



6510 A

Procedures and Definitions: Work Based Learning

Regulation 6510 A

Original Adoption: 04/25/1967

Effective Date: 12/11/2013

Revision Dates: 09/25/1973, 02/23/1976, 08/13/1985, 04/14/2009, 12/10/2013

Review Dates:

I. PURPOSE

The purpose of this regulation is to establish the procedures for application for participation in a work based learning opportunity, and to supply definitions for terms used in this regulation and the underlying policy, Policy 6510.

II. DEFINITIONS

- A. “credit ready” means a student who has earned sufficient credits toward graduation that indicate normal progress toward graduation.
- B. “general education students” refers to all student who do not have an active Individualized Education Program (IEP), and includes students who do have a Federal §504 Individual Accommodation Plan (IAP).
- C. “parent” or “family” means the person or persons identified in the student’s school records as the adult(s) having supervision of the student, including natural and adoptive parents, and guardians.
- D. “work readiness seminar” means a course designed to prepare a student to enter the work place through the work based learning program offered by the student’s school of enrollment.
- E. “work release” refers to any arrangement where a student or the student’s parent seeks to have the student excused from school for the purposes of employment unconnected with a school based work based learning opportunity through the school’s program. Work release arrangements do not result in credit acquisition by the student, and are not, in most cases, approved.
- F. “work experience” refers to any learning which occurs at an off-school campus work site. It involves learning experiences and activities that include actual paid or unpaid structured cooperative work experiences, internships, youth apprenticeships and short duration projects with business and industry partners.

III. PROCEDURES

A. General Education Students.

1. **Application:** In addition to registering for the work based learning opportunity and the work readiness seminar, a student must either be recruited or apply to be part of the program.



- a. The application shall be on a form supplied by the school.
 - b. Students must list at least one adult reference from their school site.
 - c. Students must submit a brief statement of interest in participation in the work-based learning experience.
 - d. Students must submit a transportation plan for the work-based learning experience giving details as to:
 - (1) means
 - (a) if student will drive him or herself the student must provide:
 1. a copy of their valid driver's license;
 2. identification of the vehicle to be used, including make, model, year and license plate number
 3. proof of insurance
 - (b) if a student will be driven by a member of the student's family the student must provide:
 1. a copy of the valid driver's license of the driver;
 2. identification of the vehicle(s) to be used, including make, model, year, and license plate number;
 3. proof of insurance
 - (c) if the driver is other than the parent, written permission from the parent to allow transportation by the identified driver in addition to the requirements included in Paragraph III.A.1d.(1)[b].
 - (2) emergency plans for alternate transportation.
 - e. The application must be signed by the parent of the student if the student is under age eighteen (18).
 - f. All applications and supporting materials and documents must be submitted to the proper school authority by deadlines established by the school in order to be approved.
2. **Documentation, supervision and monitoring**
- a. During the course of the work based learning experience the student shall provide documentation of hours worked, summary of work assignments given, or other information regarding the experience to the school work based learning supervisor.
 - b. Students should report to their school work based learning supervisor any issues that will adversely affect the experience.
 - c. Work based learning experiences will include work-site inspections and monitoring by the school work based learning supervisor.
 - d. Every six months during the period when a student is participating in the work-based learning experience, and at the conclusion of the work-based learning experience the student must complete and submit to the work-based learning coordinator and their school counselor a short reflection that includes, but is not limited to:
 - (1) a statement of what impact the experience has had upon the student;
 - (2) a statement of how the experience will help the student make academic improvement.



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- B. **Students Receiving Special Education.** All arrangements for a work based learning experience for a student with an Individualized Education Program (IEP) will be made within the context of that written plan. Including a work based learning experience in an IEP is considered a major change for the student necessitating a revision of the IEP when the initial placement is to be made. The student must be invited to any IEP meeting considering a work based learning experience placement.
- C. **Continuing Enrollment Conditions**
1. It is the responsibility of the district-wide work-based learning staff to develop criteria to determine the continuing eligibility of students to continue to enroll in the program.
 2. Criteria for continued enrollment shall be published and made available to all prospective students and their parents upon application to the program.
 3. Criteria shall include achievement of academic goals set in the student's written plan.

Legal References:

20 USC §6301 *et seq.* (No Child Left Behind)

29 USC §212 *et seq.* (Child Labor Standards)

Minn. Stat. Chapter 181A (Child Labor Standards Act)

Minn. Stat. §124D.454 (Access to Minnesota's Transition System for Children with a Disability)

Minn. Rules Part 3505.1100 (Standards for Program Approval)

Minn. Rules Part 3505.2300 (Student Eligibility for Programs)

Cross References:

MPS Policy 5000 (Equal Education Opportunity)

MPS Policy 5391 (Graduation Requirements)

MPS Policy 5700 (Special Education)

MPS Policy 5750 (Disability Nondiscrimination)

MPS Policy 6222 (Online Instruction)

MPS Policy 6510 (Work Based Learning)