

STUDENTS

Students Enrolled on Work Release and Internship Programs

PROGRAM REGULATIONS

Programs for work release and student internships will follow the guidelines as directed by the State Department of Vocational Education and will conform to the regulations of the Fair Labor Standards Act and the Minnesota Wage and Hour Laws.

AGE CERTIFICATE

Age Certificates are required for those students 16 years of age and older who have jobs in companies classified under the Fair Labor Standards Act. These certificates are used to protect the student from being involved in jobs that are classified as being hazardous in nature.

EMPLOYMENT CERTIFICATE

All 14 and 15 year olds who work during school hours must obtain an Employment and Age Certificate. The Employment Certificate must be signed by the student, and the issuing school official, and bear the name of the parent or guardian. The Employment Certificate is issued only after a company has agreed to hire 14 or 15 year old students and understands the nature of the work in which this age group may be involved. Employment Certificates are obtained through the head counselor in each junior and senior high school. (In the absence of the counselor, the coordinator may issue the Employment Certificate.)

HOURS OF EMPLOYMENT

The combined school-work week hour total should not exceed 48 hours. The amount of time spent at a training station away from school should be determined by the number of class hours per week that a student carries. Class requirement is given first priority over job hours.

PARENTAL CONSENT

The parent or guardian must sign a Parental Consent Form before the student is enrolled in a Work Release or Internship Program. This form provides the parent or guardian with information about the nature of the program and the knowledge that the son or daughter will be away from the school certain hours of the regular defined school day.

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TRAINING AGREEMENT

A training agreement form explains the program requirements and expectations of all parties involved, including the student, teacher- coordinator, employer and parent-guardian. This form must be signed by each party and kept on file for one year after the student leaves the program.

TRAINING PLAN

A training plan identifies the job-related student activities on their place of employment. It must be completed on each student, signed and rated by the job supervisor for each grading period.

Regulation
adopted: 8/28/73

revised: 9/30/75
6/12/84

By Deputy Superintendent
Minneapolis, Minnesota