



Dear Work-Based Learning Student:

Congratulations! You have been selected to participate in the Work-Based Learning/Youth Apprenticeship (WBL/YAP) Program at Peach County High School for 2026-2027! It is the beginning of an exciting and rewarding pathway.

Through participation in WBL/YAP, classroom learning is combined with work experience. Along the way, you will be expected to meet specific standards. Knowing what is expected of you at school and during your worksite experience will help you to succeed, so take the time to read the following pages carefully.

With the honor of being released from school to work on a related job site comes a responsibility involving commitment and continued effort on your part. Your selection shows that you are willing to strive for success and build a foundation for your future.

Peach County High School's WBL/YAP Program will adhere to policies and practices that prohibit discrimination based on race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

Best wishes as you begin this new venture. I wish you success and pledge my support to you in this endeavor.

Sincerely,

Mr. J. Hinson
WBL/YAP Coordinator
Peach County High School



STUDENT EXPECTATIONS

WBL/YAP students are expected to excel in three major areas: academic performance, positive behavior both at school and the workplace, and job performance.

As a WBL/YAP student, you must maintain a good attendance record in your classes, and a minimum of a 70 grade point average. You may use many support services to help you achieve these goals, but you must do the work! Please meet BOTH of these goals to avoid termination from the program and credit loss from the course.

To participate in WBL/YAP, you must demonstrate acceptable behavior at school AND the worksite. You are expected to follow the standards of behavior of the Peach County School System and at your respective work site.

You are to follow any and all additional standards required by your work site. Standards of behavior at the job site will be discussed during orientation.

Guidelines Are Included In This Handbook For The Following:

- Attention to Personal Appearance
- Commitment of Time
- Handling Personal Relationships
- Following Instructions
- Interacting with Authority
- Courtesy
- Training Plans
- Attendance Policy
- Tips for Succeeding on the Job
- Portfolio
- Journal



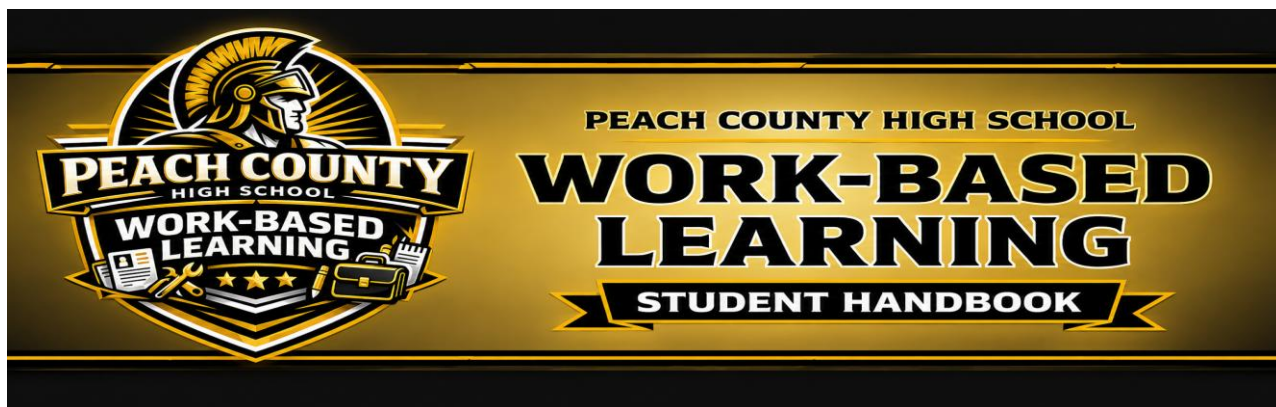
ORIENTATION TO THE WBL/YAP PROGRAM

Students and parents should read this student handbook carefully, view the [WBL Orientation](#), and sign the attestation form stating you have done these tasks. The handbook will be located on the WBL website and in the work-based learning Google Classroom. All requirements concerning student behavior, grades, and employment are contained within this handbook. If you have a question, you should see me for help.

Peach County High School's WBL/YAP program will adhere to policies and practices that prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

The following list contains the names of the forms that must be signed and/or submitted. This documentation will become part of your WBL/YAP records.

- ☐ Application
- ☐ Two Teacher Recommendations
- ☐ Worksite Information Form
- ☐ Individual Graduation Plan
- ☐ Guardian/Student Assurances Form
- ☐ Program Termination Policy
- ☐ Grading Policy
- ☐ Initial Training Agreement
- ☐ Soft Skills and Performance Measures



WORK HOUR REQUIREMENTS

Course credit is based on contact hours comparable to seat time in other CTAE courses. Students released from school for **one block must work 7.5 hours per week, or 30 hours per month**, Monday through Friday. Students released from school for **two blocks must work 15 hours weekly, or 60 hours monthly**, Monday through Friday. Depending on where a student is employed and their work schedule, some students will work weekends, and those hours can count towards the monthly requirement.

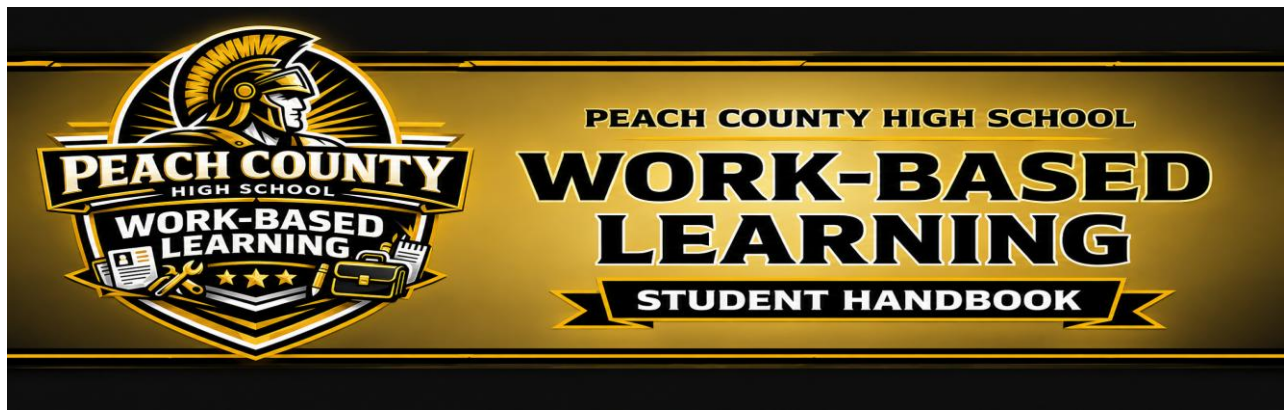
MONTHLY TIMESHEET

The monthly timesheet report is one of the most important documents the WBL/YAP Coordinator requires. The report consists of the student's name, place of employment, and log of hours worked during the month. It requires both student and supervisor signatures for accuracy. The report should be accessed via Google Classroom.

The student will then calculate the total number of hours worked **to the nearest quarter hour**. If a student works a quarter of an hour, the entry will be .25 hours, for half an hour, the entry is .5, and for three-quarters of an hour, the entry is .75. A student should not count individual minutes. **EXAMPLE:** If you worked 5 hours and 45 minutes, it should be entered as 5.75 hours.

This report will be entered into Infinite Campus as a **MAJOR GRADE** each month.

Monthly timesheet reports are due to Google Classroom on the first of every month. Submissions will be locked at 11:59 PM on the first day of every month. If not submitted within 2 days of the due date, you will not be released from school for WBL until work is submitted. Points will also be deducted when the report is incomplete or not correctly calculated. Repeated failure to honor deadlines could result in you being removed from the program.



ATTENDANCE POLICY

The WBL/YAP experience is designed to instill the importance of positive work habits and attitudes, both on the job, and in the classroom.

It would be best if you assumed responsibility for regular attendance at:

- * your school
- * your work site on the assigned days

You cannot report to the job site without special permission IF YOU DO NOT attend school that day.

IT IS YOUR RESPONSIBILITY TO CONTACT ME WHEN YOU ARE ABSENT FROM SCHOOL. Each week of school is worth 100 points (20 points each day). Failure to call myself or your employer **ON OR BEFORE THE DAY YOU ARE OUT** will result in a deduction of 20 points from your weekly attendance grade. Failure to clock in each day for work-based learning class will deduct 20 points daily from your weekly attendance grade.

YOUR ATTENDANCE WILL AFFECT YOUR ELIGIBILITY FOR CREDIT.

It is also crucial for both your employer and teacher to evaluate you.

YOU MUST GO TO WORK EVERY DAY THAT YOU ARE SCHEDULED TO BE IN ATTENDANCE AT WORK. You are an employee of the business, and your employer depends on you to be at work every day you are scheduled. Your employer assigns you essential work daily; if you are absent, that work still needs to be 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 employer **BEFORE** you are scheduled to begin work that day, **NOT AFTER YOU WERE SUPPOSED TO CLOCK IN.** You should enter your employer's number in your phone.
- * If you know you cannot attend work in advance, for example, you must take a test at school, or you are on a field trip, let your employer know why you will be absent and the days you will be lacking. * I **STRONGLY** encourage you to schedule all doctor and dentist appointments outside of your work hours; however, should you have an appointment, let your employer know before 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 employer and coordinator.
- * Unexpected absences are evidence of **undesirable** work behavior and are **STRONGLY** discouraged.



SIGNING OUT FOR WORK-BASED LEARNING

Clock-In Procedure: This is for WBL Class attendance and should be done even on days you are not scheduled to work. It does not have to be done on any school holidays.

Utilize the clock-in app to sign out each day. On your Chromebook or phone, go to: <https://forms.gle/wquJHkCs71GxNVeS6> Please adhere to cellphone policy inside the school. You may clock in as early as when you wake up, but you must do so by 3 PM, Monday through Friday. Failure to clock in will result in an absence. To rectify an absence, your supervisor must email me to confirm your presence for that day.

Regular attendance is crucial for your learning and is an integral part of your work placement. You may miss up to five days of school per semester, except in cases of documented medical emergencies. Aim for no more than three tardies per semester to maintain a strong attendance record.

Attendance at school and work is essential. You can only learn if you are in class or on your job. Your work site is an extension of the school. You can miss up to five days of school per semester unless extenuating circumstances arise (for example, a medical emergency with documentation provided). There is rarely a good excuse for being tardy; therefore, you should have at most three tardies per semester.



EMPLOYABILITY TRAITS

Ten significant topics have been identified as essential employability traits or skills each employee should possess. These traits are listed on the PCHS Employability Traits Form (Refer to Page 24). Students will develop and improve their employability skills by producing materials for their WBL portfolios. In addition, guest speakers, seminars, CTSO involvement, field trips, on-the-job training, and monthly assignments will assist students in employability skills development.

Each work-based learning student will be evaluated on their employability skills twice per semester. The WBL/YAP student will be assessed on the technical skills listed on the job training plan and on the PCHS employability traits form once per semester. One hundred points may be earned on the General Employment Traits form (Refer to Page 24).

TIPS FOR SUCCEEDING ON THE JOB

Listed below are some tips that will help you succeed on the job:

- * Be neat and clean.
- * Dress appropriately for the work environment.
- * Be friendly and courteous.
- * Keep yourself always occupied. If you have a job to do--do it. If you do not have something to do, ask your mentor.
- * If you have a work-related problem, talk with your mentor first.
- * If the problems continue, consult with your WBL/YAP coordinator.
- * If you have a problem with school and assignments, you must immediately talk with me!
- * Take criticism without resentment and learn from constructive criticism.
- * Do not make excuses. Chronic excuse-makers are rarely believed.
- * Always give your best effort. Remember, your job is essential.
- * You are entitled to respect your job. Your mentor and your fellow workers are also entitled to respect. Give the same courtesy you expect in return.
- * Always notify your mentor if you are going to be absent. **Attendance at school and work is necessary.**
- * Ask questions if you do not understand directions or need more information to do your job.



PERSONAL DRESS AND APPEARANCE

It is easy always to maintain a professional look at the workplace if you follow these guidelines:

- Dress appropriately at the worksite.
- Keep your hair well-groomed and in an appropriate style.
- If you have a uniform, keep it clean.
- Keep make-up, perfume, and jewelry to a minimum.
- **If you are unsure of the dress code, ask your employer.** Don't assume what you have on is okay.
- Once you begin working, you will be instructed about appropriate dress for your job. ▪ **DO NOT WEAR THE FOLLOWING ITEMS AT THE WORKPLACE:** Hats inside the building, shorts, miniskirts, sheer or low-cut blouses, tank tops, and cropped blouses that show your stomach or back.

FOLLOWING INSTRUCTIONS

Performing your duties correctly will help you achieve success on the job. Responsible workers have learned that following all instructions from their employers or fellow workers completely and accurately guarantees that the job will be done right!

Follow These Steps:

1. **LISTEN:** Concentrate on the instructions you are receiving. Please pay attention to the details; they will be important when completing the task. Look at the person while listening.
2. **TAKE NOTES:** Write down important details as you receive instructions. You can refer to your notes as you complete the task.
3. **ASK QUESTIONS:** Be sure you understand the instructions. If you don't, ask your employer to repeat or explain them. You can be sure that your employer would rather repeat instructions than have you repeat a task if it is not done correctly!
4. **FOLLOW YOUR INSTRUCTIONS EXACTLY:** Do not try to create a shortcut by leaving a step out. The task may need clarification, but you will do it correctly if you follow the instructions strictly.



COURTESY

Showing courtesy to your supervisor and fellow workers will make a difference. **Remember These Easy Guidelines:**

- Be courteous to fellow workers and others.
- Always say "please" and "thank you."
- Make courtesy a habit.
- Treat co-workers, patients, customers, and clients respectfully and sensitively.

HANDLING PERSONAL RELATIONSHIPS

Personal calls during work hours are not allowed. Do **NOT** use your cell phone while at work. Parents should only call in the case of an extreme emergency on the company phone.

Socializing is limited to break time and lunch.

Visiting fellow students during work hours is not permitted.

INTERACTING WITH AUTHORITY

Your relationship with your employer will be one of the most important relationships during your WBL/YAP experience. Applying the guidelines you have read and the advice below will help you have the best possible relationship with your mentor and employer.

- Always treat your mentor, employer, and customer/client with courtesy and respect ▪
- If you need something, **ask** for it; do not demand it.
- Accept constructive criticism:
 - Listen to it
 - Learn from it
 - Don't feel put down

Constructive criticism is meant to help you improve your future work performance. It is an essential part of working. If you accept what is being said, you can learn what to do the next time.



GRADING

Grades are an essential part of the WBL/YAP program. To help you keep an average that will help you succeed in high school, at work, and beyond, the following guidelines have been established:

- * At the end of each grading period, the WBL/YAP coordinator will check the students' grades.
- * If the student has not maintained a C average or better, the student will be placed on probation until the next grade report.
- * If the student's grades have not improved by the next grading period (brought up to a C average), the student's grades will be reviewed for possible removal from the program.
- * If a student is fired **FOR CAUSE**, they will receive an automatic **FAIL** for the semester and will not continue in the program the following semester.

GRADING SCALE	
MAJOR ASSESSMENTS (Monthly timesheets, employability skill evaluations, specific worksite evaluations, attendance at monthly in-person class)	60%
MINOR ASSESSMENTS (Google Classroom assignments, clock-in performance)	30%
FINAL EXAM (Portfolio)	10%

Failure to complete ALL ASSIGNMENTS may jeopardize future WBL/YAP Program participation.



GOOGLE CLASSROOM

Every WBL/YAP student should utilize their student Google Drive account to turn in various assignments, such as journal entries, pictures, projects, work wage reports, etc., to WBL/YAP Google Classroom. The Classroom Code is [rzs2c5i](#). If you need to learn how to access this account, please stop by the learning commons and see Mr. Hinson.

ALL required assignments will be posted in Google Classroom with deadlines.



WBL/YAP MENTORS

A WBL/YAP work mentor provides guidance and encouragement to the WBL/YAP student and teaches the student work tasks and job responsibilities. Many individuals may be involved in teaching a WBL/YAP student, or a single person may take on the entire responsibility, depending on the business size. The mentor may also be the WBL/YAP supervisor. In either case, one individual in a company is usually designated as the WBL/YAP mentor.

Communication is essential. If you need help understanding directions or need clarification about other certain information, you are encouraged to ask questions. Share information about yourself with your mentor. Your mentor wants to get to know you and your goals for the future. Like a coach, your mentor can train you for success in work.

QUESTIONS ABOUT YOUR WORK SITE

If you have any questions about the work site, please first ask your mentor. You may then be directed to contact another person in the office. Your mentor will explain rules and safety standards and show you how to operate the equipment needed to perform your job duties.



TRAINING PLAN

The training plan lists processes, knowledge, and skills that the WBL/YAP student is expected to learn in the work-based learning experience. The employer and mentor will use the training plan to chart student progress. I will use the training plan to get an evaluation on student performance at the work site.

The WBL/YAP Coordinator, student, employer, and mentor will work together to prepare a training plan for the student that lists specific tasks and competencies to be learned on the job. This plan will outline the tasks, duties, and responsibilities the student must learn. The training will progress through a logical step-by-step process, which ensures that the type and rigor of skills are diverse and continually increase. The WBL/YAP Coordinator will secure an evaluation from the supervisor or mentor every nine weeks on the tasks, duties, and responsibilities to aid in assigning the final grades.

TRAINING AGREEMENT

The training agreement is required to participate in the WBL/YAP program. It is through this training agreement that the essential functions are outlined and agreed to by the employer, student, coordinator, and parent.



WBL MONTHLY IN-PERSON CLASS & EVENTS

You are expected to attend events associated with the WBL/YAP program throughout the year. The meeting requirements are as follows:

- ❖ Attend field trips/industry tours. Field trips/industry tours are one per semester.
- ❖ Attend all regular in-person classes on the dates and times specified below.

It is your responsibility to plan for a work schedule that allows participation in the school-based component of this program. You are expected to arrange your in-person class requirements with your employer well in advance so that work schedules can be arranged to accommodate your needs.

If there is an issue with the employer's willingness to participate in establishing your work schedule to accommodate required in-person class, contact your WBL/YAP coordinator to arrange an intervention.

Monthly in-person classes are held on or close to the beginning of every month **during your WBL Block(s)**. **Meet in the learning commons**. The schedule of your regular meetings is as follows:

Fall Semester 2026

September 1

October 1

November 2

December 1

Spring Semester 2027

January 5

February 2

March 2

April 6

May 5



MONTHLY ASSIGNMENTS

The WBL/YAP Coordinator, throughout the semester, assigns work through Google Classroom. There are deadline dates for each assignment and a penalty for late work.

Examples of assignments may include but are not limited to the following topics:

- Job Description/Duties
- New Rules for Employees
- Roles as a Team Player
- Describe Work Relationships with Co-Workers
- Explain Positive Work Ethics Related to Job
- Outline Your Post-Secondary Plans
- Photo Journal (2 Photos and a Paragraph Description of Each)
- Customer Service Skills
- Report on a Citizenship/Community Service Activity
- Describe Your Use of Excellent Customer Service Skills
- Photo Journal (2 Photos and a Paragraph Description of Each)
- Thank You Letter to Mentor and Employer
- Analyze and Summarize Your WBL Experience
- Photo Journal (2 Photos and a Paragraph Description of Each)
- Company Videos/Virtual Trips



STUDENT PORTFOLIO

A portfolio is required for all WBL/YAP program students. Ten percent of your overall grade comes from your portfolio. **A template for your portfolio will be in Google Classroom. Portfolios must be typed and error-free in Google Docs. All late work will receive penalties.**

The WBL/YAP coordinator will outline the specifications and procedures. **The Portfolio is graded once per semester** as your FINAL EXAM grade.

The use of portfolios enables students to:

- Discover, document, and develop their employability skills.
- Reinforce integration of academic skills, course-specific skills, and employability skills.
- Reflect on their work and goal setting.
- Showcase their best work.
- Establish and strengthen their integrity.
- Become a self-directed, lifelong learner; and
- Document achievements in a professional manner.

The portfolio is an ongoing assignment that will record the student's progress toward their career goal. The portfolio may include:

- Letter of Introduction
- Materials from their application to the WBL/YAP Program.
- Employability Skills
- Evaluations
- Work Samples
- Post-Secondary Plans and Documentation
- Hours Verification
- Student Achievement and Awards
- Journal Assignments
- Projects
- Etc. (as deemed necessary by the WBL/YAP coordinator).



APPENDICES

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|--------------------|--|
| Appendix A- | <i>Sample Training Plan</i> |
| Appendix B- | <i>Sample Educational Training Agreement</i> |
| Appendix C- | <i>Sample Monthly Hours Report</i> |
| Appendix D- | GeorgiaBEST Employability Skill Evaluation Tool |



PEACH COUNTY HIGH SCHOOL
WORK-BASED
LEARNING
STUDENT HANDBOOK

Appendix A

Sample Educational Training Plan

Job Title: Engineering Electronic Assembly
Program Area: Engineering, Drawing & Design

Student Name: John Doe School: CTAE High School
 Type of Work-Based Learning Placement: **Apprenticeship**
 Employing Company Name: ABC Architectural Firm
 Employing Company Address: 100 First Street
 Employing Company Supervisor/Mentor: Mr. Smith
 Supervisor/Mentor Contact Numbers: Phone: 555-1212 Cell: 555-1212 Fax:
 Occupational Goal: **Electrical Engineer**
 Completed Coursework Related to Placement: **Engineering and Technology, Engineering Drawing and Design**

Enter the date that the student reaches the following level of competency:

1 = Very little or no skill; Needs close supervision to perform this task.

2 = Moderately competent; Some knowledge, but requires some supervision to perform this task.

3 = Proficient; Can perform this task with little or no supervision.

Student competency on all tasks should start at level 1 or 2 and be documented as 3 by the end of the experience.

	3	2	1
Task 1 – Develop & maintain plant layouts.			
Task 2 – Develop & maintain all facility safety layouts to designated assembly area, emergency equipment locations, evacuation shelter locations, fire detection systems, hazardous waste storage, fire extinguisher systems, visitor safety brochure.			
Task 3 – Maintain layouts of a facility airlines, water lines, and inside/outside lines.			
Task 4 – Assist in design and provide detailed drawings of all tool drawings and maintains tool control files.			
Task 5 – Provide square footage to finance department on all departments located on the production floor and available floor space.			
Task 6 – Conduct tasks in accordance with applicable health, safety, quality, and environmental regulations (State/Federal Laws, ISO 9001, SMS 18001 Etc.) as well as company Policies and Procedures.			

List any potential health/safety conditions related to this specific work assignment (Indicate NONE if no such conditions have been identified): _____

Special requirements expected of the student. _____

Student Signature _____	Date _____	Supervisor Signature _____	Date _____
Coordinator Signature _____	Date _____	Parent Signature _____	Date _____



Appendix B

PCHS's Educational Training Agreement

Student Name: _____

Circle Program: YAP Cooperative Internship ESD

Start Date of Employment: _____

Business/Organization: _____ Phone: _____

Supervisor's Name: _____ Title: _____

Mentor's Name: _____ Title: _____

Purpose of Document:

This document aims to form an agreement with the student, parent, employer, and coordinator of the WBL/YAP Program of Peach County High School. Each party will carry out the responsibilities delegated to them this school year.

The Student Agrees:

1. To be at least 16 years of age and to have a social security number.
2. To have passed three of four courses last year's second semester.
3. To maintain a C average at school and have a good attendance record.
4. To demonstrate acceptable behavior at school and the work site.
5. To assist the WBL/YAP Coordinator in finding an appropriate employment position related to the program's career focus area and the student's career objective.
6. To provide transportation to and from work.
7. To clock in with the WBL/YAP Coordinator using the Clock-in Application daily.
8. To arrive at work on time.
9. To NOT use my cell phone while at work.
10. To attend school and work regularly and only go to work after first going to school or without going to school unless previously discussed with the WBL/YAP Coordinator. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and disciplinary action. If a student will be absent from school or work, the WBL/YAP Coordinator should be notified as soon as possible.
11. I need to concentrate on the instructions that I receive from my employer and write down important details as I receive my instructions.
12. To discuss all aspects of the employment with the WBL/YAP Coordinator and the worksite supervisor— not with other students, coworkers, etc.



13. To take criticism without resentment and learn from constructive criticism.
14. To be neat and clean and dress appropriately for the work environment.
15. Always give my best effort by asking questions if I need help understanding directions or more information to do my job.
16. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. Suppose the student is dismissed from employment due to negligence or misconduct, as proven by a school investigation. In that case, the student will be dropped from the WBL/YAP program and not receive academic credit.
17. To work a minimum of 7.5 hours a week for one work release block, 15 hours a week for two work release blocks, or 22.5 hours a week for three work release blocks. The student works each semester to earn one credit hour for each block.
18. I Will contact Mr. Hinson and my employer before I am scheduled to attend work for that day when I plan to be absent; however, my absences should be limited to five or fewer absences per semester.
19. To inform my employer of any doctor and dentist appointments one day before that appointment.
20. Employment changes should be made only with the approval of the WBL/YAP Coordinator. The WBL/YAP Coordinator reserves the right to change the student's employment situation if necessary.
21. To be evaluated by the WBL/YAP coordinator and the Work-Based training supervisor at least three per grading period.
22. To not file for unemployment benefits.
23. To submit to the WBL/YAP coordinator a monthly record indicating total hours and salary earned.
24. To allow the release of student records regarding academic performance, attendance, and discipline for employment and program follow-up.



The Parents/Guardian of the Student Agrees:

1. To encourage the student to carry out their duties and responsibilities effectively at the school and place of employment.
2. To 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 when he/she leaves his/her job until he/she arrives home.
3. To assume full responsibility for my child after dismissal from school, including days when my child is not required to be on the job.
4. To understand that my child must be covered by an automobile accident and health insurance to drive to and from work and be a part of the WBL/YAP program.
5. To provide transportation to and from work for my child.
6. To inquire about the student's training, wages, or working conditions through the WBL/YAP coordinator rather than directly to the employer.
7. To 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/YAP coordinator.
8. To aid the WBL/YAP coordinator, serve as a resource person, and aid in other ways that could benefit the school and the student.
9. To allow the release of student records regarding academic performance, attendance, and discipline for employment and program follow-up.
10. To understand that my child is enrolled in the WBL/YAP program at Peach County High School and will be dismissed at the end of their regularly scheduled on-campus classes daily.



The Employer, Mentor, and Work-Site Supervisor Agree:

1. To provide various work experiences for the student that contribute to attaining their career objective.
2. To employ the student a minimum of 7.5 hours a week for one work release block, 15 hours a week for two work release blocks, or 22.5 hours a week for three work release blocks.
3. To employ the student for the entire school calendar year (August 7, 2024, to May 23, 2025).
4. To adhere to policies and practices that prohibit discrimination based on race, color, 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 WBL/YAP Coordinator, a minimum of three per grading period.
7. To pay the student \$_____ per hour.
8. To be willing to provide a progressive wage scale to all youth apprenticeship students.
9. To adhere to all federal and state regulations, including child labor laws and minimum wage regulations. Students employed through a WBL/YAP program are not eligible for unemployment compensation. However, if an employer uses a WBL/YAP student beyond the last school day for this school year, then that student should be treated as a regular employee. That student may file unemployment compensation based on current labor laws.
10. To adhere to income tax and Social Security withholding regulations.
11. To provide time for consultation with the WBL/YAP coordinator concerning the student and to discuss any difficulties that may arise with the WBL/YAP coordinator.
12. To inform the WBL/YAP Coordinator before disciplinary action regarding the student's employment.
13. WBL students may not be considered independent contractors. They can only be issued an IRS Form 1099 for IRS purposes if the employer has provided proof to the WBL Coordinator of their status under section 530 of the IRS Code.



The WBL/YAP Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with the student's educational and training problems.
4. To assist the work-based training supervisor in evaluating the student's performance at least three per grading period.
5. To maintain records pertinent to the student, the employer, and the school.
6. To adhere to policies and practices that prohibit discrimination based on race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, and levels of responsibility.

I have read Peach County High School's WBL/YAP Educational Training Agreement and will carry out the responsibilities delegated to the best of my ability.

Student Signature

Date

Parent/Guardian Signature

Date

Supervisor Signature

Date

WBL/YAP Coordinator's Signature

Date



Appendix C

Sample Monthly Hours Report

WBL Monthly Hours Record-March 2026

Report accurate record of monthly hours worked. Falsifying hours worked will lead to immediate removal from work-based learning.

First Name *

Short answer text

Last Name *

Short answer text

Where do you work? *

Short answer text

Who is your supervisor? *

Short answer text

How many hours did you work this month? *

Short answer text

