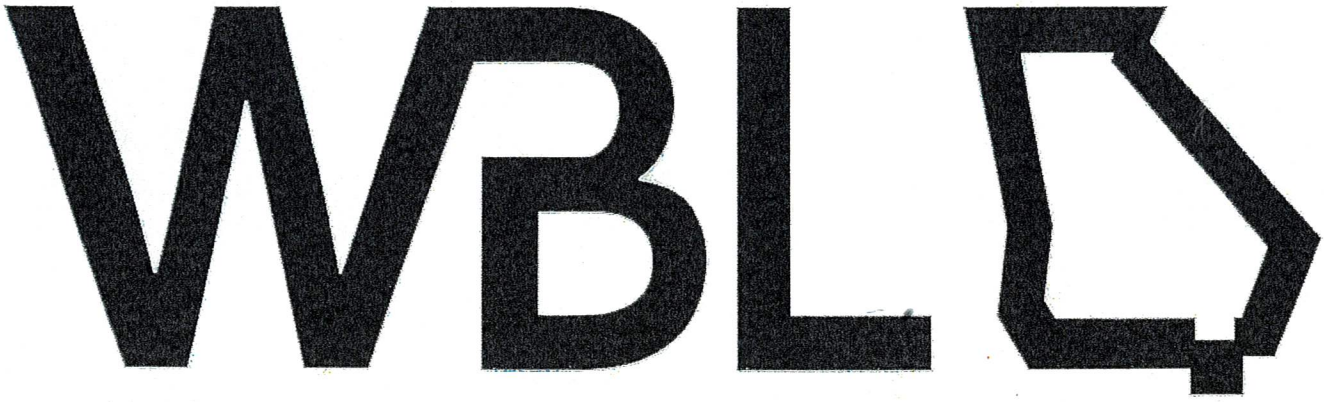
Hart County High School

WORK-BASED LEARNING (WBL)
HANDBOOK 2026-2027

Work-Based Learning



Georgia's Future Workforce

Work-Based Learning Coordinator: Teresa Bishop - teresa.bishop@hart.k12.ga.us
Chief Executive Officer/CTAE Director: Steve Burton - steve.burton@hart.k12.ga.us

It is the student's responsibility to read and be familiar with all Work-Based Learning policies and forms set forth in this handbook. Ignorance of the rules is not an excuse.

It is the policy of Hart County High School not to discriminate on the basis of age, race, religion, national origin, or handicap in its educational programs.

PURPOSE OF THE MANUAL

Policies and recommendations contained in this handbook represent the fundamentals for successful Work-Based Learning in Georgia.

This manual has been compiled for use as a guide for the Work-Based Learning student. As a student-learner goes about the daily task involved, he/she often finds a need for some authoritative guide. This handbook will help answer many questions which arise. Careful study of this handbook with the Work-Based Learning Coordinator will prepare the student-learner so that he/she may assume his/her new duties with ease and confidence and that many of his/her responsibilities will have been anticipated.

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THE PURPOSE OF WORK-BASED LEARNING

Congratulations! You have been selected to participate in the Work-Based Learning Program. 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 the way you will be expected to meet certain standards. Knowing what is expected of you at school and during your worksite 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.

Best wishes as you begin on the new venture. I wish you success and pledge my support in this endeavor.

Teresa Bishop
Work-Based Learning Coordinator
Hart County High School

STUDENT EXPECTATIONS

Work-Based Learning students are expected to excel in three major areas:

- Academic Performance
- School and workplace behavior
- Job Performance

As a Work-Based Learning student, you must maintain a "C" average in all academic subjects at school and have a 90% attendance record. You may take advantage of many support services to help you achieve these goals, but you must do the work! Failure to meet either of these goals can result in termination from the program and possible loss of credit. If your grade falls below a 70 in any academic subject during Fall Semester on your final report card, you cannot participate in WBL for Spring Semester.

To participate in Work-Based Learning, you must demonstrate acceptable behavior at school, in the community, and at the worksite. You are expected to follow the standards of behavior of the Hart County school system (HART PBIS) as well as at the worksite and in the community.

GRADING POLICY

Your grade will be determined as follows:

Employer Evaluations	25%
Portfolio Assignments and Work/Wage Information (Timesheets)	75%
TOTAL	100%

Late Assignments:

- Turned in by the due date -- no points deducted - This is the EXPECTATION!
- 1-5 days late -- 10 points deducted
- 5-10 days late -- 20 points deducted
- 10-15 days late -- 30 points deducted
- 15-20 days late -- 40 points deducted
- 20-29 days late -- 50 points deducted
- more than 30 days late -- Unacceptable (receive a "0" for grade)

- Timesheets are an exception to this rule (not turned in on time (due date) results in a grade of 50 on 1st day late)

ATTENDANCE POLICY

The Work-Based Learning experience is designed to instill the importance of positive work habits and attitudes both on the job and in the classroom. You must assume responsibility for regular attendance at:

- Your school
- Your work site on the assigned days

Remember, if you do not attend your high school you cannot report to the job site except by special permission. **Your attendance will affect your eligibility for credit.** It is also important in your evaluation by both your mentor and teacher. If a student signs out any class period before the release period, the student will be marked absent for the work release period.

You must go to work every day that you are required to be in attendance. You are an employee of the business, and your supervisor/mentor depends on you to be at work every day. Your employer assigns you important work every day and if you are absent then that work is not completed. You are an employee of the business partner, and you must follow the same rules as other employees.

- If you are sick and cannot attend work, you MUST call your supervisor/mentor BEFORE you are scheduled to begin work that day. You should always carry your supervisor/mentor's number with you.
- If you know you will be unable to attend work in advance, for example, you must take a test at school, let your supervisor/mentor know why you are going to be absent and the days you will be absent.
- We STRONGLY encourage you to schedule all dentist and doctor appointments outside of your work hours, however, should you have an appointment, let your supervisor/mentor 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 supervisor/mentor and instructor.
- Unexpected absences are considered to be evidence of undesirable work behavior and are STRONGLY discouraged.
- No show to work, without a phone call and/or prior approval:
    - First Offense - written warning
    - Second Offense - possible removal from the program

EXTRACURRICULAR ACTIVITIES

Athletes, band students, and other students with heavy extracurricular program obligations may be scheduled into cooperative programs at the discretion of the coordinator upon evidence that the additional responsibility **WILL NOT INTERFERE** with schoolwork and their work schedule. The coordinator is required to check school records and confer with parents, past and present teachers, counselors, and prospective employers prior to making a final decision regarding enrollment.

SUSPENSION/ISS/DETENTION POLICY/ARREST

If a student is suspended from school, they may not participate in any school activity including their job placement with work-based learning. Students assigned to ISS will not be allowed to leave to attend work. If a teacher assigns a Work-Based Learning student detention, the student must serve the detention at the convenience of the teacher. Work commitments **DO NOT** excuse the student from serving detention; therefore, avoid detention and remember

Work-Based Learning STUDENTS SHOULD NOT BE IN ISS OR SUSPENDED. If you are arrested for just cause, you will be removed from the WBL program immediately! The actions of one individual often determine the perception of a whole organization or group of students.

INSURANCE COVERAGE

Health/life insurance is provided by the student's parents/guardians. Accident insurance (to and from worksite) is provided by parents/guardians.

TRANSPORTATION

The student or their parents/guardians must provide transportation.

JOB CHANGES

A student **CANNOT** change or quit a job without permission of the coordinator. A conference must be scheduled, and appropriate forms required by the coordinator must be completed in the event that the student chooses to change jobs. **Under normal circumstances students are expected to keep the same employer while participating in the Work-Based Learning program. If you change jobs more than 2 times during a semester, you will be removed from the WBL program. Perseverance is the key!**

FIRING/LAID OFF POLICY

Any student who is fired for just cause from his/her job will earn a work evaluation grade of "0" for the current grading period and may be removed from the program pending further investigation. Also, the student must have another approved job within ten school days or be subject to replacing his/her Work-Based Learning work period with a class.

Students terminated from employment for theft, taking or dealing drugs, drinking alcohol, or for any reason which may result in an arrest by the police, will be given a "0" for the remainder of the semester, you **will be removed from the program, and you will not receive the WBL credit. If you are arrested outside of your job for just cause, you will be removed from the WBL program immediately, be given a "0" for the remainder of the semester and will not receive the credit for WBL.**

"Laid off" is being let go from a position because there is not enough work for a particular position. Generally speaking, the best workers are not laid off. If an employer must let some people go because business is slow, he or she will let the marginal employees go first. Oftentimes, part-time workers are let go before full-time workers. However, if a student is let go because of work slowing down, the student's grade will not be affected in any way. The student will have 10 school days to find another place of approved employment, and the coordinator will make every effort to assist the student in finding employment. Students may have to take a position that is not exactly the kind of position they would like in order to be employed within the 10-day limit.

Work-Based Learning FORM LIST FOR RECORDS AND REPORTS

As a Work-Based Learning student you should become familiar with the following forms for records and reports. You will be completing these forms as a member of the Work-Based Learning Program. These forms are very important and must be filled out carefully and completely. As your Work-Based Learning Coordinator, I will explain what each form means and will assist you in completing each one accurately if you need any assistance.

ITEM #1	Training Agreement- **Requires parent, student, and employer signature. (This sheet is front and back)**
ITEM #2	Insurance/Insurance Waiver Form- **Requires parent signature.**
ITEM #3	Medical Information
ITEM #4	Safety Form- **Requires student, employer, and parent signature.**
ITEM #5	Work-Based Learning HCCA Information Sheet for C-NET
ITEM #6	Early Release Understanding- **Requires parent signature.**
ITEM #7	Student Signature Page for Work-Based Learning Handbook- **Requires student and parent signature.**

Assignments for the year

August: Timesheet, Job Application, 3-Prong binder with 1 work picture taped to the front of folder right under first and last name, and 1 work picture inside the front pocket

September: Timesheet, Cover Letter, Employer Evaluation Form Signed

October: Timesheet, Resume

November: Timesheet, Thank You Letter, Employer Evaluation Form Signed

December: Timesheet, Portfolio Due

January: Timesheet, Job Application, 3-Prong binder (new students only) with 1 work picture taped to the front of folder right under first and last name, and 1 work picture inside the front pocket

February: Timesheet, Cover Letter, Employer Evaluation Form Signed

March: Timesheet, Resume

April: Timesheet, Thank You Letter, Employer Evaluation Form Signed

May: Timesheet, Portfolio Due

Name: _____

(PLEASE PRINT FIRST AND LAST NAME)

**********Deadline: _____

Students must stay at school until all paperwork is completed and turned into the WBL Coordinator - Mrs. Teresa Bishop

*Check off and turn in the required paperwork

Make sure everything is SIGNED and placed in the order listed below:

1. Training Agreement (Requires signatures)
   (This sheet is front and back)
2. Insurance/Insurance Waiver Form (Requires signatures)
3. Medical Information Form
4. Safety Form/Safety Training Agreement Form (Requires signatures) (This sheet is front and back)
5. Work Based Learning HCCA Information Sheet for CNET
   (This sheet is front and back and needs to be filled out completely leaving no blanks)
6. Early Release Understanding Form (Requires signatures)
7. Student Signature Page for Work Based Learning Handbook (Requires signatures)

Hart County High School

Work-Based Learning Educational Training Agreement

_____ will permit _____ from HCHS
(Name of where you work) (Student's Name)
to enter their establishment as an employee under the supervision of
_____ for the purpose of gaining knowledge and
(Name of Supervisor/Mentor)
experience in the occupational area of _____.
(what you do at your job)

The Student Agrees:

1. To be 16 years of age.
2. To assist the work-based learning coordinator in finding an appropriate employment position related to the career focus area of the program and the career objectives of the student.
3. To provide transportation to and from work.
4. To attend school and work regularly and not go to work without first going to school, or go to school without going to work, unless previously discussed with the work-based coordinator. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the work-based learning coordinator should be notified as soon as possible.
5. To discuss all aspects of the employment with the work-based learning coordinator and the worksite supervisor—not with other students, coworkers, etc.
6. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, proved by school investigation, the student will be dropped from the work-based learning program and not receive academic credit. If a student is arrested, they will be removed from the WBL program immediately and not receive credit.
7. To work a minimum of 7.5 hours a week for one work release period; or 15 hours a week for two work release periods; or 23 hours a week for three work release periods.
8. To make employment changes only with the approval of the work-based learning coordinator (1 per semester only). The work-based learning coordinator reserves the right to change the student's employment situation if necessary.
9. To be evaluated by the work-based learning coordinator and the work-based training supervisor a minimum of once per grading period.
10. To maintain a "C" average in all academic coursework. If grades fall below a 70, he/she will be placed on academic probation. Early release privileges will be revoked until his/her grade has improved to a passing grade. A final grade below 70 in an academic subject on report card will result in no participation for Spring Semester.
11. To communicate any concerns with the WBL coordinator.
12. To submit to the work-based learning coordinator a monthly record indicating activities engaged in at the worksite and total hours and salary earned during the week.
13. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

The Parents/Guardian of the Student Agrees:

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. To 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. To provide 24-hour insurance for the student.
4. To grant permission for pictures, videos, and audios displaying work or school activities to be used in the promotion of the program.
5. To make inquiries concerning the student's training, wages, or working conditions through the work-based learning coordinator rather than directly to the employer.

6. To 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 work-based learning coordinator.
7. To offer assistance to the work-based learning coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
8. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.

The Employer/Worksite Supervisor Agrees:

1. To provide a variety of work experiences for the student that contribute to the attainment of his/her career objective.
2. To employ the student for a minimum of 7.5 hours a week for one work release period; or 15 hours a week for two work release periods; or 23 hours a week for three work release periods.
3. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
4. To provide instructional materials and occupational guidance to the student.
5. To evaluate the student, in consultation with the work-based learning coordinator, a minimum of once per grading period. (copy to coordinator)
6. To adhere to all federal and state regulations including child labor laws and minimum wage regulations. Students employed through a work-based learning program are not eligible for unemployment compensation.
7. To adhere to income tax and Social Security withholding regulations.
8. To provide time for consultation with the work-based learning coordinator concerning the student and to discuss with the work-based learning coordinator any difficulties that may arise.
9. To inform the work-based learning coordinator before any disciplinary action is taken in regard to the employment of the student.

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits or phone calls to the student's place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student's performance a minimum of once per grading period.
5. To maintain records pertinent to the student, the employer, and the school.

I have read the above and agree to carry out the responsibilities in the implementation of this agreement to the best of my ability.

Student Signature	Date	Parent/Guardian Signature	Date
		Teresa Bishop	2026/2027
Employer Signature	Date	Work-Based Coordinator Signature	Date

Hart County High School
Work-Based Learning Program
Early Release Understanding

Being in a Work-Based Learning program requires that a student utilize their time wisely. On Early Release Days when a student is not scheduled to work, they should be working on school assignments and getting ready for the next school/workday. As a coordinator, I stress to students that early release is not a social time for students. I need your help, as parents/guardians, to get this point across to students.

Teresa Bishop — 2026/2027
WBL Coordinator — Date

Steve Burt — 2026/2027
CTAE Director — Date

Early Release

I understand that my child, _____, is enrolled in the Work-Based Learning program at Hart County High School and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day.

I assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job. I also understand that my child must be covered by automobile accident and health insurance in order to drive to and from work and to be a part of the work-based learning program.

_____ _____
Parent's or Guardian's Signature — Date

Hart County High School
Safety Training Agreement

_____, a student in the work-based learning program at Hart County High School, and an employee at _____ has completed the necessary safety 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 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

Tarla Bishop 2024/2027

WBL Coordinator's signature Date

Hart College & Career Academy WBL Student Information

This page MUST be filled out completely-do not leave any blanks please or I will give it back to you to complete! This gets entered into CNET for our end of year report.

Year of Graduation: __2027__2028

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Date of Birth: _____ Cell Ph # _____

School Email Address: _____

Emergency Contact Name: _____ Ph# _____

(First and Last Name)

Parent/Guardian Information

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip: _____

Parent Email Address: _____ Parent Cell Ph# _____

CNET Information

This is about your job! Do not leave any blanks!

Place of Employment: _____

Address of Employment: _____

Work Phone# _____ Email Address: _____

Name of Your Supervisor/Boss/Manager: _____

Supervisor/Boss/Manager Direct Phone # _____

Supervisor/Boss/Manager Direct Email Address: _____

Job Title (name 4 things that you do there? Be VERY specific on the lines below!)

_____

_____

First Date of Employment: (the month and the year that you started there)

_____

Hourly Wage: $_____ VERY IMPORTANT!!

(if intern placement is unpaid-put Unpaid Internship on the line)

Typical Work Days (Ex: Tuesday, Wed, Thurs): _____

Typical Work Hours (Ex: 12:00-5:00): _____

Avg. Hours of Work Per Week/Weekend:(Ex: 18 hours/week) _____

WBL Student Pathway/Program of Study

This page MUST be filled out completely-do not leave any blanks please or I will give it back to you to complete! This gets entered into CNET for our end of year report.

What is your High School Pathway? (Ex: Culinary, Cosmetology, AG, drafting, etc...)

_____

Have you completed all required courses for this pathway (3 classes)? _____Yes _____ No

Are you a member of a CTSO? (Career Technology Student Organization) (Ex: TSA, FBLA, HOSA) _____ Yes _____No

What are your plans following High School Graduation?

_____

What is your career goal?

_____

List three post-secondary educational institutions (College, Technical College) that you are considering. If you are considering the work force after graduation, then list three industries/companies/businesses that you would like to associate yourself with.

1. _____ 2. _____ 3. _____

Where do you see yourself in 5-10 years, related to your education and/or career goals?

_____

Hart College and Career Academy

Medical Information

1. Date of last physical examination: _____
2. Drug allergies (kind): _____
3. Date of last tetanus administration: _____
4. History of heart condition, diabetes, asthma, epilepsy, etc.:

   _____

   _____
5. Any physical restrictions: _____
6. Other, describe: _____
7. Name of family physician: _____

   Phone #: _____
8. Name of parent/guardian: _____

   Phone #: _____
9. Place of parent/guardian employment:

   _____

Signature Page

I have read the attached information and agree to follow the rules and guidelines of this student handbook. I will ask the coordinator when a question arises concerning work and assignments. I understand that work is not an excuse for being late on any assignment in any subject area.

I understand that I have been invited to belong to this WBL program through the application process. You represent Hart County High School and the WBL program as you gain valuable "work experience" in the community. Conduct yourself in a manner that will bring respect to you, Hart County High School, and the WBL Program.

_____ _____

Student Signature Date

_____ _____

Parent Signature Date

Name: _____

(PRINT your first and last Name)

_____ I have joined the WBL Google classroom, named – 2026-2027 Fall WBL Class Bishop
(*class code) e47fb3jt
All your assignments will be posted here on Google classroom.

_____ I have made sure my cell phone number is correct in School Status. (Mrs. Oglesby)

_____ I have paid my $10.00 dues to Mrs. Bishop

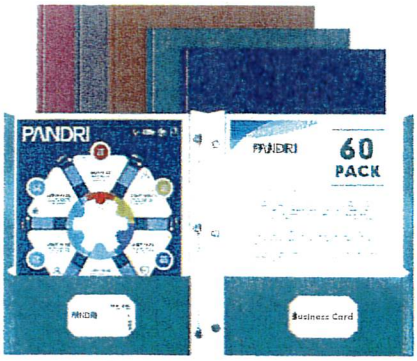
_____ I understand that I can see Mrs. Bishop during my WBL block and NOT during another teacher's classroom time.

_____ I understand that if I am not passing ALL my academic classes with a 70 or higher at progress reports and report card time, I will be removed from WBL until I am passing.

_____ I know where to sign in EVERY DAY on the WBL computer (only students who come in after 1st block)
(in the CTAE office or up front by Mrs. New's office window)

_____ I know where to sign out EVERY DAY on the WBL computer before I leave school.
(in the CTAE office or up front by Mrs. New's office window)

_____ I know where to get forms, assignments, extra timesheets if I lose mine.
(Hanging files on the wall beside the clock in/out computers in the CTAE office)

_____ I know that my timesheet is ALWAYS due on the last Friday of the month and MUST be signed by my employer with my total hours added and listed at the bottom of the form. Can be signed by an Assistant Manager or Team Leader in charge that day.

_____ I know my first assignment is to turn in a 3-prong folder with my first and last name written neatly on the front of it with 1 work picture taped to the front of the folder right under my name and 1 picture in the front inside pocket along with my timesheet and job application.