



NORTH EAST INDEPENDENT SCHOOL DISTRICT

ADMINISTRATIVE REGULATIONS FOR WORK-BASED LEARNING STUDENTS

To maintain effective work-based learning programs in North East Independent School District, the following administrative regulations have been developed. It is essential that students, parents, teachers, and employers/supervisors understand these regulations. Although the work-based learning teacher is responsible for maintaining the daily enforcement of campus rules and regulations, the principal on each campus makes the final interpretation should a question arise. Each campus is responsible for establishing any rules that may be needed if they comply with District Administrative Regulations EHB(R).

ELIGIBILITY

A student must be a minimum of 16 years old to enroll in a work-based learning course, including any paid or unpaid Career Preparation I or II and any Practicum course. A student enrolled in any paid learning experience must hold valid work documentation, such as a Social Security card.

ENROLLMENT

Each work-based learning course (WBL) must consist of student participation in career preparation or practicum training appropriate to the instructional program plus participation in related CTE classroom instruction. The WBL course should span the entire school year, and classroom instruction in Career Preparation must average one class period each day for every school week. A student is expected to be enrolled the entire school year; however, in accordance with local district policy, a student may enter or exit the course when extenuating circumstances require such a change (SAAH).

PLACEMENT

An "appropriate work-based learning site" is defined as a business that the school district would usually allow students and employees to attend as part of regular school business, a school activity or function. A work-based learning site's appropriateness will be evaluated based on child labor law requirements, student safety, dress code, and services provided by the business. **North East ISD reserves the right to disapprove a work-based learning site for high school credit.** Student placement in an appropriate work-based learning site shall be primarily the responsibility of the work-based learning teacher. The teacher shall make visits to all sites ensuring that each placement is appropriate for students. A student may work in a placement owned by his/her parent provided the site meets the same criteria as any other training sites. The final judgment regarding the appropriateness of a placement is reserved for the campus principal.

TRAINING PLANS

In order for a student to earn credit, students, work-based learning teachers, and employers/mentors must cooperatively complete an approved training plan for each student within 15 instructional days of the student's enrollment. The individual student's training plan shall contain the occupational essential knowledge and skills to be addressed both in the classroom and during work-based instruction. Only students participating in an unpaid Practicum experience for which the teacher of record provides all training may be exempt from completing training plans.

EMPLOYMENT

Students participating in a paid learning experience, while enrolled in a Career Preparation or Practicum course, must work a minimum average number of hours each week to earn credit. Students earning 2.0 credits must average 10 hours per week of work-based instruction, and those earning 3.0 credits must average 15 hours per week. Students in Career Preparation and Practicum paid learning experiences unemployed for more than 15 consecutive school days must be moved to an unpaid learning experience. Work-based learning teachers shall be notified of and approve any employment changes.

WORK SCHEDULES

Students must meet the average minimum number of hours per week based on credit received. State guidelines do not establish a maximum number of hours a student may work. However, employers/mentors are encouraged to keep student work schedules under 25 hours per week, understanding high school students may have other educational and curricular commitments.

TRANSPORTATION

Transportation to and from the training site shall be the responsibility of the student and/or the parent or guardian

SCHOOL SUPERVISION

Work-based learning teachers must visit each student's training site at least once every six weeks, and one visit must occur during each grading period.

SCHOLARSHIP AND CONDUCT

Students shall be expected to maintain acceptable scholarship and conduct in the classroom and at the work site.

1. Scholarship
 - a. Work-based learning students shall be expected to pass all courses with a 70 average or above.
 - b. A work-based learning student who continues for more than nine weeks with failing grades in two or more courses may be placed on immediate probation with possible removal from the program and subsequent loss of credit for the course.
2. Conduct
 - a. Policies, rules and regulations of the Campus, the District and the employer must always be upheld.
 - b. A work-based learning student who continues to violate rules and regulations may be placed on immediate probation with possible removal from the program and subsequent loss of credit for the course.

ATTENDANCE

Student attendance in school shall be required, regardless of training schedule. A student who is absent from school shall not be eligible to participate in work-based instruction on the day of the absence. It shall be the responsibility of the student to notify the work-based learning teacher and the employer/mentor in advance of a necessary absence or tardy to either school or work site. Students that participate in work-based instruction on days in which they were counted absent from school without teacher approval shall receive a grade of zero for that day.

DISMISSAL

A student may be subject to removal from the program with subsequent loss of credit for any of the following:

1. Student is dismissed from the training site for "just cause."
2. Student displays an uncooperative attitude toward District staff or employers/training supervisors.
3. Student has frequented absenteeism, and/or tardiness from school or the training site.
4. Student is unemployed for more than 15 consecutive school days.
5. Student fails to abide by policies, rules, and regulations of the campus, District and/or the training site.
6. Student fails two or more courses for more than nine weeks.

STUDENT NAME

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATE

TRAINING SUPERVISOR NAME

TRAINING SUPERVISOR SIGNATURE

DATE