



Chattahoochee County Board of Education
326 Broad Street
Cusseta, Georgia 31805
706-989-3775

CHATTAHOOCHEE COUNTY HIGH SCHOOL
2020-2021 Work-Based Learning Requirements

Student Name: _____

*Denotes required documentation

- ☒ Completed Application-online*
<https://forms.gle/8xBRH9Qj4V9EfsQv8>
- ☒ Job/Placement Columbus Martial Arts Academy*
- ☐ Student Profile Sheet*
- ☐ Training Agreement*
- ☐ ~~Work Permit~~
- ☐ Early Release/Insurance Information (copy of insurance card)*
- ☐ Safety Training Agreement*
- ☐ Driver's License
- ☐ Classification Criteria Checklist*
- ☐ Individual Career Plan
- ☐ Training Plan
- ☐ Mentor Training/Initial Worksite Visit Documentation
- ☐ Evaluation with Student Conference evidence



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Work-Based Learning Student Information Form for Mentor (Student Profile)

Referred by: _____ Date: _____
Name: _____ Birth Date: _____

Address: _____

School: _____

School Phone: _____ Home Phone: _____

Parent/Guardian Name: _____

Address: _____

Work Phone: _____

EMERGENCY INFORMATION:

Emergency Contact: _____

Relationship: _____ Emergency Phone: _____

Address: _____

SPECIAL NOTES (family obligations, after-school employment, etc.):



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WBL Training Agreement for 2020 -2021 SCHOOL YEAR

Student Name: _____

Parent/Guardian Name: _____

Highlight Program: YAP Cooperative **Internship** ESD

Start Date of Employment: _____

Employing Company Name: _____

Employing Company Address: _____

Employing Company Supervisors' Name: _____

Employing Company Mentor's Name: _____

Work Phone Number: _____

Work Fax Number: _____

Supervisor's Cell Number: _____

Supervisor's E-mail Address: _____

WBL Coordinator's Name: _____

Purpose of this Document:

The purpose of this document is to form an agreement with the student, parent, employer, and coordinator of Work-Based Learning Program. Each party will carry out the responsibilities delegated to him or her this school year.

The Student Agrees:

1. To be at least 16 years of age and to have a social security number.
2. To have passed three out of four courses from last year's second semester.
3. To maintain good grades at school and have a good attendance record.
4. To demonstrate acceptable behavior at school and at the work site.



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5. To 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.
6. To provide transportation to and from work.
7. To sign in/out with WBL Coordinator or approved school personnel each day.
8. To arrive to work on time.
9. To NOT use my cell phone while at work.
10. 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 WBL 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 WBL Coordinator should be notified as soon as possible.
11. To concentrate on the instructions that I am receiving from my employer, and to write down important details as I receive my instructions.
12. To discuss all aspects of the employment with the WBL Coordinator and the work site supervisor; not with other students, co-workers, etc.
13. To take criticism without resentment and learn from constructive criticism.
14. To be neat, clean, and dress appropriately for the work environment.
15. To give my best effort at all times by asking questions if I do not understand directions or if I need more information to do my job.
16. 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.
17. To work the minimum required hours based on the schedule type used by the school system.



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Schedule Type	Minimum # Hours per Week	Credit Earned
Block	7.5 per block of release	1.0 each semester

(Total work hours are now based on the CCSD Hybrid Schedule)

18. To call the WBL Coordinator and my employer before my scheduled work time for that day when I am planning to be absent; however, my absences should be limited to or fewer absences per semester.
19. To inform my employer of any doctor and dentist appointments well in advance of the appointment.
20. To make employment changes only with the approval of the WBL Coordinator. The WBL Coordinator reserves the right to change the student's employment situation if necessary.
21. To receive a minimum of two Employability Skills and at least one Job Skills evaluation by the WBL Coordinator and the Work-Based training supervisor per grading period. To understand that the part time work of the WBL placement does not create eligibility for unemployment benefits at the end of the placement.
22. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
23. To submit to the WBL Coordinator a monthly record indicating total hours and salary earned during the month.

The Parents/Guardian of the Student Agree:

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.



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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 assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job.
4. To understand that it is my responsibility to provide automobile and health insurance coverage for my child.
5. To provide transportation to and from work for my child.
6. To make inquiries concerning the student's training, wages, or working conditions through the WBL Coordinator rather than directly to the employer.
7. 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 WBL Coordinator.
8. To 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.
9. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
10. To understand that my child is enrolled in the Work-Based Learning program at High School and that my child will be dismissed from school at the end of his/her regularly scheduled on-campus classes each day.

The Employer/Work Site Supervisor Agrees:

1. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
2. To employ the student, the minimum required hours based on the school system's schedule type.



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Schedule Type	Minimum # Hours per Week	Credit Earned
Block	7.5 per block of release	1.0 each semester
<i>(Total work hours are now based on the CCSD Hybrid Schedule)</i>		

3. To employ the student, the entire school calendar year (August __, 201__ to May __, 201__).
4. 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.
5. To provide instructional materials and occupational guidance to the student.
6. To evaluate the student, in consultation with the WBL Coordinator, a minimum of two Employability Skills and at least one Job Skills evaluation by the WBL Coordinator per grading period.
7. To pay the student \$ _____ per hour.
8. To adhere to all federal and state regulations including child labor laws and minimum wage regulations.
9. Students employed through a Work-Based Learning program may become eligible for unemployment compensation if employed four consecutive quarters. If an employer employs a Work-Based Learning student beyond the last day of school for this school year, then the student should be treated as a regular employee and that student may file unemployment compensation based on current unemployment rules.
10. To adhere to income tax and Social Security withholding regulations. WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099 unless the employer has provided proof to the WBL Coordinator of their status under section 530 of the IRS Code.



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11. To provide time for consultation with the WBL Coordinator concerning the student and to discuss with the WBL Coordinator any difficulties that may arise.
12. To inform the WBL Coordinator about any disciplinary action is taken in regard to the employment of the student.

The WBL Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits 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 a minimum of two Employability Skills and at least one Job Skills evaluation per grading period.
5. To maintain records pertinent to the student, the employer, and the school.
6. 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, and levels of responsibility.

I have read the High School's Work-Based Learning Educational Training Agreement and will carry out the responsibilities delegated to the best of my ability.

Student Signature_____Date_____

Parent Signature_____Date_____

Supervisor Signature_____Date_____

WBL Coordinator Signature _____Date_____



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WBL Safety Training Agreement

_____, a student in the Work-Based Learning program at Chattahoochee 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 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



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WBL Off Campus Release Agreement

I understand as a member of the Work-Based Learning Program

_____ (print student name) may be off campus during a portion of the school day. This does not always mean my student is going to work or to his/her placement during the release time. The work/placement schedule could vary as per the employer/mentor. If my student is working during a time that is different from their scheduled school release time frame, my student should use the school release time for school related work and assignments from home.

I understand my student is not allowed to stay on campus during his/her release period(s). I give my permission for my student to go home if his or her work/placement schedule is different from their scheduled school release period(s). I take full responsibility for my student's safety while traveling. Chattahoochee County Schools and the WBL Coordinator are released from any liability incurred while my student is off campus, on the worksite, and traveling to and from the worksite. I assume responsibility for complying with all state laws (ie: licensing and automobile insurance) for my minor child.

I understand my student will receive a unit of credit per release period for this program. It is my student's responsibility to attend all classes as scheduled. Class attendance is mandatory in order for my student to go to work/internship each school day.

I understand that my student will be off campus for the purpose of working at a paying job or an unpaid internship. In accepting this privilege, my student and I agree to the stipulations detailed below. The privilege of this off-campus experience may be revoked if any of these stipulations are violated or if the school feels it is in the best educational interest of my student.

- As parent/guardian, I will ensure my student has a school parking permit and a reliable vehicle for daily use.
- As a WBL student, I will sign in upon arrival to campus OR sign out before leaving campus daily.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____



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Classification Criteria Checklist
Internship

The student placement in Internship should pass the following checklist of criteria. If the following criteria do not apply, the placement is most likely another type of Work-Based Learning experience such as Cooperative Education, YAP or ESD.

- ☐ The student is at least 16 years of age.
- ☐ The student has a training agreement which has been completed and signed by all concerned parties (student, parent/guardian, employer, WBL Coordinator).
- ☐ The student has a detailed training plan that focuses on development of technical skills and employability skills. The tasks of the training plan should contain items specifically matched to the standards of the student's CTAE pathway course(s).
- ☐ The student must have earned a minimum of one unit of credit in the pathway related to the placement.
- ☐ The student may receive compensation in compliance with state and federal labor laws, or this may be an unpaid placement. The criteria for an unpaid status has been met:
 - The placement, even though it includes actual operation of the facilities of the employer, similar to training which would be given in an educational (school) environment;
 - The placement benefits the student, not the employer;
 - The student does not displace regular employees but works under close supervision of a mentor;
 - The employer that provides the training derives no immediate advantage (profit) from the activities of the student; and should be able to show that operations are actually impeded in order to provide the training;
 - The student is not entitled to a job at the conclusion of the placement;
 - The employer and the student understand that the student is not entitled to wages for the time spent in the placement."
- ☐ The student has a mentor assigned by the business and is evaluated on-site with the school providing any necessary remediation.
- ☐ The student has an Individual Graduation Plan (IGP).
- ☐ The student has a Career Portfolio assignment which documents the technical skill applications as well as employability skills learned from this experience.

The WBL Coordinator should meet regularly with the pathway instructor who teaches courses related to the student's job placement to discuss and gather input in relation to (A) internship sites for student placements, (B) training plan criteria which teaches and/or reinforces course standards, and (C) student evaluations from on-the-job performance.



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Continue here if needed.

Checkmark the level of proficiency using the scale below:

1 = Beginning; 2 = Developing ; 3 = Proficient ; 4 = Distinguished



Student competency on all tasks should start at level 1 or 2 and should show progression by the end of the internship experience.

Task	4	3	2	1

List any potential health/safety conditions related to this specific work assignment (Indicate NONE if no such conditions have been identified):_____

Special requirements expected of the student:_____

_____ Student Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Coordinator Signature	_____ Date	_____ Parent Signature	_____ Date