

**PROCEDURES FOR RELEASE TIME FROM SCHOOL  
FOR SUPERVISED WORK EXPERIENCE**

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 as an accommodation for the student's exceptional educational interest, need or requirement. 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) – School counselors will furnish students interested in WBL with the appropriate form to be completed by the student and submitted to the appropriate WBL teacher. The WBL teacher 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. When counselors return to school in late summer, each WBL teacher will furnish them with a list of WBL students who have not yet secured employment. Until these WBL students have attained employment, they will be scheduled into classes. WBL students will have a maximum of 20 school days to secure employment. WBL students are required to enroll in a minimum of five (5) courses each semester. Students who are required to travel between schools will be credited one hour to travel.
3. Youth Apprenticeship Program – Youth Apprenticeship students are required to enroll in six (6) courses each semester in addition to their class at Blackhawk Technical College (BTC) or University of Wisconsin-Rock County (UW-Rock).
4. 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 assigned supervisor or teacher. 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 demonstrating acceptable citizenship in school.
  - c) 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.)**
5. An accurate list of students in the work experience program should be submitted to the counselor and building principal. In addition, a copy of the employer's liability insurance coverage must be submitted to the 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. Work experience credits must be approved by the building principal.

**APPROVED: September 20, 2010  
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