

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.3

Effective Date: January 26, 2017

Revised Date:

Section: Instructional Services

Subject: Work-Based Learning

Related Policy: 4.211 Work Based Learning Program

I. DEFINITIONS

- A. Work-Based Learning (WBL) is a strategy to reinforce academic, technical and social skills through collaborative activities with industry. WBL experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals. Introductory WBL activities may include industry tours and classroom speakers. More advanced activities may include job shadowing and industry-led project-based learning. Ultimately, students may participate in capstone WBL experiences that include activities such as apprenticeships, internships, clinicals, and practicum experiences for credit.
- B. Students who have completed, or who are anticipating completion of, a selected Career and Technical Education (CTE) Program of Study (POS) are eligible and may be considered for a Work-Based Learning experience in which the students are allowed to leave campus, typically during fourth block, to participate in an internship with a local business. The placement will be related to the students' CTE POS.
- C. Students selected will participate under the guidance of a qualified WBL coordinator and the teacher of the related POS.

II. PROCEDURES

- A. WBL Coordinator Qualifications
 - a. The WBL Coordinator for CTE students must be a licensed CTE teacher employed by Marshall County Schools.
 - b. The WBL Coordinator for any Health Sciences related placements must have a Health Sciences endorsement.
 - c. All WBL coordinators must have an active WBL Certificate issued by the State of Tennessee Department of Education.
 - d. WBL coordinators must keep their certificate up to date by attending four (4) WBL PLCs prior to certificate expiration.
 - e. Teachers of the related POS may assist in the WBL placements under the guidance of the certificated WBL Coordinator.
- B. Cooperating Employer Requirements
 - a. Students may work only in a licensed business.
 - b. Students must be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.
 - c. Cooperating employers with more than five (5) employees must carry workers' compensation insurance.

- d. The law does not allow a student under eighteen (18) to be employed in any occupations that involve driving a motor vehicle; to sell or scan beer, or other alcoholic beverages; or work around hazardous equipment.
- e. No employer shall hire a student who will displace any currently employed worker (including a partial displacement, such as a reduction in the number of hours of non-overtime work, wages, or employment benefits).
- f. No employer will hire a student when: any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job, or the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with a student.
- g. Student placements may be non-paid. Otherwise, the workplace mentor will employ and compensate student learners in conformity with federal, state and local laws and regulations and in a manner not resulting in exploitation of the student learner for private gain.
- h. No employer shall discriminate between employees in the same establishment on the basis of sex by paying any employee salary or wage rates less than he pays to any employee of opposite sex for comparable skill, effort, and responsibility, and which are performed under similar working conditions.

C. Student Requirements

- a. Participating students must be a Junior or Senior.
- b. Students must be concurrently enrolled in the highest level course in the related POS. Students who have already completed the POS may enroll in a related course from a different POS.
- c. Students must have and maintain an attendance rate of no less than 90%. Higher attendance rates may be required.
- d. Students must have correctly answered 100% of the questions on all safety tests given in each of the courses of the related POS.
- e. Participating students must be on track to meet the requirements for graduation.
- f. Students must have a satisfactory academic and behavioral record both in and out of school.
- g. Students must be able to provide their own transportation to and from the workplace.
- h. Students must have, and show proof of, a valid Tennessee Driver's License with no restrictions.
- i. Students must have, and show proof of, insurance on the vehicle intended to be used for transportation.
- j. Students must have, and show proof of, health insurance coverage.
- k. Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and consistent with the WBL Policy and Implementation Guides before beginning a WBL experience.
- l. Participating students must have the written permission of their parent(s) or guardian.

D. Student Selection Process

- a. Participation in WBL will be limited to those students invited by their CTE teacher or to those who have asked for, and received, permission from their CTE teacher. Our current structure allows only for a select few participants and it is imperative that only students of the highest caliber be allowed to participate.
- b. Teachers of occupational CTE courses will identify qualified students who exhibit exceptional work readiness attitudes and skills. Teachers will have considered the students' attendance, attitude, punctuality, aptitude, work ethic, attention to detail, respectfulness, behavior, willingness to follow directions and any other characteristics deemed desirable by a typical employer.
- c. Students identified will be given permission to sign up for WBL and are responsible for making the appropriate arrangements to have the course added to his/her schedule.
- d. Students may also request that they be considered for WBL. They may do so by speaking with the teacher of the related CTE courses. If the teacher determines that the student meets all of the

qualifications and that they have demonstrated the aforementioned characteristics, they will be given permission to enroll.

- e. Guidance counselors and CTE teachers will work together to make sure students are approved before adding the course to the students' schedules. Students who do not meet the qualifications or who have not followed this procedure will be removed from the WBL roster.
- f. Students must be concurrently enrolled in the highest level course in the related POS, unless they have already completed the POS. In that case, the student must be concurrently enrolled in a related POS course. WBL coordinators have the option to make rare exceptions in the event that the WBL student has a full schedule of classes that are directly related to the student's future education and career plans. These students must make arrangements to meet with the WBL Coordinator weekly.
- g. All placements are contingent upon the school's ability to fit the courses into a student's schedule and the WBL coordinator's ability to locate and secure a cooperating workplace.
- h. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of, or in connection with, any WBL program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief.

E. Prior to and during placement

- a. WBL Coordinator and cooperating teacher will ensure that the students meet all of the requirements for participation.
- b. WBL Coordinator and cooperating teacher will secure placements.
- c. Student and parents will agree to rules and procedures by signing a WBL Contract.
- d. WBL Coordinator and student will develop a Personalized Learning Plan that includes a safety training log, a schedule of work hours, a copy of the student's driver's license, proof of auto insurance, proof of health insurance, and emergency information. These documents must be signed by the teacher of the related course, the WBL Coordinator, the parent/guardian, the workplace supervisor, the school principal and the CTE Director.
- e. WBL Coordinator will take students to the workplace to make introductions and review expectations within the first week of the semester.
- f. For typical fourth block placements, students may leave at the conclusion of third block and report directly to the workplace. If students eat lunch during the last lunch block, they may leave earlier and eat off campus provided that they can still make it to work on time.
- g. Students must sign out in the front office before leaving campus.
- h. Students should never have anyone else in their vehicle.
- i. Students must notify WBL Coordinator and workplace supervisor any time they are not able to report to work; preferably giving at least 24 hours' notice.
- j. Students are expected to be at work any time school is in session. Employers should be made aware of days when school is not in session. If there are exceptions to be made, e.g. homecoming day, students should okay these days with the WBL Coordinator and the employer.
- k. Student will be expected to show proof of work hours by maintaining a time sheet, having the employer sign the time sheet, and providing the time sheet to the WBL Coordinator weekly.
- l. The WBL Coordinator must conduct a site visit at least once per grading period (9 weeks).
- m. Student is expected to adhere to all school rules and/or employer expectations and policies. If there are conflicting expectations, students will always adhere to the most restrictive policy. This includes, but is not limited to, dress code and cell phone policies.
- n. Student must make the WBL Coordinator aware of any changes in placement, schedule, and/or job description, including termination.
- o. Student should immediately report any unsafe or hazardous working conditions to both the employer and the WBL Coordinator.

- p. If a student is terminated, he will likely be removed from the WBL program after a review of the facts.
- q. If a student is assigned to ISS or OSS, they will not be allowed to report to work during those days and will likely be removed from the program after a review of the circumstances.

F. Grading

- a. Students will receive a grade and a credit for participating in WBL.
- b. Students may receive up to two credits for WBL in a school year.
- c. The student's grade will be calculated using the following categories:
 - i. 45% Employer Evaluation
 - ii. 45% Attendance (5 points per absence will be deducted)
 - iii. 10% Paperwork (Student provides timesheets and completes personalized learning plan in a timely fashion)

III. ATTACHMENTS

- A. http://tn.gov/assets/entities/education/attachments/wbl_policy_guide.pdf
- B. http://tn.gov/assets/entities/education/attachments/wbl_child_labor_law_quick_reference.pdf
- C. http://tn.gov/assets/entities/education/attachments/wbl_personalized_learning_plan_packet.pdf

Signature on File

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