A. Purpose

To establish procedures and guidelines related to the Work Based Learning (WBL) program in Frederick County Public Schools (FCPS).

B. Background

The WBL program is directed and managed by the Career and Technical Education (CTE) department. WBL experiences assist students in transitioning from school to career, providing them a structured experience while they learn about careers and the expectations of the workplace. The WBL program requires that students be involved in experiences that have educational significance and are related to students' career goals; some WBL experiences are a continuation of previous CTE training.

C. Definitions

1. "Career Research and Development" (CRD) or "Work Study" is defined to mean the work-based experience taken in combination with CRD course work.

2. "Internship" is defined to mean a student driven experience in a career of interest.

3. "Maryland Youth Apprenticeship" is defined as a Maryland Department of Labor program in which participating employers are approved by the Department of Labor, and students are required to complete four hundred fifty (450) hours at the work site and participate in related instruction.

4. "Work-Based Learning" (WBL) is defined to mean the broad category for one of three experiences in which students can participate, including Youth Apprenticeship, Career Research and Development (CRD) or internships.

5. "Work-Based Learning Coordinators" or "WBL Coordinators" are defined as school-based teachers at each high school who are responsible for coordinating WBL experiences and must hold a teaching endorsement in "Work Based Learning Coordinator Grades 7-12" on their license or comparable certificate issued by the Maryland State Department of Education.

D. Procedures

1. **Eligibility and Enrollment**
   a. The WBL program is available to Grade 11 and 12 students in all Frederick County high schools, with the exception of the Career Research and Development (CRD) work experience which is only available to Grade 12 students.

b. Students will be enrolled in at least one (1) one-credit class per semester when participating in a work-based learning experience. Students are permitted to enroll in the WBL program only when all other graduation requirements have been fulfilled.

2. **WBL Experience and Environment**
   a. Students will be placed in accordance with current labor and safety laws for minors.
   b. WBL experiences take place at a work stie approved by the WBL Coordinator.
   c. Students will have written training plans developed in collaboration with the WBL Coordinator and the employer/mentor to ensure that the student's learning objectives are a key component of the work-based learning experience.
   d. Students will receive credit for the WBL experiences based upon the number of WBL hours (135 work hours per credit).
   e. The specific number of hours at the work site is determined by the requirements of each WBL experience.
   f. Students will be visited at the WBL site by the WBL coordinator at least once per grading period to ensure that the plan is being implemented.
   g. Students will receive a written evaluation of their WBL performance each grading period.

3. **Responsibilities of Students.** A student enrolled in the WBL program must:
   a. Complete the required agreement for their WBL program;
   b. Complete the required assignments and reflections for the WBL in which they are participating;
   c. Adhere to the written training plan for the WBL experience;
   d. Notify the WBL Coordinator of any problems occurring at the work site in a timely manner; and
   e. Arrange/provide their own transportation to and from the work site.

4. **Responsibilities of WBL Coordinators.** WBL Coordinators shall:
   a. Provide in-school instruction;
   b. Coordinate WBL experiences;
   c. Ensure students have the necessary prerequisite coursework and meet the eligibility requirements of each WBL program;
   d. Ensure the necessary agreements for each program are completed prior to the start of the WBL experience;
   e. Approve all work sites;
   f. Develop a written plan for the student’s WBL experience;
   g. Visit each student’s work site at least once per instructional term; and
   h. Evaluate the student’s experience with their employer(s) and/or mentor(s).

5. **Responsibilities of the Employer.** The employer shall:
   a. Implement the agreed-upon training plan.
   b. Provide safe equipment and facilities in compliance with Occupational Safety and Health Administration (OSHA) requirements.
   c. Comply with all applicable state and federal child labor laws.
   d. Participate in the student’s evaluation.

e. Notify the WBL Coordinator in a timely manner of any problems occurring at the work site.

6. **Travel to Work-Based Learning Experience Site, Career Connected Learning, or Peer and Community Engagement Experience (PACEE).** When a student leaves an FCPS school or other FCPS facility to travel to a work–based learning experience site, a Career Connected Learning experience, or a PACEE that occurs at a location other than an FCPS school or other FCPS facility, the student is considered dismissed from FCPS custody.

E. Related Information

1. **Board Policy**
   a. Policy 405, *Graduation*
   (https://apps.fcps.org/legal/documents/405)

2. **Code of Maryland Regulations (COMAR)**
   a. COMAR 13A.03.02.04, *Other Provisions for Earning Credit*
   (https://fcps-md.info/COMAR_13A-03-02-04)
   b. COMAR 13A.04.02, *Secondary School Career and Technical Education*
   (https://fcps-md.info/COMAR_13A-04-02)
   c. COMAR 13A.12.02.07, *Teaching Endorsements*
   (https://fcps-md.info/COMAR_13A-12-02-07)

3. **FCPS Regulations**
   a. Regulation 416-05, *Academic Support, Intervention, and Promotion* (formerly 500-10)
   (https://apps.fcps.org/legal/documents/416-05)
   b. Regulation 441-04, *Student Travel To and From FCPS Activities and Events*
   (https://apps.fcps.org/legal/documents/441-04)

4. **FCPS Resources**
   a. FCPS / Academics / Career & Technical Education
   (https://www.fcps.org/academics/career_technical_education)
   b. FCPS / Academics / Career & Technical Education / Work Based Learning
   (https://www.fcps.org/academics/career_technical_education/work_based_learning)
   c. FCPS / Academics / Career & Technical Education / Youth Apprentice Program
   (https://www.fcps.org/academics/career_technical_education/youth_apprentice_program)

5. **Maryland Statutes**
   a. Md. Code Ann., Educ. § 7-114
   (https://fcps-md.info/MD_Educ_Code_7-114)
   b. Md. Code Ann., Educ. § 7-205.1
   (https://fcps-md.info/MD_Educ_Code_7-205-1)
   c. Md. Code Ann., Educ. § 7-205.4
   (https://fcps-md.info/MD_Educ_Code_7-205-4)

F. Regulation History (Maintained by Legal Services)

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