

COFFEE COUNTY WORK BASED LEARNING Do's & Don'ts

Revised July 2024



SELECTION FOR THE PROGRAM

Acceptance and Participation in the program is a privilege, NOT A RIGHT!

You represent the Coffee County Program through your efforts and work.

Be RESPECTFUL of your workplace, your employer and your fellow employees!
Make us PROUD!!!!



HELLO!

WBL COORDINATORS

Mrs. Acklen - acklenmek12coffee.net

Mrs. Neal - nealaek12coffee.net

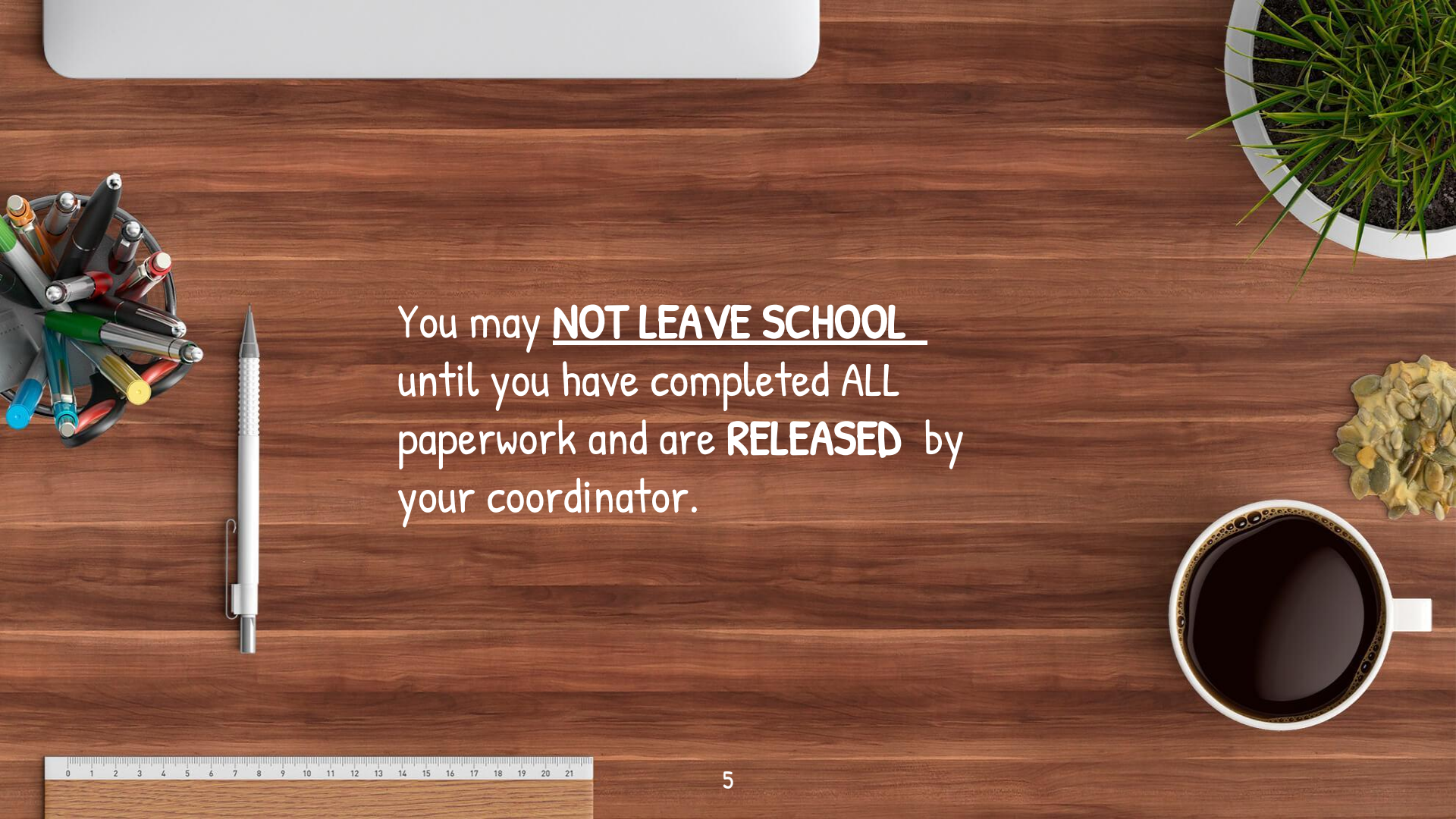
Mr. Alonso - alonsotek12coffee.net

Mrs. Lynch - lynchaek12coffee.net



Google Classroom Code:
gwghg3f5

Remind Code: **@4b42bd**



You may **NOT LEAVE SCHOOL**
until you have completed ALL
paperwork and are **RELEASED** by
your coordinator.



EMPLOYMENT

EMPLOYERS


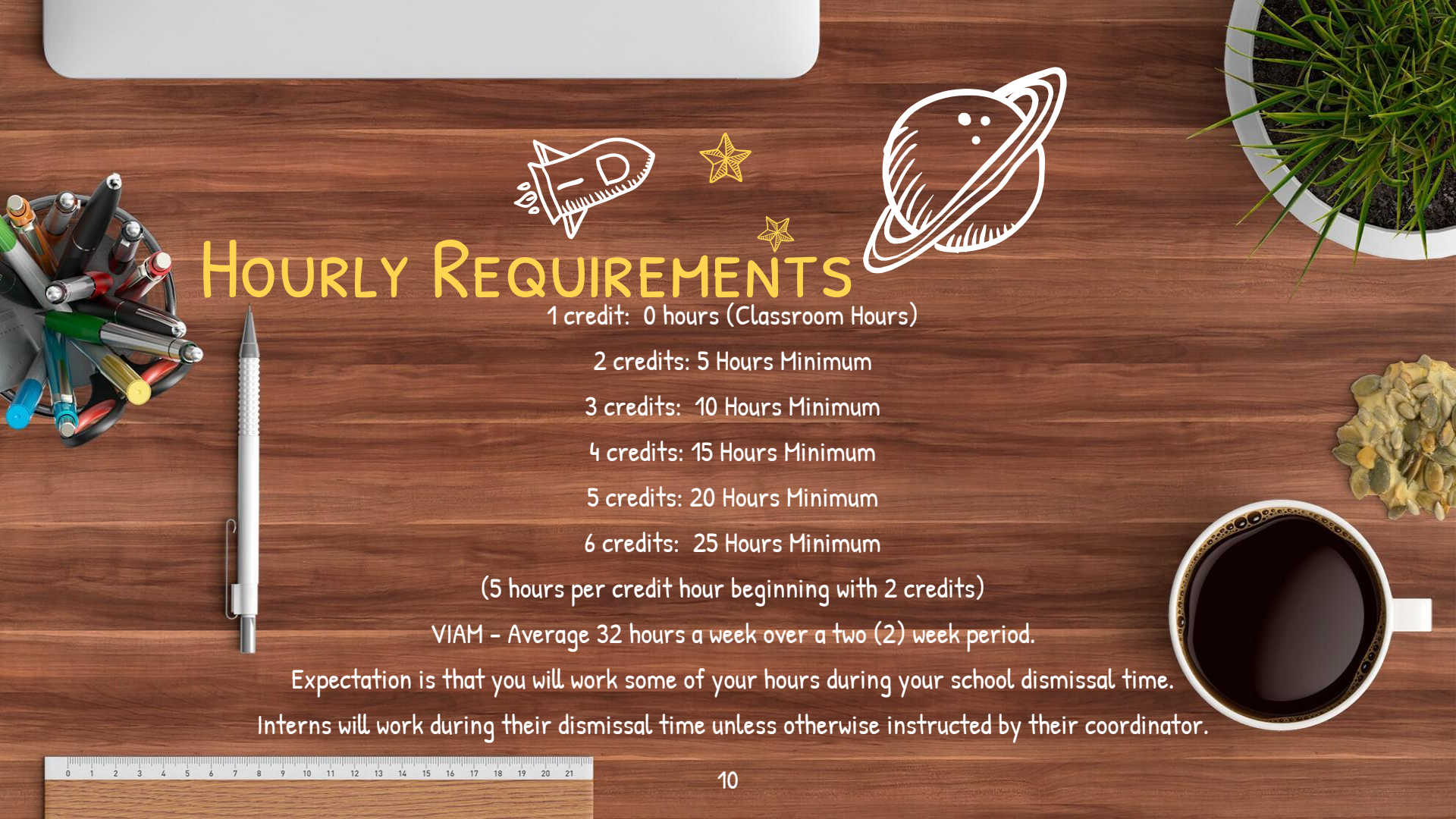
- > Everyone should have their employment set at this time.
 - Those without a current employer **MUST** have employment by the first two full weeks of school. August 15th, 2025
- > Never leave employment without prior approval from your coordinator.
- > Never leave employment without securing further qualifying employment.
- > Elimination of hours - Notify coordinator immediately.
- > Two Week Guideline - Two weeks or longer with no hours, must see your coordinator.
- > If you leave/quit your job/position without prior approval from your coordinator and securing another position, you will be automatically dropped from the program .

SERVICE LEARNING

- > Students are responsible for finding and documenting their OWN service hours for this program, in school or out of school.
- > Hours will be documented on a weekly time sheet and turned into classroom quarterly.
- > Students will obtain an evaluation for each organization, supervisor, teacher for whom they complete hours.
- > Transportation forms **MUST** be completed if you are leaving school to complete hours.
- > Students will complete **ALL** assignments that are completed in the standard WBL program.

MANUFACTURING PLACEMENTS

- > Students are required to complete perform a pre-hire drug test and are subject to random drug testing while working at any manufacturing facilities. A positive result will result in termination of employment and removal from the WBL program.



HOURLY REQUIREMENTS

1 credit: 0 hours (Classroom Hours)

2 credits: 5 Hours Minimum

3 credits: 10 Hours Minimum

4 credits: 15 Hours Minimum

5 credits: 20 Hours Minimum

6 credits: 25 Hours Minimum

(5 hours per credit hour beginning with 2 credits)

VIAM - Average 32 hours a week over a two (2) week period.

Expectation is that you will work some of your hours during your school dismissal time.

Interns will work during their dismissal time unless otherwise instructed by their coordinator.



NEW CHANGE

WORK BASED LEARNING MAY NOW COUNT AS YOUR THIRD (3RD) COURSE
IN YOUR PROGRAM OF STUDY.

If you have WBL for 3rd - 7th period, you MAY NOT LEAVE until 3rd period
begins.

You **MUST** attend Homeroom each day. If you need to leave early, you
MUST check out through the office.

Anyone violating this rule will be turned in for skipping and punished
accordingly.

Repeat offenders will be removed from the program.



CERTIFICATION

CAREER SAFE CERTIFICATION

EMPLOYABILITY COURSE

11 MODULES

Each quarter will have assigned modules to complete.
CERTIFICATION WILL BE COMPLETE BY THE END OF THE
COURSE.



CERTIFICATION

CAREER SAFE CERTIFICATION

EMPLOYABILITY COURSE

11 MODULES

Early graduates will complete ALL 11 modules before December.
Students in WBL for the year will complete ALL 11 modules before
the end of the third (3rd) quarter.

Students beginning in January will complete all 11 modules before
May 1st.

IN SCHOOL HOURLY REQUIREMENTS

5 HOURS OF WORK FOR EACH CREDIT AFTER 1 CREDIT HOUR

1 Credit

Classroom Hours

Expectation is that you will attempt to work a portion of your hours during the dismissal time of 1:58 p.m. – 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.

2 Credits

MUST work 5 hours, each week, expectation is that you will attempt to work a portion of your hours during the dismissal time of 1:06 p.m. – 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.

3 Credits

MUST work 10 hours per week.

Expectation is that a portion of that will be during the dismissal time of 11:49 a.m. – 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.

IN SCHOOL HOURLY REQUIREMENTS

5 HOURS OF WORK FOR EACH CREDIT AFTER 1 CREDIT HOUR

4 Credits

MUST work 15 hours per week.

Expectation is that a portion of that will be during the dismissal time of 10:57 a.m. - 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.

5 Credits

MUST work 20 hours, each week, expectation is that you will attempt to work a portion of your hours during the dismissal time of 10:05 a.m. - 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.

6 Credits (None enrolled)

MUST work 25 hours per week.

Expectation is that a portion of that will be during the dismissal time of 8:42 a.m. - 3:00 p.m.

Saturday and Sunday hours DO qualify for credit.



CREDIT CONNECTION

CREDITS ARE EARNED THROUGH A COMBINATION OF
THE FOLLOWING:

Classroom Seat Time

Work Experience

Google Classroom

Employability Certificate

OTHER REQUIREMENTS

Senior

Other class levels are not eligible for the program.

At least 16 years of age

Student must provide own transportation.

Self or parent

Students are not allowed to ride with or transport other students to the job placement.

On track to graduate

Currently enrolled in all courses required to complete graduation by May 2026.

Must have completed a minimum of two courses in your program of study.

ATTENDANCE

Attendance is a MAJOR requirement in the program and constitutes 30% of your grade.

5 points will be deducted for each day missed, unexcused or parent excused.

5 points will be deducted for every 3 tardies to school.

Doctor's notes, school release or bereavement will not count toward the attendance grade but will count towards overall attendance %.

New Tardy Attendance Policy will be enforced as an unexcused absence.

Based on attendance for the quarter.





Your absence makes it difficult on your employer and co-workers.

You may NOT miss more than 10% of the school year (18 days) - You will be removed from the program. Bereavement, doctor's notes, and school activities do not count toward the 18 days.

Attendance reviews will be conducted at the end of each quarter to determine if students with attendance issues will be allowed to continue in the program or be removed.



❖ ATTENDANCE CHECKS WILL BE
PERFORMED REGULARLY.

❖ ANYONE ACCUMULATING ABSENCES
THAT EQUAL 10% OF DAYS
ATTENDED WILL REQUIRE A
CONFERENCE WITH THEIR
COORDINATOR.



TRUANCY STATUS FOR ANY
STUDENT IS GROUNDS FOR
DISMISSAL FROM THE PROGRAM.



IF YOU ARE ABSENT FROM SCHOOL,
YOU MAY **NOT** REPORT TO WORK.

SEE YOUR COORDINATOR FOR EMERGENCY SITUATIONS AND
EXCEPTIONS.

REPEAT OFFENDERS WILL BE REMOVED FROM THE PROGRAM FOR
ANY SUBSEQUENT VIOLATIONS.

Yes! This means YOU!



If you do not report to work during
your WBL dismissal time, you **MUST**
go HOME, no stops.



HOMEBOUND & KOSS

STUDENTS

May not participate.

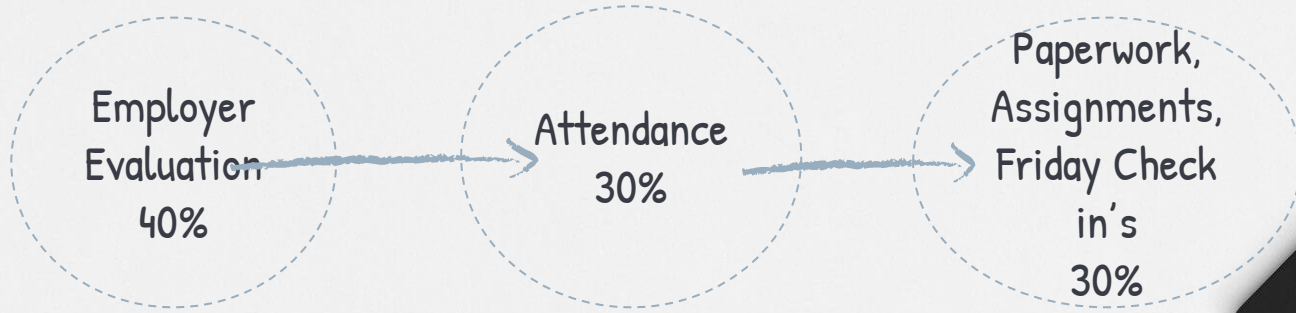
LONG TERM ISD

May not participate.

SHORT TERM ISD

May not have early dismissal but may report to work at the end of the school day.

GRADING POLICY





EMPLOYER EVALUATIONS

Each of you should print or retrieve the appropriate evaluation form for your employer and deliver to them immediately following progress reports.

If your immediate supervisor changes, please report this to the your WBL Coordinator immediately.

- > Emailed by supervisor to coordinator.
- > Return in a sealed envelope with the employer's signature across the back.



PAPERWORK AND ASSIGNMENTS

Work Based Learning is not only about your employment.

You **MUST** complete all assignments that are given and follow proper instructions for those assignments.

Work Based Learning is a class offered for credit. Assignments **MUST** be completed or a student will be held during WBL class time until all is current.

FRIDAY CHECK IN's

SEE YOUR COORDINATOR EACH FRIDAY PRIOR TO LEAVING FOR WORK.

IF YOUR COORDINATOR IS ABSENT, PLEASE EMAIL THEM IN LIEU OF
SIGNING IN.

IF YOU KNOW THAT YOU WILL BE ABSENT ON FRIDAY, YOU MAY COME IN
ON THURSDAY OR THE FOLLOWING MONDAY.

EACH CHECK IN MISSED WILL BE A 5 POINT DEDUCTION FROM YOUR
CHECK IN GRADE.

Sign in Sheet!

FRIDAY CLASS TIME

EACH STUDENT WILL BE REQUIRED TO REPORT TO THEIR COORDINATOR A DESIGNATED FRIDAY OF EACH MONTH TO COMPLETE WORK.

A LIST OF THESE DESIGNATED DATES WILL BE POSTED ON CLASSROOM.

EACH MONTH MISSED WILL BE A 5 POINT DEDUCTION FROM YOUR

CHECK IN GRADE.

STUDENTS ON TASK WITH ASSIGNMENTS MAY NOT BE REQUIRED

TO STAY FOR THESE CLASS PERIODS.

Sign in Sheet!

EMPLOYER REPORTING (BY STUDENT/NOT PARENT)

Inclement Weather

Follow employer guidelines.

Certain placements do not warrant a call out if school is cancelled.

Sick Days

Follow employer guidelines.

Student must directly report to employer/supervisor if not reporting to work.

Employer Expectations

Follow ALL employer guidelines as per that employer's policy.

School Schedule Changes

Do not affect certain employers.

If adjusting your work schedule, due to a schedule change, please report to employer.

Employer Evaluation

Completed each quarter.

Attendance is one criteria.

Paperwork

Paperwork MUST be FULLY completed and to the employer before the student will be allowed to leave school for early dismissal.



COORDINATORS – NO EXCUSES

Work Based Learning Coordinators **will NOT provide** excuses when you miss your scheduled times.

If you are requested by a coordinator to remain at school, you will notify your employer.

Students need to request their own documentation of any meetings, such as Tennessee Promise, for their employer. Do NOT ask your coordinator to prepare or obtain this for you.



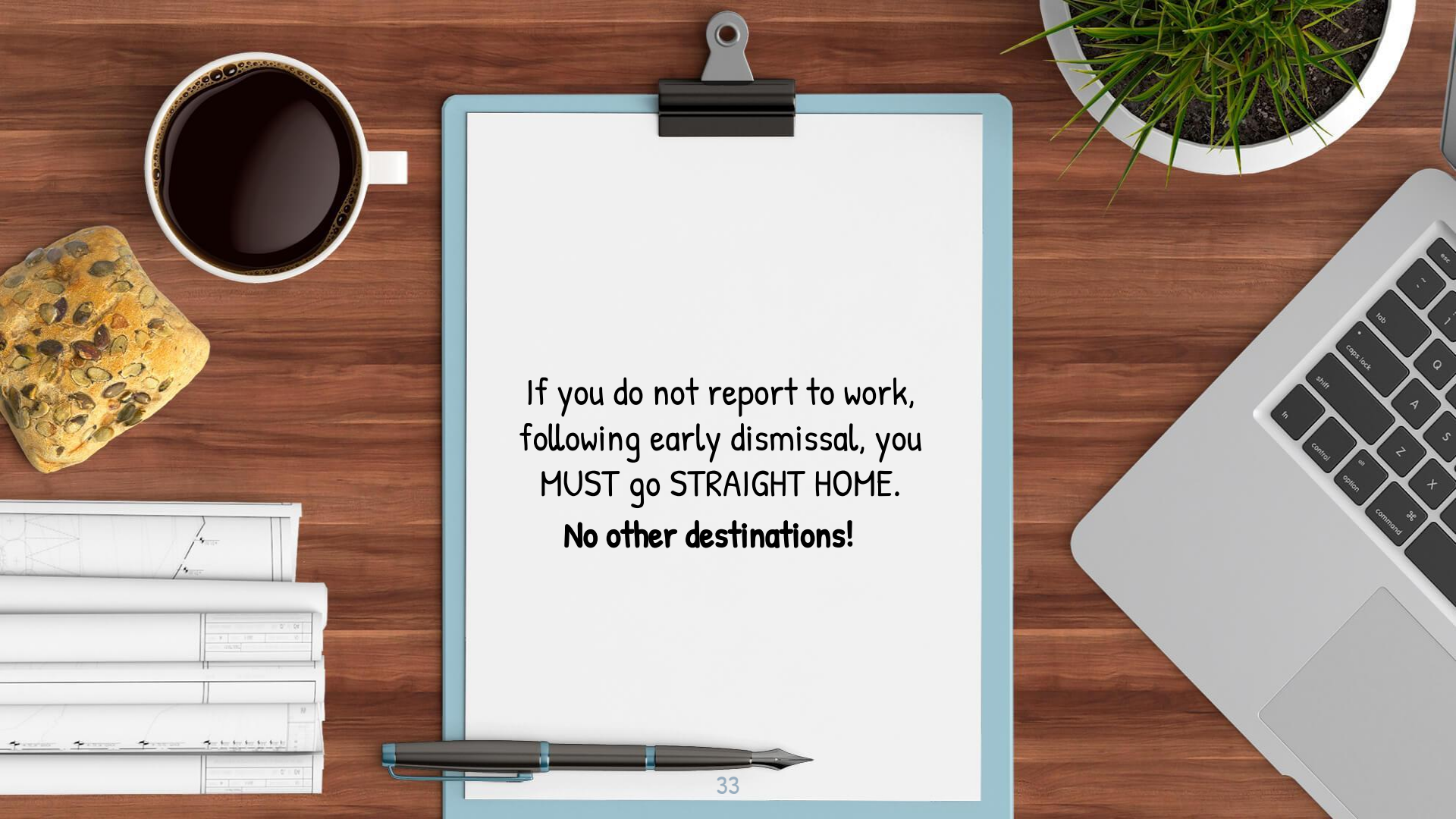
Change in Schedule

When in doubt, check with your WBL coordinator BEFORE you leave school.


Changes will be posted on Classroom and REMIND.

YOU are responsible for checking these areas before making a determination about leaving.

A list of dates will be provided on Classroom and to each of you to provide to your employer.



If you do not report to work,
following early dismissal, you
MUST go STRAIGHT HOME.
No other destinations!



**Adhere to all
professional
employer guidelines
concerning workplace
cell phone use.**



Military Service

**You may not be
dismissed for events
that are not for
OFFICIAL military
events (MEPS, etc.)**



DRESS CODE AND PROFESSIONAL ATTIRE

- > Wear the required dress for your particular employer.
- > Maintain professional dress when not mandated or dictated.
- > Maintain a high level of personal hygiene for the benefit of those around you in the workplace.

SAFETY POLICIES

- > Follow all safety policies, as outlined by your employer.
- > Document, on your Safety Form, all safety trainings, trainers name and date (Month/Year) of the training.
- > You may NOT work or engage in hazardous activities, such as working with hazardous chemicals.
- > It is recommended that all employers carry Workers Compensation coverage. (See Exceptions)



INSURANCE COVERAGE

If your employer DOES NOT carry Workers Compensation Insurance, you may be required to carry a liability insurance policy for the year based upon your employer.

Students MUST have health insurance.

Revised August 2022

GRADING, ASSIGNMENTS AND PAPERWORK

- Complete ALL paperwork as instructed.
- ALL paperwork **MUST be typed**. Do NOT handwrite WBL paperwork.
- Complete ALL assignment using specified guidelines.
- ALL assignments **MUST be typed**.
- Update information on your Personalized Learning plan weekly. Try to add at least one area of focus.
- Save certificates from your individual modules to turn into classroom.



THANKS!
Any questions?