



**Cartersville High School**  
**WBL Coordinator: Ms. Shannon Boyer**  
**320 East Church Street, Cartersville GA 30120**  
**770-320-3200; Shannon\_boyer@cartersville.k12.ga.us**



Dear Employer:

On behalf of the Work-Based Learning Program at Cartersville High School, I would like to thank you for your willingness to work with and evaluate our students.

At the beginning of school, there are a number of forms that the school must have on file for these students since they are receiving the same unit of credit for this course as English, Math, etc. Each student will need to have this letter, an early release understanding/insurance verification form, a training agreement, and an initial training plan signed and on file. These four forms will require your signature.

The training agreement explains what is expected of all parties involved in this cooperative training program and the training plan identifies tasks that the student is now performing or learning on the job.

I would also like to solicit your help for accurate attendance reporting. A student who is absent from school for the day is not supposed to participate on the job for that day. If a student is absent, I may call you to confirm whether or not the student reports to work.

If the student has reported to work, I will deal with the situation according to program policies. I have informed the students that it is their responsibility to adhere to this policy and I appreciate your cooperation in this matter. Hopefully, working together, these students will become more productive and dependable employees and citizens of the Cartersville community.

Each grading period, the student or I will bring a job evaluation form to you to be completed. You should be able to fill it out in approximately five minutes. Your comments about the student-employee are always important.

Thank you in advance for your cooperation. I hope you will find that the students in the Cartersville High School Work Based Learning Program do an excellent job for you. Please feel free to call if you have any questions.

Sincerely,

Shannon Boyer, M.Ed  
 Work Based Learning Coordinator/Director  
 Future Business Leaders of America Advisor  
 Business Education Instructor

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Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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## Safety Training Agreement

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\_\_\_\_\_, a student in the Work-Based Learning program at Cartersville High School and an employee/intern 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 students and the in 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 injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

## Employer Handbook

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- I received an Employer Handbook related to the Work-Based Learning Program at Cartersville High School. This handbook can be used as a reference for the Mentor and/or Supervisor of a Work-Based Learning student. This constitutes Mentor training for the WBL program.
- I received a Course Syllabus for the Work-Based Learning Program. This included a grading rubric for the program, which indicated the fact that Employer Evaluations (Formal Assessments) are counted as 40% of the student's grade.

\_\_\_\_\_  
 Employer Signature

\_\_\_\_\_  
 Date

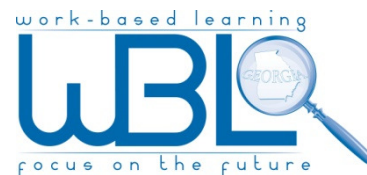
\_\_\_\_\_  
 Employer Phone

\_\_\_\_\_  
 Employer E-mail

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## TRAINING AGREEMENT

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Student: \_\_\_\_\_ Job Title \_\_\_\_\_  
Business: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
School: \_\_\_\_\_ Training Period Begins On: \_\_\_\_\_

### ALL WORK-BASED LEARNING PARTNERS agree to the following terms:

#### *The Student Agrees:*

1. Be at least 16 years of age and have a Social Security number.
  2. Secure a work-permit if under 18 years of age and in paid employment and to file a copy with the school official, state Department of Labor, WBL Coordinator, and the employer. Provide copies of work permit to Coordinator and Employer.
  3. 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.
  4. Attend school and work regularly (abide by the attendance policy) 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 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.
  5. Discuss all aspects of the employment with the WBL Coordinator and the worksite supervisor-not with other students, co-workers, etc.
  6. Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from the employment due to negligence or misconduct, proved by school investigation, the student may be dismissed from the program and may not receive school credit which might impact high school graduation.
  7. Not change his/her job site without permission from the Coordinator. If so, this could lead to dismissal from the WBL Program. The WBL Coordinator reserves the right to change the student's employment situation if necessary.
  8. Maintain a required GPA and work the minimum hour requirements for the program.
  9. Secure your own transportation to and from work and school.
  10. Be evaluated by the WBL Coordinator and mentor/supervisor once per grading period which includes training plan.
  11. Agree to release information and school related records as it pertains to the WBL Program such as academic performance, attendance, discipline, follow-up information, and photo consent.
  12. Take necessary precautions and assume full responsibility for the conduct/safety during travel time between home, school, and work.
  13. Grant consent for pre-employment or routine physical, required lab work, drug test, etc., as required by employer.
  14. Grant permission for work related emergency treatment. Medical personnel will make reasonable attempts to contact the parent before initiating emergency treatments deemed necessary by the employer/emergency service.
  15. Maintain safety on the worksite.
  16. Be aware that employment in the WBL Program does not necessarily qualify a student to receive unemployment compensation.
  17. Take part in employer appreciation activities in order to receive full credit, financed in part by student.
  18. Report to coordinator during the scheduled work times if temporarily unemployed.
  19. To actively participate as paid member in the local chapter of the related CTSO.
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20. Abide by all terms, conditions, and policies of the employer, school, and WBL Program including WBL meetings and/or functions.

***The Parent Agrees:***

1. Encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment.
2. 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. Make inquiries concerning the student's training, wages, or working conditions through the WBL Coordinator rather than directly to the employer.
4. 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.
5. 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.
6. Allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
7. Assume responsibility for adequate insurance, including, but not limited to health and automobile coverage.

***The Employer Agrees:***

1. Adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, assignment to work task, hours of employment, levels of responsibility and pay.
2. Work with the WBL Coordinator to provide a variety of work experiences for the student that contributes to the attainment of his/her career objective and to assist in development of the training plan.
3. Pay the student a wage (predetermined by the company) that increases progressively, if in a paid WBL placement.
4. Allow the student to work or intern for the designated hours per week during the academic year.
5. Assist in the overall evaluation of the student, and to serve as primary evaluator for on-the-job skill attainment. This will occur once every grading period.
6. Assign a member of the employing organization as a workplace mentor.
7. Provide time for consultation with the WBL Coordinator concerning the student to discuss performance and any difficulties that may arise.
8. Assist in providing instructional materials and occupational guidance for the student.
9. Notify the WBL Coordinator if termination of the student is considered for any reason or any disciplinary action is considered. Inform the WBL Coordinator before any disciplinary action is taken in regard to the employment of the student.
10. Adhere to all federal and state regulations including child labor laws and minimum wage regulations.
11. Adhere to income tax and Social Security withholding regulations.
12. Provide a "Safety Orientation" in addition to a safe and appropriate work environment for the student.

***The WBL Coordinator Agrees:***

1. Serve as liaison between the student, parent, and employer.
  2. Maintain records pertinent to the student, employer, and school.
  3. Render assistance with educational and training problems of the student.
  4. Assist the Work-Based training supervisor in an evaluation of the student's performance a minimum of once per grading period and conduct supervisory visits to the student's place of employment.
  5. Assist in academic and occupational instruction of student.
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6. Conduct exit interview/survey to develop plan of transition into post-secondary.

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*All Parties Agree:*

1. That this agreement will not be terminated without the knowledge of all parties concerned.
2. That Career/Technology student organizations are an integral part of the instruction within the work-based learning program
3. That the student will work a minimum of 5 hours per week per release period
4. That the student will adhere to the school attendance policy.

***I certify that I have read and understand this agreement. Student: I also understand that failure to comply with my part of this agreement could result in immediate dismissal from the Work-Based Learning Program and a failing grade for the semester or the year.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WBL Coordinator Signature

\_\_\_\_\_  
Date

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### Initial Training Plan

**Student:** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Business:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Training Period Begins On:** \_\_\_\_\_

To provide the best learning experience for the student-worker, the employee agrees to provide a variety of work experiences that will contribute to the attainment of their career objective.

**Human Relations and Communication Fundamentals**

1. Use proper grammar and vocabulary
2. Address people properly
3. Use telephone in a businesslike manner
4. Listen to and follow directions
5. Communicates well with others
6. Shows respect for the feelings of others
7. Values the opinions of others
8. Effective team member skills
9. Develop Personality traits important to business
10. Effective team leader skills

**Please list specific occupational skills that the student should learn while in this position:**

- 1.
- 2.
- 3.
- 4.
- 5.

Validating Signatures:

Employer \_\_\_\_\_ Date: \_\_\_\_\_

WBL Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

