

1 _____ **School District**

2
3 **INSTRUCTION**

2600

4
5 Work Based Learning Program

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7 The Board recognizes that education should be making classroom experiences a meaningful
8 process of learning about all practical aspects of life. The Board believes that the inclusion of
9 career education in the basic curriculum will provide students with information about the many
10 career opportunities available and will establish a relationship between what is taught in the
11 classroom and the world of work.

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13 Work-based learning must provide all participating students with on-the-job experience and
14 training along with career and complimentary vocational/technical classroom instruction to
15 contribute to each student's employability. The students' classroom activities and on-the-job
16 experiences must be planned and supervised by the school and the employer to ensure that both
17 activities contribute to the student's employability. Students enrolled in a work-based learning
18 program must receive credit for related classroom instruction and on-the-job training. In the
19 absence of a proficiency model, the time requirement for students in work-based learning must
20 be converted and is equivalent to the time requirement for credit to be earned.

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22 Students may submit a proposal for a tailored Work Based Learning program that divides their
23 time between instruction in school and specific learning at a job. Each proposed program will be
24 planned by Work Based Learning coordinators and the employer (or employer groups) and shall
25 be in accordance with state and federal laws and regulations governing employment of students
26 under age 18. The Work Based Learning coordinators will communicate with employers on a
27 monthly basis and will visit work sites to determine if the placement is appropriate for student
28 employment.

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30 The particular program designed for each student shall be set forth in a written protocol approved
31 by the student, his or her parents or guardians, the work-experience coordinator and the
32 employer. This shall stipulate the terms of employment and the provision for academic credit.

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34 The Work Based Learning coordinator shall make such arrangements as necessary with
35 employers for evaluating the student's on-the-job performance and for keeping records of job
36 attendance.

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38 The employer or supervisor shall complete District volunteer agreement form and satisfy a
39 name-based and fingerprint criminal background check in accordance with District Policies 5120
40 and 5122. The employee and District shall also complete workers compensation insurance and
41 general liability insurance requirements in accordance with the attached procedure in a manner
42 consistent with the Work Based Learning opportunity provided to student.

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44 Cross Reference: 2600P Work Based Learning Procedures
45 2600F Work Based Learning Affiliation Agreement and Consent Form
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1 Legal reference: Title 41, Chapter 2, MCA
2 Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.
3 Chapter 247 2021 General Legislative Session
4 Section 29-71-118(7), MCA Employee, worker, volunteer, volunteer
5 firefighter, and volunteer emergency care provider defined --election of
6 coverage.
7
8 Policy History:
9 Adopted on:
10 Reviewed on:
11 Revised on: