**Work-Based Learning Student Expectations and Guidelines:**

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

As a WBL student at Banks County High School, You may take advantage of many support services to help you achieve these goals, but you have to do the work! Failure to meet either of these goals can result in termination from the program and possible loss of credit.

Participation in this program means that your work site is an extension of the school program. Think of your job site as a remote lab environment. To participate in Work-Based Learning, you must demonstrate acceptable behavior at school and at the work site. You are expected to follow the standards of behavior of the Banks County school system as well as those of the employer.

The following standards of behavior at the job site will be discussed during orientation. Guidelines are included in this handbook for the following:

• Attention to Personal Appearance • Commitment of Time • Handling Personal Relationships • Following Instructions • Interacting with Authority • Courtesy • Training Plans • Attendance Policy • Mentors • Tips for Succeeding on the Job • Portfolio Guidelines

**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.

* Attend school regularly. Chronic attendance problems concerning school and/or work are grounds for removal from the WBL program.
* If students are too sick to come to school, they are too sick to go to work.
* The state of Georgia requires the following to grant credit for the WBL (YAP) program regarding work hours:
	+ 1 period = 90 hours per semester (5 hours a week)
	+ 2 periods = 180 hours per semester (10 hours a week)
	+ 3 periods = 270 hours per semester (15 hours a week)
	+ These are the **MINIMUM** state requirement **– not the MAXIMUM**
	+ **Work obligations are for the entire semester. They do not cease when the minimum hour requirement is met.**
* **Students who do not complete the minimum hour requirement will not receive course credit.**

**YOU MUST GO TO WORK EVERY DAY THAT YOU ARE REQUIRED TO BE IN ATTENDANCE**. You are an employee of the business and your employer depends on you to be at work every day. Your employer assigns you important work every day, and if you are absent, that work is not completed. **YOU ARE AN EMPLOYEE OF THE BUSINESS PARTNER and you must follow the same rules as other employees.**

**See School Closure Policy for additional information.**

* If you are sick and cannot attend work, you MUST call your employer BEFORE you are scheduled to begin work that day. You should always carry your employer’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 employer know well in advance why you are going to be absent and the days you will be absent.
* We STRONGLY encourage you to schedule all doctor and dentist appointments outside of your work hours: however, should you have an appointment, let your employer 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 employer and instructor.
* Unexpected absences are considered to be evidence of undesirable work behavior and are STRONGLY discouraged.

**Grading Policy:**

Grades are an important part of the Work-Based Learning program. In order to help students keep an average that will help them succeed in high school at work and post-secondary education, the following guidelines have been established:

* At the end of each grading period, the WBL Coordinator will check the student’s grades.
* In the event that the student has not maintained an average of 70 or better, the student will be placed on probationary status until the next grading period.
* In the event that the student’s grades have not improved by the next grading period (brought up to a 70 or above), the student’s grades will be reviewed and if needed, remediation will be provided during their work release period(s) or possible removal from the program.

Grading Categories\*

Portfolio 20%

Evaluations 20%

Documentation 20%

Meeting Attendance 20%

Final Exam 20%

 Total 100%

**Failure to successfully complete All ASSIGNMENTS may jeopardize future participation in the WBL Program!**

**Instructions for Portfolio Assignments:**

The portfolio assignments are very important parts of the WBL experience. The portfolio is a way for you to organize your assignments and showcase your best work; it can be used when applying for post- secondary schools, financial aid, and jobs.

Portfolio assignments will be posted in the WBL Google Classroom. Completed assignments will be a part of the student’s Google site portfolio. The student’s portfolio will need to be shared with the coordinator for feedback and grading purposes. There are deadline dates for each assignment; **there is a penalty for late work.**

All work that is submitted as part of the Google site portfolio needs to be spelled correctly and grammatically correct. Students will need to revise any errors indicated. Also, if the coordinator feels as if the student has submitted incomplete assignments, revision may be required prior to receiving a grade.

**Monthly Meetings:**

You are expected to attend meetings associated with the Work-Based Learning program throughout the year. Meeting requirements are:

* Attend all regular group meetings on the dates specified below.
* Attend all individual meetings according to your pre-chosen date and time
* Attend the Employer Appreciation Luncheon held in May at a date to be arranged later.
* Monthly class meeting will be held in Room 502 on dates listed below. Any changes to the location or time will be announced via Remind. Students should only attend meeting during their WBL-release period.
* Wednesday, August 19, 2020
* Wednesday, September 16, 2020
* Wednesday, October 7, 2020
* Wednesday, November 11, 2020
* Wednesday, December 9, 2020
* Wednesday, January 20, 2021
* Wednesday, February 10, 2021
* Wednesday, March 10, 2021
* Wednesday, April 14, 2021
* Wednesday, May 12, 2021

Morning meeting: 8:00 – 8:44 AM Lunch meeting: 12:45 – 1:16 Afternoon meeting: 2:25 – 3:10 PM

* Monthly class meetings are mandatory – **The student must attend one each month!**
* Class meeting constitute 20% of the course grade and **can only be made up if the absence is pre-arranged with the instructor** at least 12 hours prior to the scheduled meeting.
* Meeting will consist of approximately 40 minutes of instruction/announcements. **Lunch meetings will also be provided virtually through Google meets.**
* Students must sign-in or log on to receive credit for attending.
* Although mentioned in the “Employer Letter” it is the **student’s responsibility to inform employers about the monthly class meetings.**
* Assignments are due each month before the next month’s meeting

**Individual meetings** will need to be pre-chosen by you in accordance with your coordinator’s availability. A calendar of days available for meetings will be provided. It is your responsibility to keep track of your meeting time and date, and to notify me in advance if you need to make a change.

**Tips for Succeeding on the Job:**

Listed below are some tips that will help you succeed on the job:

* Be neat and clean.
* Dress appropriately for the work environment.
* Be friendly and courteous.
* Keep yourself occupied at all times. Do the job you have been assigned. If you don’t have something to do, use initiative or ask your supervisor/mentor.
* If you have a work related problem, it is your responsibility to talk with your mentor first. If the problems continue, consult with your school facilitator or coordinator.
* If you have a problem with school and assignments, it is your responsibility to talk with your school facilitator immediately!
* Take criticism without resentment, and learn from constructive criticism.
* Don’t make excuses. Chronic excuse makers are rarely believed.
* Give your best effort at all times. Remember, your job is important.
* You are entitled to respect on your job. Your mentor and your coworkers are also entitled to respect. Give the same courtesy you expect in return.
* Always notify your mentor if you are going to be absent. Attendance at school and work is a must.
* Ask questions if you do not understand directions or if you need more information to do your job.
* Follow company policies regarding the use of:
	+ Cell phones and other electronic devices.
	+ The internet, social networking sites, and e-mail.