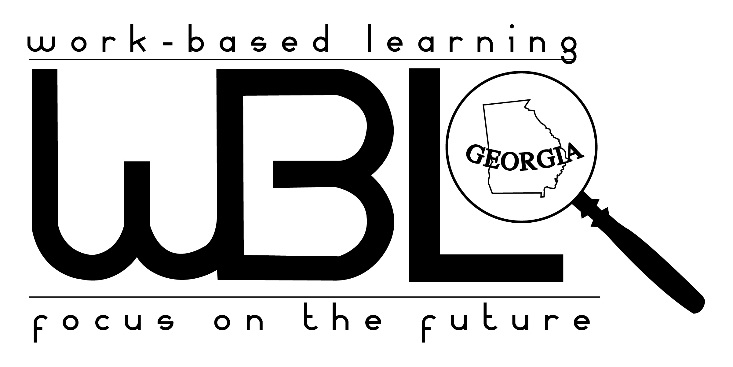
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**Glascock County High School**

**Youth Apprenticeship (YAP)/ Work Based Learning (WBL) Programs**

**2021-2022**

**Application Packet/Handbook**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All forms MUST be complete and MUST have all appropriate signatures before students can be enrolled in the program and allowed to leave school to report to the work site.**

**It is the student’s responsibility to read and be familiar with all YAP/WBL policies and forms set forth in this handbook.**

**Breanna Phillips**

**YAP/WBL Coordinator**

**Shellie Newsome**

**YAP/WBL Assistant Coordinator**

**(706)598-2121**

**(706)598-2621 (Fax)**

[**bphillips@glascock.k12.ga.us**](mailto:bphillips@glascock.k12.ga.us) **or** [**snewsome@glascock.k12.ga.us**](mailto:snewsome@glascock.k12.ga.us)

**Glascock County School Work Based Learning Application**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a job? \_\_\_\_\_yes \_\_\_\_\_No If so, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of work are you interested in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where would you like to work for WBL? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you plan to attend college after high school? (if so, what college?)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you be able to drive to work? \_\_\_\_\_yes \_\_\_\_\_no

If not, do you have transportation? \_\_\_\_\_yes \_\_\_\_\_no

If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you want to enroll in the work-based learning program? How will it benefit you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| For Office Use Only:  GPA:\_\_\_\_\_\_\_\_\_\_\_ Absences this year: \_\_\_\_\_\_\_\_\_ Absences last year: \_\_\_\_\_\_\_\_\_\_\_\_  Behavior:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The Glascock County Board of Education does not discriminate on the basis of race, color, national

origin, sex, disability, or age in its programs and activities.

**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.

Give your employer/mentor/supervisor a copy of your School Calendar.

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. It is imperative that you sign in/out at both school and work to verify your attendance.**

**Your attendance will affect your eligibility for credit.** It is also important in your evaluation by both your mentor and Teacher.

**You must go to work every day than you are required to be in attendance.** You are an employee of the business and your mentor depends on you to be at work every day. Your mentor 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 mentor BEFORE you are scheduled to begin work that day. You should always carry your mentor’s number with you. **DO NOT LET YOUR PARENT CALL FOR YOU!**
* If you know you will be unable to attend work in advance, for example, you must take a test at school, let your mentor know why you are going to be absent and 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 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 mentor and instructor.
* Unexpected absences are considered to be evidence of undesirable work behavior and are STRONGLY discouraged.
* If you would like to remain at school for special events such as a pep rally, you are responsible for discussing this with your supervisor IN ADVANCE and must have permission from your supervisor to be late or miss work for such an event. We strongly encourage you to make up the hours missed from work in such an event.

**GRADING POLICY**

Grades for the Work-Based Learning courses are calculated by use of a rubric and will include student’s attendance data, submission of time sheets in a timely manner, and the monthly WBL assignment. (\*For students who take more than once WBL course, there will be one assignment per course each month.\*) Points will be deducted for late submissions of time sheets and/or assignments.

**The Student & Parents Agree:**

1. Must be at least 16 years of age and have Social Security number.

2. Maintain at least a 70 GPA & be on track for graduation.

3. To secure a work-permit if under 18 years of age and to file a copy with the school office,

State Department of Labor, and the employer. Work permits can be obtained from the school

office and must be documented with a birth certificate

4. To assist the work-based learning Facilitator/Coordinator in finding an appropriate

employment position related to the career focus area and their career objective.

5. To provide own transportation to and from work and release all liabilities from the local board

of education.

6. Adhere to the School System policies on behavior, dress code and all school rules.

7. Abide by work-based site rules, policies, and work-based regulations including dress, cell

phones, internet, and etc.

8**.** 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 YAP Facilitator/Coordinator. Failure to adhere to this part of the agreement may result in the

student receiving appropriate disciplinary action. If a student will be absent from school or

work, the YAP Facilitator & employer should be notified as soon as possible

9. Arrive on time daily (Monday – Friday) for both school and work-based site and if late or

absent for reasons beyond student’s control, call the appropriate personnel.

10. To discuss all aspects of the employment with the YAP Facilitator/Coordinator

and the worksite supervisor- not with other students, coworkers, etc.

11. 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.

12. Understand that you can be placed on YAP learning Probation based on the severity of the

problem. You will receive a verbal warning, written probation warning, and then dismissal from

the work site and YAP program with a possible (F) and no academic credit.

13. to work a minimum of **5** hours a week for one work release period; or **10** hours a week for two

work release periods or **15** hours a week for three during a **traditional sixth period** day

pending the schedule and Local Board of Education Policy. Per Semester total hours must be a

minimum of **90** working hours per class period.

14. To work minimum of **7.5** hours a week for one work release period; or **15** hours a week for

two work release periods, or **22.5** hours a week for three during a **Block Schedule** day

pending the schedule and Local Board of Education Policy.

15. ***To make employment changes only with the approval of the YAP/work-based learning***

***Facilitator Coordinator. The YAP/work-based learning reserves the right to change the***

***student’s employment situation if necessary.***

16. To be evaluated by the YAP/work-based learning facilitator and the YAP/work-based learning

supervisor a minimum of once per grading period.

17. To be aware that employment in the YAP/Work-Based Learning program does not necessarily

qualify a student to receive unemployment compensation.

18. To submit to the YAP/work-based learning Facilitator a bi-weekly record indicating total

hours and salary earned each week.

19. Have taken one unit of related instruction in career.

20. Meet job requirements and expectations as outlined in the Youth Apprenticeship Training

plan.

21. Maintain safety on the worksite.

22. To regularly check the email address listed for communication from the WBL/YAP Coordinator.

**The Employer/Worksite Supervisor Agrees:**

1. To provide a variety of work experiences for the student during the school week

(Monday – Friday) that contribute to the attainment of his/her career objective.

2. Assist in developing a Training Plan which will include a list of job tasks, skills, and

performance indicators.

3. To employ the student for at least **5** hours per week during the school day of the

academic year on a traditional six periods or **7.5** hours per week during the school

day of the academic year on **a block schedule**.

4. To adhere to policies and practices which prohibit discrimination on the basis of race,

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 YAP Coordinator/Facilitator, a

Minimum of once per grading.

7. To adhere to all federal and state regulations including child labor laws and minimum

wage regulations. If under 18, the student will be subject to performing hazardous

occupation work only as permitted: 1) The work must be incidental to the training, 2)

Such work is intermittent and for short periods of time, under the direct and close

supervision of the mentor. 3) Safety instruction must be integrated with on-the job

training.

8. Students employed through a work-based learning program are not eligible for

unemployment compensation.

9. To adhere to income tax and Social Security withholding regulations.

10. To provide time for consultation with the YAP Coordinator/Facilitator concerning the

Student and to discuss with the YAP Coordinator/Facilitator any difficulties that may

arise.

11. To inform the YAP Coordinator/Facilitator before any disciplinary action is taken in

regard to the employment of the student.

12. Provide a progressive wage plan.

13. Provide a Safety Orientation and a safe and appropriate work environment for the

YAP apprentice

14. Provide a member of the organization as a work site mentor.

15. Supervisor agrees to accept the student at the worksite during the school day,

Immediately following dismissal from school (Monday – Friday).

**GLASCOCK COUNTY HIGH SCHOOL**

**YOUTH APPRENTICESHIP – WORK-BASED LEARNING**

**Safety Training Agreement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a student in the apprenticeship or work-based learning program at GCHS 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.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**CONFIDENTIALITY AGREEMENT**

As a YAP student, I recognize that I have been given a unique opportunity to participate in the Work-Based Learning Program at GCHS and that I have a personal obligation to maintain confidentiality. I will not discuss any matter relation to my work to anyone except proper school/business authorities.

**I understand that a breach of this agreement could result in dismissal from the Work-Based Learning program and a failure (F) as my YAP/WBL GRADE.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Student Signature Date Parent Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Employer Signature Date YAP Facilitator Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**YAP Coordinator Date**

**GLASCOCK COUNTY HIGH SCHOOL**

**YOUTH APPRENTICESHIP/WORK BASED LEARING**

**SIGNATURE PAGE**

This page is verification that the student and parent have read and signed all necessary forms for entrance into the YAP/WBL program. All questions should be answered before completing the necessary forms. The signature pages serve as proof that the student and parent have read and understand the policies of the GCHS Youth Apprenticeship-Work Based Learning Handbook.

It is the student’s responsibility to read and be familiar with all policies and forms set forth in the GCHS Youth Apprenticeship-Work-Based Learning Handbook.

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the policy of Glascock County Board of Education not to discriminate on the basis of sex, age, race, religion, national origin, or handicap in its educational programs. (Revised 5/19/14)