

ADMINISTRATIVE PROCEDURE

PROCEDURES PERTAINING TO THE OFFICE OF EXPERIENTIAL LEARNING PROGRAMS

6140

Procedure No.

August 15, 2013

Date

I. **PURPOSE:** To provide administrative guidelines and procedures governing work site selection, grading and credit, delayed openings, school closings, and job loss for the Office of Experiential Learning (OEL).

II. **DEFINITIONS:** The Office of Experiential Learning (OEL) Programs has been developed as an educational option combining school-based learning and work-based experiences designed to facilitate the transition from school to careers.

College, Career, Research and Development (CCRD) is a vocational school-to-careers complete program designed as the course of study for students specifically trained in the area of business occupations. Students enrolled in this class are normally employed throughout the Baltimore/Washington corridor in government and private industry positions.

College, Career, Research and Development (CCRD) is a school-to-careers program of study designed to assist students to make a smooth transition into the world of work. School-based instruction includes a wide range of employability skills training that prepares students for on-the-job work experience with private industry and government agencies. The course is designed for high school students interested in exploring a variety of occupational areas.

III. **INFORMATION:** The following procedures shall apply to all students enrolled in the Office of Experiential Learning Programs:

- A. Students receiving work component credit must take a related work-based learning class.
- B. Obtaining a job is the mutual responsibility of the work-based learning coordinator and the student. The Office of Experiential Learning does not guarantee employment.
- C. Students may not terminate or transfer to another job without the consent of the work-based learning coordinator.
- D. When a student does not attend school, he/she may not report to work (exclusive of the individual school's policy on delayed openings). Work-based learning credit cannot be earned if a student does not attend school.
- E. The student is expected to follow the work schedule of the place of employment, including school holidays, if desired by the employer.
- F. The student is responsible for accurately reporting hours and wages to the work-based learning coordinator.

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- G. Safe transportation to and from the place of employment is the responsibility of the student and parent/guardian.
- H. The workplace is an extension of the classroom. All school policies and procedures including the Student Rights and Responsibilities Handbook are applicable at the worksite.

IV. **PROCEDURES:**

A. Worksite Selection:

1. A worksite must conform to the child labor laws of the political subdivision in which it is located.
2. To insure a safe environment, students are not permitted to work alone. Employers must make a reasonable effort to provide supervision at all times.
3. The business must make a reasonable effort to insure that at least two adults are present during the students' hours of employment.
4. The business must hold a valid license, conform to tax laws and carry workmen's compensation on the student trainee.

B. Grades and Credit:

1. A student receives ½ credit for a minimum of 66 hours of classroom instruction based on the course objectives.
2. A student receives ½ credits for a minimum of 66 hours worked or one full credit for 132 hours worked.
3. Office of Experiential Learning courses satisfies Career and Technology Program completer status for high school graduation requirements as follows:

College, Career, Research and Development (CCRD)

- | | |
|---|------------------|
| • College, Career, Research & Development | 2 Credits |
| • (CCRD) – Work Component | <u>2 Credits</u> |
| Total Required | 4 Credits |

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For additional information, please refer to the booklet, *Educational Requirements and Options in Secondary Schools*, Administrative Procedure 6150.

4. The student receives one grade for the classroom component and one grade for each credit earned in the work-based learning component.
 5. The grade issued for work experience is determined by the work-based learning coordinator and is based on the objectives in the Office of Experiential Learning classroom and the field-based work experience.
 6. The student must achieve passing grades for the classroom component to receive credit for work.
- C. Delayed Openings and School Closings:
(Refer to procedures for delayed openings and early closings)
1. One-hour delay:
 - a. All buses will run one hour later than normal. Office of Experiential Learning students are to report to school at the specified delayed opening time.
 - b. Office of Experiential Learning students are expected to report to their workstations on time.
 2. Two-hour Delay
 - a. Office of Experiential Learning students may or may not be required to attend school on these days based on the individual school's schedule. The work-based learning coordinator, after a consultation with the building administrator, will advise all students of the school's policy. (Refer to procedures for delayed openings and early closings)
 - b. Students are expected to report to their workstations on time except during hazardous road conditions. This decision should be reached after consultation with the parent/guardian.
 - c. Work-based learning coordinators are required to document work attendance.

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3. Closing school(s) an entire day:

Students are expected to report to their workstations on time except during hazardous road conditions due to inclement weather. This decision should be reached after consultation with the parent/guardian.

D. Job Loss:

It is the responsibility of the work-based learning coordinator to investigate job losses and to determine whether the loss is acceptable under the guidelines of the Office of Experiential Learning. If the work-based learning coordinator determines the job loss falls within the acceptable category, he/she shall work with the student to actively seek an alternative job site.

E. If a job is unavailable after a reasonable length of time, the student may be placed in a volunteer position. It is the student's responsibility to locate the volunteer position, which must be approved by the work-based learning coordinator.

F. Students who do not have a job or do not accept or seek a volunteer position may receive a letter grade of "E" for the work-based learning component during that grading period.

1. Acceptable reasons for job loss:

- a. Seasonal cutbacks.
- b. Layoffs.
- c. Reduction in force.
- d. Request of work-based learning coordinator.
- e. Voluntary job change with permission of work-based learning coordinator.

2. Unacceptable reasons for job loss: (reasons which may result in withdrawal from the program)

- a. Dishonesty.
- b. Unsatisfactory performance at the worksite.
- c. Use of dangerous and unlawful substances.
- d. Unsatisfactory work habits.
- e. Student terminates the job voluntarily without work-based learning coordinator's permission.

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f. Non-adherence to company/school policies.

- V. **RELATED PROCEDURES:** Administrative Procedure 2565, Modification of School Hour Schedules, Delayed Openings and Administrative Procedure 5113, Student Attendance, Absence and Truancy.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Curriculum and Instruction and will be updated as appropriate.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6140, dated July, 1, 2005.
- VIII. **EFFECTIVE DATE:** August 15, 2013.

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