

Williamson County Board of Education

**Adopted Date:**

6/18/01

Rev. 8/19/13; 6/15/15

4.2093

WORK-BASED LEARNING

1 A work-based learning program is provided by Williamson County Schools (“WCS”) for all students according
2 to policies and procedures of the Tennessee State Board of Education, and as described in the Tennessee
3 State Department of Education Work-Based Learning Policy Guide.

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5 Structured work-based learning experiences may include registered apprenticeships, cooperative education,
6 transition, internships, school-based enterprises, health science clinicals, service learning, job shadowing,
7 and career practicum courses. Structured learning experiences must be related to the student’s Career and
8 Technical Education Focus area or to the student’s career goals, and must provide for close student
9 supervision.

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11 Safeguards, identified by local, federal or state agencies, will be implemented to protect students and current
12 employees. When appropriate the Williamson County Risk Management Department will be consulted with
13 and made aware of work-based learning programs.

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15 Any activity to be considered a “work-based learning activity” should meet each of the basic prerequisite
16 criteria listed below.

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- 18 1. The student must secure a Work-Based Learning placement (job) related to the student’s CTE
19 Elective Focus or career interest that will be an extraordinary capstone experience taking the
20 place of a high school course.
 - 21 2. The student must complete the Work-Based Learning application.
 - 22 3. The student must be a senior and have approval of the appropriate Work-Based Learning
23 Coordinator, Principal (designee), and Executive Director of Career and Technical Education.
 - 24 4. The student must have passed all courses the previous semester and while enrolled in Work-
25 Based Learning.
 - 26 5. The student must have satisfactory record of grades, attendance, and behavior.
 - 27 6. The student must have no more than five (5) unexcused absences per the truancy laws of the
28 State of Tennessee while participating in the Work-Based Learning program. Students not
29 meeting this standard at the end of the semester may not be permitted to continue in the Work-
30 Based Learning program during the next semester.
 - 31 7. The student must have reliable transportation to the placement site.
 - 32 8. The student must average five (5) hours per week for 1 credit in Work-Based Learning or ten (10)
33 hours per week for 2 credits in Work-Based Learning.

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35 The following student eligibility standards will be required:

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- 37 1. Students participating in a school-approved experience must have passed all courses from the
38 prior semester and pass all courses while enrolled in Work-Based Learning.
 - 39 2. Students must maintain a job and school attendance rate of no more than five (5) unexcused
40 absences while participating in a school-approved experience.

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42 For students eligible for special education, more stringent eligibility requirements shall not go beyond state
43 and/or federal regulations that pertain to special education support services. Individualized Education Plans
44 (IEPs), which include a transition plan, will be the determining factor for participation in work-based learning.

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46 Legal References:

47 Tennessee State Department of Education
48 Work-Based Learning Policy Guide

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