



Treutlen High School 2025-2026 WBL Student Handbook



Welcome to the Treutlen County Schools **Work-Based Learning (WBL) Program!** I am excited to have you join us for a year of learning, growth, and real-world experience. WBL is designed to connect what you learn in the classroom with the skills and opportunities you'll need for your future career. This handbook is your guide to understanding program expectations, responsibilities, and opportunities. Please read it carefully and refer back to it often.

My goal is to help you succeed—not just in this program, but in developing the professional skills that will serve you for a lifetime. I look forward to supporting you as you take this important step toward your future. Let's make this a year of hard work, great learning, and proud accomplishments!

Ms. Carrie Edge

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Program Benefits

For Students

- Connect classroom education with real-world work experiences
- See the relevance of academic and occupational instruction
- Explore career options and enhance professional skills
- Develop strong work ethics
- Stay motivated to complete secondary education
- Gain opportunities for leadership development

For Business & Industry

- Help prepare and shape future employees
- Access a pool of skilled and motivated potential hires
- Provide valuable community services
- Share job-specific skill needs with educators

For Schools

- Access the latest equipment and technology through partnerships
- Improve the school's ability to meet diverse student needs
- Make education more relevant and valuable for students
- Encourage faculty interaction with the business community

For the Community

- Develop a productive future workforce
- Strengthen relationships among education, business, and community
- Increase awareness of local employment opportunities
- Lay the foundation for a stronger, more productive local economy

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Mission & Vision

The mission of the Work-Based Learning Program is to assist in providing a highly trained, technologically sophisticated and career oriented young work force. This is accomplished by developing partnerships between business, industry, students, parents, school systems, coordinators, post-secondary institutions, and registered apprenticeships which will lead students into meaningful careers.

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SECTION I: STUDENT ADMISSIONS

Student Requirements

To be eligible for the WBL program, students must:

- Be enrolled as a **Junior** or **Senior** (Sophomores may enroll with special requirements—see **Enrollment Options** below)
 - Have job placement approved by the **WBL Coordinator**
 - Be **on track for graduation**
 - Have an **excellent attendance and discipline record**
 - Have **reliable transportation** to and from school/work
-

Program Admission Process

Students will receive information about WBL from their Guidance Counselor. Before beginning the application process, make sure:

- You are on track to graduate
- You have room in your schedule for the WBL block(s)

Remember: *You have the rest of your life to work—this is your one opportunity to walk across the stage for your high school diploma. That is our priority for you.*

Step 1: WBL Online Application

Visit www.treutlen.k12.ga.us → Select **Departments** → Click **Career Technical and Agricultural Education** from the drop-down menu.

The application link will be located on the left-hand side of the CTAE page.

You may also request a QR code for the application from **Mrs. Carrie Edge** after your Guidance Counselor approves you for WBL.

Step 2: Mandatory Orientation

Once approved for WBL, you will be assigned a date and time for a **mandatory orientation**.

- The orientation lasts about one hour
 - Arrive early and plan to stay for the entire session
 - **No one will be admitted after the meeting begins**
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Enrollment Options

Based on your CTAE pathway and class schedule, you may enroll in **one (1), two (2), or three (3) WBL blocks** during 1st, 2nd, 3rd, and/or 4th block. Specific enrollment guidelines are provided below.

Enroll in 3 blocks	Enroll in 2 blocks	Enroll in 1 block
CTAE Pathway Completer Completed all 3 classes	CTAE Pathway Student Completed 2 of 3 classes	CTAE Pathway Student Completed OR enrolled in 1 class
Job Placement Extension of the selected CTAE Pathway Student's job tasks are related to the selected pathway		Job Placement Focuses on employability skills ONLY Student's job tasks are not related to a pathway
Graduation Plans Pursue a career/job related to the selected CTAE Career Pathway Continue education at a post-secondary facility OR enter the workplace		Graduation Plans Not Related to a CTAE Career Pathway Continue education at a post-secondary facility, enter the workplace, or join the armed forces
EOPA-Industry Credential 10 th & 11 th & 12 th Grade Must take/pass an EOPA 10 th grade students-must be 16		

SECTION II: STUDENT EXPECTATIONS

As a WBL student, you have the opportunity to “learn and earn” both on and off campus. With this opportunity comes additional responsibilities. Failure to meet these responsibilities may result in removal from the program and loss of course credit.

Your work placement is considered an extension of your school’s CTAE career pathway—think of it as a remote lab environment. The following policies outline the expectations for all WBL students. Read each one carefully and make sure you fully understand **your** responsibilities. If you have any questions, **please ask**.

ACADEMICS

Administration reserves the right to remove a WBL student from the program based on academic performance.

1. Grading Policy – Students must maintain a 70 or higher in all classes. Balancing work and school require strong time-management skills, with education as the top priority. If you need help, contact your Guidance Counselor. Any failing grade on a progress report or report card will require you to stay on campus on a designated day to complete work needed to raise your grade. Failure to submit required monthly WBL assignments will result in being required to remain on campus during your assigned WBL block.

2. Exemption from School/Work Policy – WBL is not an excuse to avoid completing school assignments. Missing work (without proper notice and approval from your supervisor) because of homework, studying, field trips, athletic events, or other school activities is unacceptable. Communication is key—notify your employer in advance if a school event will affect your work schedule. Most employers are willing to adjust if given proper notice, which demonstrates good work ethics. Always communicate with both your teachers and your supervisor.

3. WBL Course Failure Policy – Students who do not pass the WBL class will be placed on academic probation and will not be allowed to re-enroll the following semester. After successfully completing one semester on probation, you may be eligible to re-enroll. Students who fail the WBL class twice will not be allowed to participate in the program again.

SCHOOL

Administration reserves the right to remove a WBL student from the program based on attendance or discipline issues.

1. Attendance Policy – WBL is designed to teach the importance of positive work habits and consistent attendance, both at school and at your work placement. You are responsible for attending school and work on your scheduled days. If you do not attend school, you may not report to work unless you have special permission.

2. School Discipline Policy – Students must have administrative approval to enroll in WBL. Excessive discipline referrals may result in removal from the program. WBL students must follow all rules in the school handbook's discipline section. Disciplinary situations vary, but any student referred to the Alternative School will automatically be removed from WBL.

- **Job-site discipline issues** occurring after school hours will be handled by your employer. You must follow the same policies and procedures as all other employees.
- **Serious misconduct**—including criminal behavior or actions that reflect poorly on the school—may result in additional school discipline, even if it occurs at your work placement.

WORKPLACE BEHAVIOR

Administration reserves the right to remove a WBL student from the program based on how they represent their school and behave at their work placement.

1. Job Placement Expectations

As a WBL student, you are a representative of your school at all times—especially at your job. Positive behavior, professionalism, and good work ethics are required.

A. Falsifying WBL Documentation

Falsifying any WBL forms will result in disciplinary action.

Examples of falsification:

- Signing a supervisor or parent's name without permission
- Recording inaccurate work hours

Plan:

- Write a letter of apology to the supervisor/parent (copy to WBL Coordinator)
- Receive a zero for the affected assignment(s)

B. Student Terminated from Job

If you are fired from your job for disciplinary reasons, you must inform the WBL Coordinator **immediately**.

Examples of termination causes:

- Not calling in or being a no-show
- Not completing job duties
- Poor work ethics
- Conflict with co-workers or customers

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Plan:

- Meeting scheduled with the WBL Coordinator (and school administration/parent if criminal charges are involved)
 - Assigned to a Career Competencies course for the rest of the semester
 - Report to ISS during your WBL block to complete coursework
 - Successful completion of the course allows you to apply for re-enrollment the next semester in an **approved** paid placement
 - Failure to meet requirements will result in:
 - A zero for the WBL class
 - No re-enrollment in WBL for the rest of high school
 - Placement decisions made by school administration
-

C. Quitting a Job

Quitting is **not** an option without WBL Coordinator involvement. Students who quit will follow the **same plan as termination**.

Before leaving a job:

- Notify the WBL Coordinator first (we will work to resolve issues)
 - If leaving is necessary, submit a 2-week written notice to your supervisor (copy to WBL Coordinator)
 - Follow the job change request procedure
-

D. Requesting a Job Change

Students are strongly encouraged to stay at their job for the full school year. If you receive another opportunity that matches your career goals:

- Inform and get approval from the WBL Coordinator before making changes
 - Give notice to your current employer
 - Complete all new required paperwork
 - Job changes are allowed **once per school year**
 - No job changes after **November 1 (1st semester)** or **April 1 (2nd semester)**
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E. Layoff or Medical Restrictions

If you are laid off or unable to work due to medical reasons:

- Provide documentation from your employer or medical provider, including an expected return date
 - You will be assigned to the Career Competencies course during your WBL block until you return
 - Continue all monthly assignments except Time Card and Workplace Picture (alternative assignments will be provided)
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F. Denied Re-Enrollment

You may earn WBL credit but still be denied re-enrollment the following semester for poor job performance.

- Employer evaluations occur twice per semester and include both job skills and employability skills
 - The WBL Coordinator visits job sites to monitor performance
 - Consistently poor evaluations or documented incidents (even after a good evaluation) may result in denial of re-enrollment
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Final Reminder: WBL students are expected to be role models for their peers, the community, and themselves. Poor workplace behavior can damage business partnerships, limit opportunities for future students, and reflect badly on the school. Maintain professionalism at all times.

SECTION III: PROGRAM ASSESSMENT

<p>1. Pre-Requisite: Application, Orientation, Remind 101, Google Classroom, Required Documents (1 per Semester-1 Grade) *A Google Application form must be completed online. *Students must attend a mandatory orientation held on campus. *Students should join the WBL Google Classroom. *Fully Complete the Required Documentation form and turn in to Ms. Carrie in Room 600.</p>			<p>Join the WBL Google Classroom with the following codes: 4eygumau (1st year students) 2as66fbm (2nd year students)</p>
<p>2. Monthly Assignments (5 Per Semester – 5 Grades) Assignments are due the first Friday of every month. A five (5) point deduction will occur for every day it is late. You will begin remaining on campus during your WBL block for any assignment that is more than 5 days late. Points are also deducted for not following directions, incomplete work, etc. Assignments will be submitted electronically. <i>Assignments for the Semester will be posted in the WBL Google Classroom.</i></p>			
<p>3. Monthly Timecards (5 Per Semester = 5 Grades) Timecards are due the first Friday of every month. A five (5) point deduction will occur for every day it is late. You will begin remaining on campus during your WBL block for any assignment that is more than 5 days late. The Timecard must be completely filled out. You will fill in the times you worked each day, total the time at the bottom, and get it signed by a supervisor. The required number of hours must be indicated on the timecard. Failure to work the required number of hours per month will result in a deduction. <i>Timecards will be submitted in the WBL Google Classroom.</i></p>			
Required # of Hours Worked Chart			Failure to work Required Hours per month is a 20 Point Deduction
1 block-30 hours/month	2 blocks-60 hours/month	3 blocks-90 hours/month	
<p>4. Workplace Pictures-One Submissions (1 Per Semester = 2 Grades) A workplace picture is due 2 times during the semester (first month and last month). The picture must be taken at your workplace with a supervisor. Please do not filter or use inappropriate gestures in the picture as these pictures will be posted on the TCS website and uploaded to the state WBL database. In addition, pictures that are not appropriate will result in a ZERO! Failure to Submit Workplace Picture by the deadline- 5 Points per Day Failure to Submit Appropriate Picture – ZERO <i>Workplace picture assignments will be located in the WBL Google Classroom.</i></p>			
<p>5. WBL Student/Coordinator Meeting – 5 Meetings (5 Per Semester = 5 Grades) WBL students will be required to meet with the WBL Coordinator during the semester. All WBL Student/Coordinator meetings will take place on campus. A meeting schedule has been provided. Please make sure to mark your calendar for your scheduled meeting. Individual student meetings will last approximately 10 – 15 minutes and take place once per semester. During the meeting, the WBL Coordinator will go over the student WBL experience, discuss workplace concerns, accomplishments, etc, answer student questions, and plan for the next semester or school year. <i>1st Semester Meetings: October/December 2nd Semester Meetings: March/May</i></p>			
<p>6. Employability Skills Assessment - Two Assessments (2 Per Semester = 2 Grades) Students will receive TWO Employability Skills assessments per semester (1st Semester–September/November and 2nd Semester–February/April). The assessments are completed by the WBL student’s supervisor and will be based on student job performance. The assessment will focus on skills that are essential in the workforce. Employability Skills Assessments will be delivered to the immediate supervisor for completion.</p>			
<p>7. Job Skills Assessment - One Assessment (2 per Semester = 2 Grades) Students receive TWO Job Skills assessments per semester (1st Semester–September/November and 2nd Semester–February/April). The assessment is completed by the WBL student’s supervisor and will be based on the ability of the student to complete the assigned job tasks. <i>Job Skills Assessments will be delivered to the immediate supervisor to be evaluated.</i></p>			

SECTION IV: Questions & Answers

Q. If I am assigned ISS, can I still leave for work?

If a student has been assigned ISS, they must attend ISS as scheduled. WORK COMMITMENTS DO NOT EXCUSE STUDENTS FROM SERVING DETENTION, ISS, OSS, ETC.

Q. If I have an opportunity for a “better job”, can I change in the middle of the school Semester?

A student CANNOT change jobs without PERMISSION from the WBL COORDINATOR. If there is an opportunity for a student to excel in another job, then the proper protocol will be taken. The WBL student must FIRST notify the WBL Coordinator. Second, a notice must be given to the current employer. Third, new employment documentation must be completed by the student and new employer.

Q. What will happen if I am laid off from my job?

If a student is not able to work due to company lay-off, temporary shut-down, remodeling, etc. (out of the hands of the student), and the student cannot give a definite date of when he or she will be able to return to work, then he/she will have 2 weeks to find another job (with assistance of the WBL Coordinator). The student’s grade will not be penalized during this time. If a job is not found in 2 weeks, then the student will be placed in a career competencies course until he/she is able to find one.

Q. If I was fired from my job because I was stealing from the register, will I be able to remain in WBL? Individual situations will be evaluated by administration. Based on the level and severity of the offense, administration may reserve the right to remove the student from the program. General termination due to excessive absences, no shows, no calls, etc. will result in enrollment in a career competencies course for the remainder of the Semester or possible removal from the program.

Q. On days I do not have to work, is it okay for me to stay in the Media Center or gym and hang out with my friends?

NO, WBL students MUST leave campus during their scheduled WBL blocks. No WBL student should be on campus unless they are in a scheduled class on campus. If you choose to stay on campus, then we will change your schedule so that you will not be allowed to leave.

Q. If I was out of town for a week due to a family emergency and I was not able to work my required hours for the month, will I receive a bad grade?

Students must work the required number of hours for the month! If you are not able to work the required number of hours, you must provide documentation. A parent note will not be enough supporting documentation.

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