

**Work-Based Learning Spring 2022  
Transition School to work**

Dear Parents and Students,

Welcome to Work-Based Learning (WBL)! WBL is a proactive approach to bridging the gap between high school and adulthood. WBL activities begin with job exploration to help students develop a broad understanding of industries and possible careers that are available to them. Students will explore post-secondary training required for success in various fields and work extensively on workplace readiness skills such as communication, completing applications, and resume writing.

The goal of WBL is to give students the opportunity to gain work experience prior to leaving high school. Students have the opportunity to work in paid and unpaid internships and transportation is provided if needed. Students who do not already have placements will work with Transition School to Work staff to identify interests and possible placements. Once a placement has been secured, students will go to their job site(s) for the designated class periods Monday, Tuesday, Thursday, and Friday. All students will report to class (S148) everyday to sign in/out. Every Wednesday the student will work on their Personalized Learning Plans and receive assistance with job exploration, post-secondary counseling, workplace readiness, and self-advocacy training.

**Prior to WBL placement, students must bring a copy of their drivers license or state identification card, medical insurance card, and proof of automobile insurance (if driving to a job site).**

Below are the grading policies, supply list, rules, and contact information. Feel free to contact us with any questions or concerns. We're looking forward to a great semester!

Thanks,

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**Grading Policy**

Accountability (school and work attendance):	25%
Assessments (tests and projects):	25%
Daily Work (classwork, homework, and notes):	50%

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## **Attached is the Work Based Learning Policy Guide, Pacing Guide, Experiences, and Standards:**

[https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl\\_policy\\_guide.pdf](https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl_policy_guide.pdf)

[https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl\\_sample\\_calendar\\_with\\_milestones.pdf](https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl_sample_calendar_with_milestones.pdf)

[https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl\\_types\\_of\\_activities\\_along\\_continuum.pdf](https://www.tn.gov/content/dam/tn/education/ccte/wbl/wbl_types_of_activities_along_continuum.pdf)

The Transition School to Work (TSW) program focuses on the provision of vocational rehabilitation (VR) services to eligible and potentially eligible high school students with disabilities who are interested in employment after leaving high school. The goal is a smooth, seamless transition from high school to post-high school career development and/or employment.

VR counselors should work with appropriate school personnel to determine how they plan to disseminate VR information to students and their families. The dissemination could take place at school sponsored events (fairs, career nights, college nights, etc.) or through individual meetings at the school. VR materials will be provided to school personnel so that they can share with parents or guardians.

All VR eligible students receive counseling and guidance from a vocational rehabilitation counselor. Examples of other transition services that lead to employment might include ONET Career Assessment, vocational assessment, assistive technology evaluation, post-secondary training including Project SEARCH and Walgreens REDI, and/or job placement. Post-secondary training might include on-the-job training, training at the Tennessee Rehabilitation Center (Smyrna, TN), or training at the vocational/technical or college/university levels.

High school teachers, school counselors, family members or students may request that a VR counselor become involved early in the transition planning process. Career exploration is the foundation of successful transition planning. It is a service that allows the student to participate in tours of businesses, job shadowing opportunities/on the job experience and to complete research on their career interests. From these experiences the student, the family, the LEA personnel, and the VR counselor can develop a career goal and pick classes and work-related activities that will help the student meet that goal, through the Individual Plan for Employment (IPE).