

**PROCEDURES FOR RELEASE TIME FROM SCHOOL
FOR SUPERVISED WORK EXPERIENCE
Work Study (WS) & Youth Apprenticeship (YA)**

1. A high school student may be released from school for employment during school hours if the employment is part of school-supervised work experience or approved by the building principal. The employer must verify employment and the conditions of employment in a written training agreement and participate in the supervision of the learning experience.
2. Work Based Learning (WBL) – The work based learning coordinator (WBLC) will furnish students interested in WBL with the appropriate form to be completed by the student and submitted back to the WBLC. The WBLC will approve the student’s entry into a given WBL program. The completed form will then be submitted to the building principal for approval before being returned to the counselor for scheduling. The building principal will look for a relationship between the student career goal and WBL placement. Until these WBL students have attained employment, they will be scheduled into classes. WBL students will have a maximum of 10 school days to secure employment. Students who are required to travel between schools will be credited one hour to travel.
3. The granting or continuation of student release time, under these procedures, is dependent upon the following:
 - a) The student must maintain passing grades in all subjects. Each grading period, the student’s academic progress will be monitored by the WBLC. In case of course failures or incompletes, the release time privilege will be suspended until the student’s academic records show the student is receiving passing grades in all courses.
 - b) The student abiding by attendance policies both in school and on the job. A student absent from school on a given day will be restricted from the student’s place of employment on that given date. If regular attendance is not maintained by the student, release time privileges will be revoked. **(The school may revoke a student’s release time privileges at anytime.)**
 - c) Students choosing YA must complete the student application portfolio with the WBLC. YA students must also complete the Wisconsin Youth Apprenticeship Student Registration Form.
5. The WBLC will provide the completed WS & YA paperwork to the Registrar for filing and student schedule entry, with a copy of the paperwork to the School Counselor. The WBLC will provide a copy of the employer’s liability insurance coverage to the Parkview School District Business Manager.
6. School approved work experience will be supervised by the work experience supervisor. Student grades, courses and attendance will be monitored by the assigned supervising teacher for each related discipline.
7. Graduation Credits – Students may use work experience credits toward the 24 ½ credits required for graduation ending with the Class of 2022. The Class of 2023 forward, 26 credits are required for graduation, which includes CTE credits. WS & YA may be used toward the CTE credits required. Work experience credits must be approved by the WBLC and the building principal.

APPROVED: September 20, 2010
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