



# Southeastern Early College & Career Academy 2023-2024

## Student Handbook

**Congratulations!** You have made the choice to learn and earn! The WBL/YAP program takes learning out of the traditional four walls of a classroom and into the real-world. To be successful in the WBL/YAP program you need to know what is expected of you at school and at your place of employment. This handbook will provide you with all the information needed to be successful in the program. Please take time to read ALL the information! I want you to be successful in school, your work experience, and most importantly, life! Please feel free to contact me whenever you have a question, concern, or just want to talk about a situation involving your employment or school.

### Table of Contents

Good Luck! Mrs. Donna Collins

#### TITLE PAGE

Welcome Letter.....	1
Program Benefits .....	1
Mission & Vision Statement.....	1
WBL Coordinator Contact Information.....	1

#### SECTION I: Student Admissions

Student Requirements .....	2
Program Admission Process .....	2
Enrollment Options.....	3

#### SECTION II: Student Expectations

Academics.....	4
Grades .....	4
Exemption from School/Work .....	4
WBL Course Failure .....	4
School .....	5
Attendance .....	5
School Discipline .....	5
Workplace Behavior .....	5
Job Placement .....	5
Student Terminated from Job.....	5
Student Quits Job .....	6
Student Requests Job Change .....	6
Student Laid Off/Student with Medical Restriction(s) .....	6

#### SECTION III: Program Assessment

Pre-Requisite.....	5
Monthly Assignments .....	5
Monthly Time Cards .....	5
Monthly Workplace Pictures .....	5
Workplace Employment Journal.....	5
WBL Student/Coordinator Meeting.....	5
Employability Skills Assessments .....	5
Job Skills Assessments .....	5

#### SECTION IV: Q & A

Frequent Q&A .....	6
Student Check-off Log.....	6

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### Program Benefits

#### To the students:

- Connect education and work
- Show relevance of academic and occupational instruction
- Provide opportunities to explore careers & enhance skills
- Develop work ethics
- Encourage completion of secondary education
- Provide opportunities for leadership development

#### To the business and industry:

- Provide opportunity to prepare future employees
- Offer source of skilled and motivated future employees
- Opportunity to provide community services
- Communicate job-specific skills to educational personnel

#### To the school:

- Provide access to the latest equipment and technology
- Enhance education's ability to meet student needs
- Make education more relevant and valuable to students
- Promote faculty interaction with the business community

#### To the community:

- Prepare a productive future workforce
- Build relations among education, business, and community
- Enhance awareness of local employment opportunities
- Build foundation for a more productive local economy

**Mission & Vision** The mission of the Work-Based Learning Program is to assist in providing a highly trained, technologically sophisticated and career oriented young work force. This is accomplished by developing partnerships between business, industry, students, parents, school systems, coordinators, post-secondary institutions, and registered apprenticeships which will lead students into meaningful careers.

Work-Based Learning



Georgia's Future Workforce



Updated: March 2023

## SECTION I: STUDENT ADMISSIONS

**Student Requirements:** All students in the WBL program must meet the following requirements:

- Enrolled as a Junior or Senior (Sophomores may enroll with special requirements-See Enrollment Options below)
- WBL Coordinator must Approve your Job Placement
- WBL Student must be on track for graduation
- WBL Student must have Excellent Attendance and Discipline Record
- WBL Student must have reliable transportation to/from school/work

**PROGRAM ADMISSION PROCESS:** Students will receive information from their Guidance Counselor regarding the WBL Admission Process. Before you begin the admission process, make sure you are on track for graduation and have room in your schedule for WBL block(s). **YOU HAVE THE REST OF YOUR LIFE TO WORK...YOU HAVE ONE OPPORTUNITY TO WALK FOR YOUR HIGH SCHOOL DIPLOMA! This is our goal for you!**

**STEP 1: WBL ONLINE Application:** You will access the following website: [www.seccaworks.com](http://www.seccaworks.com). This website contains everything you need to be successful in the WBL program. It is NOT a GOOGLE CLASSROOM and you DO NOT NEED a CODE to access the information. As you enter the SECCA WBL website, please read the Welcome Letter from the WBL Coordinator. At the bottom of the letter, you will click on your school's WBL Application. Complete the form and submit. Make sure you select the date/time for a mandatory orientation and place it on your calendar!

**STEP 2: Mandatory Orientation:** Please mark your calendar for the mandatory orientation you selected. The orientation is approximately one hour...plan to arrive early and stay for the entire meeting. No one will be allowed to enter after the meeting begins.

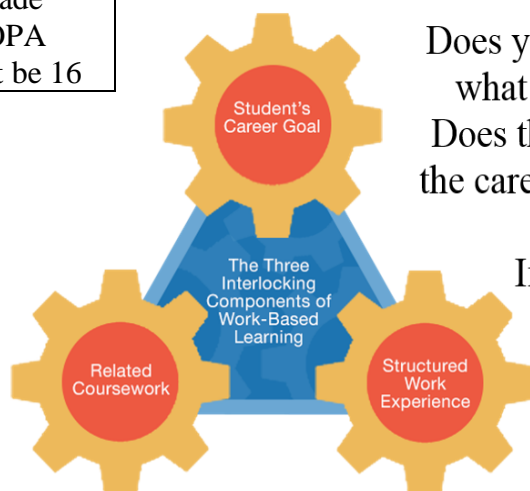
If you plan to enroll in WBL both 1<sup>st</sup> & 2<sup>nd</sup> semester, you only need to attend one of the 1<sup>st</sup> semester orientations. Students enrolling 2<sup>nd</sup> semester for the 1<sup>st</sup> time in WBL will need to attend the dates for 2<sup>nd</sup> semester only.

**ENROLLMENT OPTIONS:** Based on CTAE pathway/classes, students may enroll in one (1), two (2), or three (3) blocks of WBL during 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and/or 4<sup>th</sup> block. Enrollment guidelines are detailed below.

Enroll in 3 blocks	Enroll in 2 blocks	Enroll in 1 block
<b>CTAE Pathway Completer</b> Completed all 3 classes	<b>CTAE Pathway Student</b> Completed 2 of 3 classes	<b>CTAE Pathway Student</b> Completed OR enrolled in 1 class
<b>Job Placement</b> Extension of the selected CTAE Pathway Student's job tasks are related to the selected pathway		<b>Job Placement</b> Focuses on employability skills ONLY Student's job tasks are not related to a pathway
<b>Graduation Plans</b> Pursue a career/job related to the selected CTAE Career Pathway Continue education at a post-secondary facility OR enter the workplace		<b>Graduation Plans</b> Not Related to a CTAE Career Pathway Continue education at a post-secondary facility, enter the workplace, or join the armed forces

### EOPA-Industry Credential

10<sup>th</sup> & 11<sup>th</sup> & 12<sup>th</sup> Grade  
Must take/pass an EOPA  
10<sup>th</sup> grade students-must be 16



## Is WBL for YOU?

Does your high school career pathway match what you want to do when you graduate?

Does the tasks at your part-time job relate to the career pathway you have completed or are enrolled in at school?

If you answered YES, then WBL is a MATCH for you!



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## SECTION II: STUDENT EXPECTATIONS

As a WBL student, you have the opportunity to “learn and earn” on and off campus, but you also have additional responsibilities! Failure to follow through with your responsibilities may result in termination from the program and possible loss of class credit. Participation in WBL means that your work placement is an **extension of your school CTAE career pathway**. Think of your work placement as a remote lab environment. The following policies will detail WBL student expectations and should be followed by ALL WBL students. Please read each policy and make sure you understand YOUR responsibility. If you have any questions, **PLEASE ASK!**

**ACADEMICS:** Administration reserves the right to remove a WBL student from the WBL program based on academic performance.

1. **Grades Policy-** Students are expected to maintain 70 and above in all classes. With work and school, it is important for WBL students to manage their time wisely. Your education is first and foremost! If you need help or assistance with your classes, please see your Guidance Department.
2. **Exemption from School/Work Policy-** WBL should not be used as an excuse for failure to complete school assignments. Also, missing work (without proper notification/approval from your immediate supervisor) due to homework, studying, field trips, athletic events, etc., is not acceptable work ethics. Communication is very important. If a school event is scheduled, make sure to notify your employer in advance and request leave. Most employers will work with you-as long as you give notification and allow time to plan. This is an example of good work ethics. Communicate with your teachers and supervisor!
3. **WBL Course Failure Policy-** WBL students that do not successfully pass the WBL class will be placed on academic probation and not allowed to re-enroll the following semester. After students have completed one semester on academic probation, he/she may have the opportunity to re-enroll in WBL. Students failing two WBL classes will NOT be allowed to re-enroll in the WBL program.

**SCHOOL:** Administration reserves the right to remove a WBL student from the WBL program based on the student’s attendance records and or student’s discipline issues on the school campus.

4. **Attendance Policy-** WBL is designed to instill the importance of positive work habits and attitudes, both on the job and in the classroom. One of the most important is attendance. You must assume responsibility for regular attendance at your school and your work placement site (on the days you are scheduled to work). On days you do not attend school you cannot report to your job work placement site, except by special permission.
5. **School Discipline Policy-** In order to be enrolled in WBL, students must first be approved by an administrator at his/her school. However, if a student receives excessive discipline referrals during the school year, he/she may be removed from WBL. WBL students should be familiar with the school handbook’s discipline section. Disciplinary situations vary, as well as the consequences. Students referred to the Alternative School will automatically be removed from WBL. All school discipline issues which occur on campus of the WBL student will be handled through the school’s administration department.
  - Job discipline issues that occur at the WBL student work placement site after school hours will be handled through the WBL student’s employer (the WBL student must follow the same policies/procedures as ALL employees at the WBL student’s place of employment)
  - At the discretion of the school administration, a WBL student that demonstrates actions that are criminal in nature and/or result in poor representation of his/her school (while working at their work placement site), or may also receive additional school disciplinary actions.

**WORKPLACE BEHAVIOR:** Administration reserves the right to remove a WBL student from the WBL program based on the student's school representation and behavior at their work placement site.

**6. Job Placement Policies-** As a WBL student, **you represent your school!** Therefore, WBL students are expected to be positive representatives at all times, especially at their place of employment.

**A. Student Falsifies WBL Documentation-** Disciplinary actions will be administered if any of the WBL documentation forms are falsified.

Examples of Falsification: Signing a supervisor or parent signature and knowingly recording inaccurate hours

**Plan:** Student will submit a letter of apology to the supervisor/parent (copy to the WBL Coordinator) and receive a zero (0) for the grade(s)

**B. Student Terminated from Job-** In the event the student is terminated due to disciplinary actions at the work placement site, the student must notify the WBL Coordinator **IMMEDIATELY**.

Examples of termination: failure to call in, no-show, failure to complete job responsibilities, poor work ethics, inability to get along with co-workers/customers, etc.

- A meeting with the WBL student and WBL Coordinator will be scheduled to review the plan
- If the termination results in criminal action, the school administration, as well as the WBL parent/guardian, will be included in the meeting with the WBL student and WBL Coordinator.

**Plan:** Students will be assigned to a non-paid community service job until the end of the current semester.

- The student will report to the non-paid community service during the scheduled WBL block(s)
- WBL assignments will be completed at the non-paid community service workplace site.
- WBL students that successfully complete the community service requirements, will have the opportunity to apply for re-enrollment the following semester at an approved paid WBL placement site.
- At any time during the semester, the WBL student refuses to meet the requirements of the community service, a mandatory meeting will be schedule with the following to discuss the consequences:
  - WBL Student, WBL Parent/Guardian, WBL Coordinator, and School Administrator

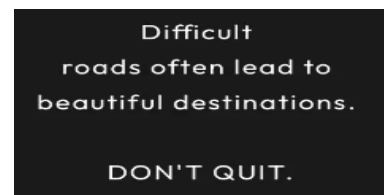
**Consequence:** The WBL student will receive the following consequences if he/she does not complete the WBL community service plan for the current semester:

- Student will receive a zero in the WBL class(es)
- Student will not be allowed to re-enroll in WBL for the remainder of high school
- Placement for the WBL student will be at the discretion of the school Administration



**C. Student Quits Job QUITTING is NOT an OPTION!** Students that quit their job will automatically follow the same plan as a student that has been terminated (see Section A). The student should NOT leave his/her WBL job placement unless the WBL Coordinator has been notified. The WBL Coordinator will communicate with your supervisor in an effort to resolve any problems. Remember, **your WBL Coordinator is your biggest advocate!** If the situation cannot be resolved, the student must make every attempt to leave on good terms. Follow the proper procedures below:

- Submit a written 2-week notice to your supervisor (copy to WBL Coordinator)
- Follow the procedure for requesting a job change (See Section C.)



**D. Student Requests Job Change**- Students are STRONGLY encouraged to work the entire school year (1<sup>st</sup> and 2<sup>nd</sup> semester) at the same job placement. If a student has another job opportunity that matches their classroom learning and career goals, they must inform the WBL Coordinator **FIRST**. The new job opportunity must be approved by the WBL Coordinator and the WBL student must follow the proper procedures to terminate their current employment. If the WBL Coordinator approves the new job opportunity placement, the WBL student must give a notice to their current employer. The WBL students must also complete new required documentation for the new employment.

- Students can only change their job work placement **ONE** time during the school year
- Students cannot request to change their job work placement after the following dates:

**1<sup>st</sup> Semester: November 1<sup>st</sup>**

**2<sup>nd</sup> Semester: April 1<sup>st</sup>**

**E. Student Laid Off or Student with Medical Restriction(s)**- Students laid off from work (lack of work, remodeling of work site, etc.) or unable to fulfill job responsibilities due to medical restrictions (broke arm, pregnancy, etc.) must provide documentation from his/her employer and/or medical provider that also includes the anticipated date of return. During this time, the WBL student will:

- work during the scheduled WBL block(s) at a non-paid community service job until he/she returns to the original work placement site
- will continue to complete all monthly assignments (except Time Card and Workplace Picture), additional WBL monthly assignments will be substituted for the Time Card and Workplace Picture grades)

**F. Student Denied Re-Enrollment for the Prior Semester**

Students may earn credit for the WBL course; however, be denied to re-enroll in WBL for the prior semester.

- Employer evaluations are conducted bi-monthly each semester. The evaluations are based on employability skills as well as specific job tasks. The WBL Coordinator also visits job placement sites throughout the semester to discuss the WBL students' job performance.
- In the event the WBL student receives a consistently poor evaluation and/or is informed by the students' supervisor of poor job performance (after the evaluation has been conducted), the WBL student will be denied re-enrollment for the prior Semester into the WBL program.  
(example: A student receives a 97 on his/her evaluation at the beginning of November; however, 2 weeks later he/she has an altercation with another employee and is written up...the supervisor informs the WBL Coordinator of the situation).

WBL students are expected to serve as strong role models for their peers, community, and most importantly themselves. To avoid the risk of losing the business partnership, future student placements, and a poor reflection on the school, it is important to maintain a strong, positive work relationship.



## SECTION III: PROGRAM ASSESSMENT

### 1. Pre-Requisite: Application, Orientation, Remind 101, Required Doc (counts 1x – 1 per Semester)

- \*A Google **Application** form must be completed online ([www.seccaworks.com](http://www.seccaworks.com)).
- \*Students must attend a mandatory **orientation** held on the SECCA campus.
- \*Students should sign up for **REMIND 101**.
- \*Fully Complete the **Required Documentation** form and manually return to SECCA

To Join WBL Remind 101...  
send a TEXT to **81010**  
Enter Message **@seccaworks**  
You should receive a welcome message!

### 2. Monthly Assignments (counts 1x – 5 per Semester – 5 grades)

Assignments are due the last day of the month. Five (5) point deduction for every day it is late. Points deducted for not following directions, incomplete work, etc. Assignments will be submitted electronically.

Google Form Assignments for the Semester are located at: [www.seccaworks.com](http://www.seccaworks.com).

### 3. Monthly Time Cards (counts 2x - 5 per Semester = 10 grades)

Time cards are due the last day of the month. Five (5) point deduction for every day it is late. The Time Card Google Form must be completely filled: Pay rate per hour, monthly hours worked, and GROSS Pay for the month (multiply pay rate per hour X monthly hours worked). The Required Number of Hours must be indicated on the time card. Failure to work the Required Number of Hours per month will result in a 20 point deduction.

Google Form for Time Cards is located at: [www.seccaworks.com](http://www.seccaworks.com).

Required # of Hours Worked Chart			Failure to work Required Hours/Month 20 Point Deduction
1 block-30 hours/month	2 blocks-60 hours/month	3 blocks-90 hours/month	

### 4. Workplace Pictures-Two Submissions (counts 1x – 2 per Semester = 2 grades)

A workplace picture is due 2 times during a semester (first month and last month). The picture must be taken at your workplace with a supervisor. Please do not filter or use inappropriate gestures in the picture as these pictures will be posted on the SECCA website and uploaded to the state WBL database. In addition, pictures that are not appropriate will result in a ZERO!

Failure to Submit Workplace Picture - 5 Points per Day

Failure to Submit Appropriate Picture – ZERO

Workplace Picture Google Form is located at [www.seccaworks.com](http://www.seccaworks.com).

### 5. Workplace Journal – Two Submissions (counts 1x – 2 per Semester = 2 grades)

Workplace Journals should be completed in Google Docs or Microsoft Word. Students should PRINT and manually submit their required assignment during the month it is due. Journal assignments should be put in the SECCA drop box. NO ASSIGNMENTS WILL BE ACCEPTED LATE! Instructions and samples are posted at [www.seccaworks.com](http://www.seccaworks.com).

#### 1st Semester

**October –Resume** Save your resume-you will update/submit during the next sem

**December - One-Page WBL Experience** Save your experiences-you will update/submit a 2nd experience 2<sup>nd</sup> sem

#### 2nd Semester

**March –Resume** Save your resume-you will update/submit during the next school year

**May - One-Page WBL Experience** Save your experiences-you will update/submit during the next school year

### 6. WBL Student/Coordinator Meeting – Two Meetings (counts 1x – 2 per semester = 2 grades)

WBL students will be required to meet with the WBL Coordinator twice during the semester. All WBL Student/Coordinator meetings will take place on the SECCA campus. A meeting schedule will be posted on the website ([www.seccaworks.com](http://www.seccaworks.com)). Please make sure to mark your calendar for your scheduled meeting. Individual student meetings will last approximately 10 – 15 minutes. During the meeting, the WBL Coordinator will go over the student Resume or WBL Experience (please make sure you have completed the Workplace Employment Journal prior to your scheduled meeting), discuss workplace concerns, accomplishments, etc, answer student questions, and plan for the next semester or school year.

*1<sup>st</sup> Semester Meetings: October/December      2<sup>nd</sup> Semester Meetings: March/May*

### 7. Employability Skills Assessment - Two Assessments (counts 2x – 2 per Semester = 4 grades)

Students receive TWO Employability Skills assessments per semester (1<sup>st</sup> semester–September/November and 2<sup>nd</sup> semester–February/April). The assessments are completed by the WBL student's supervisor and will be based on student job performance. The assessment will focus on skills that are essential in the workforce. *Employability Skills Assessment will be delivered to the immediate supervisor to be evaluated.*

### 8. Job Skills Assessment One Assessment (counts 2x – 1 per Semester = 2 grades)

Students receive ONE Job Skills assessment per semester (1<sup>st</sup> semester–November and 2<sup>nd</sup> semester–April). The assessment is completed by the WBL student's supervisor and will be based on the ability of the student to complete the assigned job tasks. *Job Skills Assess will be delivered to the immediate supervisor to be evaluated.*

**Work- Based Learning students will receive 28 grades during the Semester. No extra credit will be given.**

## SECTION IV: Q & A

### Q. If I am assigned ISS, can I still leave for work?

If a student has been assigned ISS, they must attend ISS as scheduled. WORK COMMITMENTS DO NOT EXCUSE STUDENTS FROM SERVING DETENTION, ISS, OSS, ETC.

### Q. If I have an opportunity for a “better job”, can I change in the middle of the school Semester?

A student CANNOT change jobs without PERMISSION from the WBL COORDINATOR. If there is an opportunity for a student to excel in another job, then the proper protocol will be taken. The WBL student must FIRST notify the WBL Coordinator. Second, a notice must be given to the current employer. Third, new employment documentation must be completed by the student and new employer.

### Q. What will happen if I am laid off from my job?

If a student is not able to work due to company lay-off, temporary shut-down, remodeling, etc. (out of the hands of the student), and the student cannot give a definite date of when he or she will be able to return to work, then he/she will have 2 weeks to find another job (with assistance of the WBL Coordinator). The student’s grade will not be penalized during this time. If a job is not found in 2 weeks, then the student will be placed in a community service job until he/she is able to find one.

**Q. If I was fired from my job because I was stealing from the register, will I be able to remain in WBL?** Individual situations will be evaluated by administration. Based on the level and severity of the offense, administration may reserve the right to remove the student from the program. General termination due to excessive absences, no shows, no calls, etc. will result in community service jobs for the remainder of the Semester or possible removal from the program.

### Q. On days I do not have to work, is it okay for me to stay in the Media Center or gym and hang out with my friends?

NO, WBL students MUST leave campus during their scheduled WBL blocks. No WBL student should be on campus unless they are in a scheduled class on campus. If you choose to stay on campus, then we will change your schedule so that you will not be allowed to leave.

### Q. If I was out of town for a week due to a family emergency and I was not able to work my required hours for the month, will I receive a bad grade?

Students must work the required number of hours for the month! If you are not able to work the required number of hours, you must provide documentation. A parent note will not be enough supporting documentation.

**Use the following table to help you plan! Each month is detailed with your responsibilities.**

1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester	
Month	Student Responsibility for the Month	Month	Student Responsibility for the Month
Aug	SECCA Dropbox: Required Documentation ONLINE: Assignment, Time Card, & Workplace Picture	Jan	SECCA Dropbox: Required Documentation ONLINE: Assignment, Time Card, & Workplace Picture
Sep	ONLINE: Assignment and Time Card WORKSITE VISIT: Assessments for Employability Skills & Job Skills	Feb	ONLINE: Assignment and Time Card WORKSITE VISIT: Assessments for Employability Skills & Job Skills
Oct	ONLINE: Assignment and Time Card SECCA Meeting: Meet with WBL Coordinator JOURNAL: Complete the requirement and deliver to SECCA- must have completed this assignment prior to the office visit	Mar	ONLINE: Assignment and Time Card SECCA Meeting: Meet with WBL Coordinator JOURNAL: Complete the requirement and deliver to SECCA- must have completed this assignment prior to the office visit
Nov	ONLINE: Assignment and Time Card WORKSITE VISIT: Assessments for Employability Skills & Job Skills	Apr	ONLINE: Assignment and Time Card WORKSITE VISIT: Assessments for Employability Skills & Job Skills
Dec	ONLINE: Assignment, Time Card, & Workplace Picture SECCA Meeting: Meet with WBL Coordinator JOURNAL: Complete the requirement and deliver to SECCA- must have completed this assignment prior to the office visit	May	ONLINE: Assignment, Time Card, & Workplace Picture SECCA Meeting: Meet with WBL Coordinator JOURNAL: Complete the requirement and deliver to SECCA- must have completed this assignment prior to the office visit



**Updated: March 2023**