-out meeting.

What Career Pathway are you currently pursuing? _____

Have you taken an End of Pathway Assessment? YES NO Circle One: Passed Failed

What are you considering for a lifelong career? (Ultimate Work Goal)

Circle the one that best describes you after high school to achieve your dreams:

Straight to Work Military Training Apprentice Technical College Associate's Degree Bachelor's Degree
Master's Degree Doctoral Degree Other: _____

List 3-5 measurable goals that support your career choice (Think of smaller steps you need to take to reach your career)

What skills, qualities, and knowledge do you already have that support your career choice? (Microsoft Word, Foreign Language, etc.)

What have you already done to prepare yourself for this career? (Courses, certifications, internships, jobs, job shadow etc.)

What problems may be in your way when you try to reach your career goal? (finances, family, location, etc.) What can you do to work around them?

What is your alternate career goal if your first goal is not possible?

For SECOND YEAR WBL STUDENTS Only:

What changes would you make to your IGP now that you have more education and experience?

What CTSO's are you a member of and have you done any competitions, job shadowing or field trips?

Guardian/Parental Assurances

- I understand that if my student is enrolled in WBL or YAP he/she will be released from school prior to regular dismissal to work a comparable number of hours at a worksite.
- I acknowledge that the WBL/YAP program is a semester long course and, once enrolled, my student must remain for the duration of that time. Student status will be reviewed semester to semester.
- I assume full responsibility for my student upon dismissal from school, including days when my student is not required to be at the worksite.
- I accept responsibility for the safety of my student while he/she is traveling to and from school, the worksite, and his/her home.
- I agree that my student, and any person transporting my student, should be covered by automobile insurance. The Cartersville City School System, or any agent of, does not bear liability in my student's transportation.
- I understand that my student may be **photographed while on the worksite and I grant permission for photographs** and/or videos of my student to be taken by either school system personnel or media representatives.
- I will allow the school system the right to use and/or reproduce photographs, video, likenesses, or the voice of my student in any legal manner and for the internal/external promotional and informational activities of Cartersville City Schools. This includes area newspapers, local television stations, and system publications. I waive all present or future compensation and the right to the use of the above stated materials for these promotional and educational purposes.
- I acknowledge that my student, if 16 or 17 years old, may not work in any of the 17 occupations deemed hazardous by the Department of Labor (see Handbook).
- I understand that it may be necessary for the WBL/YAP Coordinator to discuss with an employer some of the following items related to my student's education: career goals, skills, attendance, grades, punctuality, proficiencies, quality and quantity of work, and hours.
- I understand that the course credit for WBL is dependent upon completion of the assignments. I understand that students will not be able to leave for work if assignments are not turned in within two days of the due date. This could have a negative impact on their job experience and could result in removal from WBL if this is a chronic issue.
- I agree to maintain confidentiality at the worksite. I will not discuss any matter relating to my student's work with anyone, except proper school/business authorities.
- I understand that failure to follow all agreements could result in my student's dismissal from the WBL/YAP program.
- **I will make any work-related inquiries about my student to the WBL/YAP Coordinator rather than to the employer.**
- I agree to encourage my student to carry out his/her duties effectively at both the school and place of employment.
- I have read the Work-Based Learning Handbook and agree to all guidelines set forth by the Cartersville City School System.
- *I do not want my student's image used for promotional purposes _____ (Initial, if desired)*

Liability Release

- I give my student, _____, permission to participate in the Cartersville City School System's Work Based Learning Program or Youth Apprenticeship Program.
- By giving permission I release and hold harmless the Cartersville City School System, its members, agents, and employees from all liability that might arise out of my student's participation in this activity.
- Should my student need immediate medical attention, the Cartersville City School System, or any agent of it, has my permission to seek medical attention.
- I agree to adhere to all terms and conditions as described above in the Parental Assurances.

Print Student Name: _____

Parent Signature

Date

Print Parent Name: _____

Last Name _____ First Name _____



Student Assurances

- I acknowledge that I am receiving a unit of credit per block for my participation in the Work-Based Learning (WBL) Program or Youth Apprenticeship Program (YAP). It is a yearlong class, and I will receive grades based on my work ethic and the skills I exhibit in the classroom and on the job.
- I will attend school and work consistently. If I am absent from either, I will notify my WBL/YAP Coordinator according to the handbook guidelines.
- I will return all paperwork/assignments in a timely manner. Failure to do so may result in revocation of early release privileges or removal from the WBL/YAP program.
- I accept responsibility for my safety and will conduct myself in a safe and professional manner following all rules and regulations established by the Cartersville City School System and my worksite.
- I will report any unsafe acts, practices, or conditions that put me or others at risk. I will report any accident (no matter how small) to my WBL/YAP Coordinator.
- I acknowledge that there are some occupations that are deemed too hazardous by the Department of Labor and I will not work in these areas until I am 18. (See Handbook)
- I understand that there is a minimum number of weekday hours required for the WBL/YAP programs.
- I understand that it may be necessary for the WBL/YAP Coordinator to discuss with an employer some of the following items related to my education: Career Goals, skills, attendance, grades, punctuality, proficiencies, quality and quantity of work, and hours.
- I agree to maintaining confidentiality at the worksite. I will not discuss any matter relating to my work with anyone, except proper school/business authorities.
- I agree to report any and all job changes to my WBL/YAP Coordinator according to the handbook guidelines.
- I understand that having reliable transportation is a condition of admission to this program. My signature indicates that I have a reliable way to get to both school and work every day. Students may not remain on campus during their WBL Blocks.
- **I acknowledge that if am fired from my job, it is likely that I will fail the WBL/YAP Program.**
- I will leave campus at the start of my release block. If I cannot, I will plan with the WBL/YAP Coordinator.
- **I will not quit my job without prior APPROVAL from the WBL/YAP Coordinator.**
- I will attend all required WBL Meetings and/or make arrangements within 5 days with the Coordinator.
- I acknowledge that if I am missing any assignments or paperwork, **I will be required to stay on campus until the work is received which could impact my employer negatively.**
- I have read the Work Based Learning Handbook and agree to all guidelines set forth by the Cartersville High School Work-Based Learning program.

I, _____ (First & Last Name), will be participating in the Cartersville High School Work Based Learning program. I agree to adhere to all policies and procedures established by the Cartersville High School WBL Coordinator, my worksite, and my respective program.

Student Signature

Parent Signature

Print Student Name

Print Parent Name

WBL Program Termination Policy

Students participating in the Work Based Learning Program receive high school credit for Work Based Learning and is reflective in the official transcript for colleges. A professional relationship with the employer is always expected, as well as performing above average in school and at work. Please review possible conditions for termination listed below and return a signed copy to me. This could result in losing class credit.

1. **Tardiness to job** – It is very important that the student be at work on time each day. The student is an employee and must follow the same rules as non WBL employees in the building. Excessive tardies from school and/or work could result in the student being dismissed from the program. **NOTE:** IF A STUDENT IS GOING TO BE LATE OR ABSENT, THE EMPLOYER & COORDINATOR SHOULD BE CONTACTED 24 Hours in ADVANCE if possible.
2. **Absences from school or workplace** – It is very important that the student be at school and on the job each day they are scheduled. If a student is absent from school, he/she **MAY NOT** go to work that day, unless approved by the Work-Based Learning Coordinator. Excessive absences from school and/or work could result in the student being dismissed from the program. **NOTE:** THE EMPLOYER & COORDINATOR SHOULD BE CONTACTED AT LEAST 24 HOURS IN ADVANCE IF A STUDENT WILL BE ABSENT FROM THE WORKPLACE.
3. **Legal/Ethical issues** – If the student is engaged in any illegal or unethical activity, the student could be terminated from the WBL program without school credit. This includes lying, falsifying records and timesheets, unethical behavior at school or in the workplace and leaving campus without permission. Subject to the coordinator's discretion.
4. **Lack of ability/skill** – Each student will have a two-to-four-week period during which the employer may decide that the student's skill and ability do not match those of the company. If this is the case, a conference will be held to determine if the student would be placed with a new employer or return to the classroom. Every effort will be made on the part of the system coordinator to work with the student and employer toward a successful WBL experience.
5. **Low evaluation** – Every 4 weeks the student will be evaluated by the employer and WBL Coordinator. An evaluation resulting in a grade of "C" or below could constitute the student being placed on a probationary status. If the student does not improve during the following nine weeks, the student could be terminated from the WBL Program.
6. **Low grades** – Student's academic status will be monitored. If a student falls below a 2.0 grade point average for the 4 week period, a conference with WBL Coordinator and student will be held to determine what type of remediation assistance the student needs to improve. The student could be placed on 4 weeks probation (or until grades improve). If there is no improvement, the student could be terminated from the WBL Program.
7. **Unemployment** – Students who are terminated for cause may be removed from the program and may receive a 60 or below for the semester grade. Students who lose their job (no fault) will have 10 days to find a different job. If a job is not found, student could fail or be terminated from the program.
8. **Failure to Notify** – Students who fail to notify WBL coordinator within 24 hours of a loss of job or inability to continue working.

I UNDERSTAND THAT TERMINATION FROM THE WBL PROGRAM COULD MEAN A LOSS OF SCHOOL CREDIT, THAT THE STUDENT MAY BE PLACED IN ANOTHER COURSE, LEAVING CAMPUS PRIVILEGES WILL BE REVOKED.

STUDENT

DATE

PARENT/GUARDIAN

DATE

GRADING POLICY 2024-2025

As a WBL Student, you are held to a higher standard than other courses offered at Cartersville High School. The purpose of the WBL program is to allow you the opportunity to increase your employability skills and/or technical skills in a particular industry in order to pursue an eventual college, military or career path in that area. You have been identified as someone who is qualified, mature, and ready to take the next step in learning what you want to do after you leave high school. To be allowed to continue this opportunity, you must comply with certain standards set by the state in order to be granted the approval to leave campus and forego the traditional classroom environments. **Here is what to expect:**

In order to receive a PASSING GRADE in WBL, you must comply with WBL program policies regarding reporting to work, attendance and academic performance at school, turning in timesheets and evaluations, and communication with the WBL coordinator regarding work and school concerns.

Assignments:

- Students may be required to complete a monthly reflection with a minimum 1 page, double spaced, typed, paper.
- Students **will** be required to submit a timesheet monthly that is completely filled out and has employer signatures.
- Students **will** submit three evaluations from their employer each semester. Two will be based on their soft skill performance, and the last evaluation will be the technical skills their employer has identified that they will learn on the job.
- Students may be required to pick one assignment from a list to have completed by the end of the semester. This assignment will be posted for them by the first day they are released to attend work.

Job Site Visits:

The Work Based Learning coordinator will be visiting the student's job and every effort will be made to see the student on the jobsite. Each student will be visited at least two times per semester.

Due Dates: Assignments will be due the last **school day** of each month and will be turned in via Schoology unless requested otherwise.

Late Work Affects Leaving Campus: Late work must be turned in within 2 school days of the due date or the student will not be allowed to leave campus until the work is completed. **Timesheets and evaluations are minimum requirements for students to continue to participate in the Work Based Learning Program.**

I have read and understand the grading policy. I will adhere to the guidelines as set forth by the Work-Based Learning Program.

Student Signature

Date

Parent Signature

Date

Initial Training Agreement

Student: _____ Company: _____

School: **CARTERSVILLE HIGH SCHOOL** Training Period Begins On: _____ (Date)
Usually the first day of the semester.

The Student Agrees:

1. Be at least 16 years of age and have a Social Security number.
2. Secure a work-permit if under 18 years of age and in paid employment and to file a copy with the school official, state Department of Labor, WBL Coordinator, and the employer. Provide copies of work permit to Coordinator and Employer.
3. Assist the WBL Coordinator in finding an appropriate employment position related to the career focus area of the program and the career objective of the student.
4. Attend school and work regularly (abide by the attendance policy) and not go to work without first going to school, or go to school without going to work, unless previously discussed with the WBL Coordinator. Failure to adhere to this part of the agreement may result in student receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the WBL Coordinator should be notified as soon as possible.
5. Discuss all aspects of the employment with the WBL Coordinator and the worksite supervisor-not with other students, co-workers, etc.
6. Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from the employment due to negligence or misconduct, proved by school investigation, the student may be dismissed from the program and may not receive school credit which might impact high school graduation.
7. Not change his/her job site without permission from the Coordinator. If so, this could lead to dismissal from the WBL Program. The WBL Coordinator reserves the right to change the student's employment situation if necessary.
8. Maintain a required GPA and work the minimum hour requirements for the program.
9. Secure your own transportation to and from work and school.
10. Be evaluated by the WBL Coordinator and mentor/supervisor once per grading period which includes training plan.
11. Agree to release information and school related records as it pertains to the WBL Program such as academic performance, attendance, discipline, follow-up information, and photo consent.
12. Take necessary precautions and assume full responsibility for the conduct/safety during travel time between home, school, and work.
13. Grant consent for pre-employment or routine physical, required lab work, drug test, etc., as required by employer.
14. Grant permission for work related emergency treatment. Medical personnel will make reasonable attempts to contact the parent before initiating emergency treatments deemed necessary by the employer/emergency service.
15. Maintain safety on the worksite.
16. Be aware that employment in the WBL Program does not necessarily qualify a student to receive unemployment compensation.
17. Take part in employer appreciation activities in order to receive full credit, financed in part by student.
18. Report to coordinator during the scheduled work times if temporarily unemployed.
19. To actively participate as paid member in the local chapter of the related CTSO.
20. Abide by all terms, conditions, and policies of the employer, school, and WBL Program including WBL meetings and/or functions.

The Parent Agrees:

1. Encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. 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. Make inquiries concerning the student's training, wages, or working conditions through the WBL Coordinator rather than directly to the employer.
4. 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 WBL Coordinator.
5. Offer assistance to the WBL Coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
6. Allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
7. Assume responsibility for adequate insurance, including, but not limited to health and automobile coverage.

The Employer Agrees:

1. Adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, assignment to work task, hours of employment, levels of responsibility and pay.
2. Work with the WBL Coordinator to provide a variety of work experiences for the student that contributes to the attainment of his/her career objective and to assist in development of the training plan.
3. Pay the student a wage (predetermined by the company) that increases progressively, if in a paid WBL placement.
4. Allow the student to work or intern for the designated hours per week during the academic year.
5. Assist in the overall evaluation of the student, and to serve as primary evaluator for on-the-job skill attainment. This will occur once every grading period.
6. Assign a member of the employing organization as a workplace mentor.
7. Provide time for consultation with the WBL Coordinator concerning the student to discuss performance and any difficulties that may arise.
8. Assist in providing instructional materials and occupational guidance for the student.
9. Notify the WBL Coordinator if termination of the student is considered for any reason or any disciplinary action is considered. Inform the WBL Coordinator before any disciplinary action is taken in regard to the employment of the student.
10. Adhere to all federal and state regulations including child labor laws and minimum wage regulations.
11. Adhere to income tax and Social Security withholding regulations.
12. Provide a "Safety Orientation" in addition to a safe and appropriate work environment for the student.

The WBL Coordinator Agrees:

1. Serve as liaison between the student, parent, and employer.
2. Maintain records pertinent to the student, employer, and school.
3. Render assistance with educational and training problems of the student.
4. Assist the Work-Based training supervisor in an evaluation of the student's performance a minimum of once per grading period and conduct supervisory visits to the student's place of employment.
5. Assist in academic and occupational instruction of student.
6. Conduct exit interview/survey to develop plan of transition into post-secondary.

All Parties Agree:

1. That this agreement will not be terminated without the knowledge of all parties concerned.
2. That Career/Technology student organizations are an integral part of the instruction within the work-based learning program
3. That the student will work a minimum of 5 hours per week per release period
4. That the student will adhere to the school attendance policy.

I certify that I have read and understand this agreement. Student: I also understand that failure to comply with my part of this agreement could result in immediate dismissal from the Work-Based Learning Program and a failing grade for the semester or the year.

Student Signature

Date

Parent/Guardian Signature

Date

Employer Signature

Date

WBL Coordinator Signature

Date

SOFT SKILLS & PERFORMANCE MEASURES

Student Name: _____ Job Title _____

School: **CARTERSVILLE HIGH SCHOOL** Training Period Begins On: _____ (Date)

To provide the best learning experience for the student-worker, the employee agrees to provide a variety of work experiences that will contribute to the attainment of their career objective.

The items below will be on ALL evaluations, please do not repeat them in the section below.

1. Use proper grammar and vocabulary
2. Address people properly
3. Use telephone in a businesslike manner
4. Listen to and follow directions
5. Communicates well with others
6. Shows respect for the feelings of others
7. Values the opinions of others
8. Effective team member skills
9. Develop Personality traits important to business
10. Effective team leader skills

Additionally, the student will be evaluated on the department of Labor Georgia BEST Employability Skills Evaluation twice per semester. These criteria include:

1. Attitude
2. Initiative
3. Flexibility
4. Organization
5. Discipline
6. Integrity
7. Respect
8. Effective Communication
9. Teamwork
10. Punctuality
11. Customer Service
12. Critical Thinking & Problem Solving
13. Technology Usage & Social Media Ethics
14. Professionalism
15. Adherence to Company Policy

On the back of this page, Please describe specific technical/occupational skills that the student should learn while in this position: (These should be job SPECIFIC skills. Use an additional sheet if necessary. You will be provided an official copy of the items below on the student training plan on or before the first site visit which could have O-NET additions based on job title)



SKILLS & PERFORMANCE MEASURES for Job: _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Validating Signatures:

Student _____ Date: _____

Parent/Guardian: _____ Date: _____

Student: _____ Date: _____

Employer: _____ : Date: _____