



**6.50.071-AD Implementation of Non-Academic Learning Programs**

Student participation in non-academic credit programs requires careful planning with the participating non-academic credit program, as well as with the student and his/her parents, in order to assure that the activity constitutes an appropriate and meaningful component of his/her total educational experience.

**I. Types of Non-academic Credit Programs**

- (1) There are three types of non-academic credit programs: Off-Campus Learning Program, General Work Experience Program and Co-op Work Experience Program. Each program has its own particular requirements.
  - (a) Off-Campus Learning Program - This program is reserved for non-paid experiences only. Students must complete the Off-Campus Learning forms prior to the start of any accrual of credit. Off-campus experiences will not be directly supervised by school personnel. All unpaid positions require the completion of a district Workers' Compensation form to be submitted to the district's risk management office five days prior to the start of the experience. Students must complete all phases of the paperwork including time sheets and evaluation forms to earn 1 credit for 130 hours.
  - (b) General Work Experience Program - This program is reserved for students working in paid jobs not related to professional technical education classes. Students must complete the General Work Experience Program forms prior to the start of any accrual of credit. General work experiences will not be directly supervised by school personnel. The employer's liability and workers' compensation programs cover all paid positions. Students must submit all paperwork to their counselor, five days prior to the start of the experience. Students must complete all phases of the paperwork including time sheets and evaluation forms. This program allows a student to earn a quarter credit per term if they maintain a 2.0 GPA for that term and work 65 hours. The maximum number of hours for 1 credit is 260 hours.
  - (c) Co-op Work Experience Program - This program is reserved for students who are enrolled in a professional technical education Co-op class and are placed in a Co-op-related job. Students must complete the required district training agreement, be interviewed by a Co-op coordinator and submit the appropriate paperwork prior to being placed in a job. Co-op Work experiences will be supervised by district personnel. All paid

positions are covered by the employer's liability and workers' compensation programs. Students must complete all phases of the paperwork including time sheets and evaluation forms to earn 1 credit for 260 hours.

## **II. Appropriate Non-Academic Credit Programs**

- (1) Factors which will be considered in approving specific learning settings and in the placement of students will include a review with cooperating organizations of the general learning experiences which may be provided, goals to be achieved, time requirements, supervision, safety conditions and evaluation of student growth.
- (2) Non-academic credit experiences are to be explicitly considered as integral to the school's curriculum and shall be subject to those standards of quality normally associated with the regular curriculum. The assistant superintendent or designee shall be responsible for confirming and periodically reviewing applicable standards.

## **III. Student Enrollment**

- (1) Students involved in approved part-time or full-time non-academic programs must be duly enrolled in the high school as regular students, with the same status as other students in their school and shall be carried on the high school records in the same manner.

## **IV. Program Eligibility**

- (1) To receive school approval for credit in non-academic programs, the student must file the appropriate paperwork associated with each of the programs. All programs require the approval of the parent or guardian, the school and the off-campus agency, company or organization.
- (2) Approval of a student's participation in such non-academic credit program shall require approval of the principal or his/her designee, according to the criteria applicable to each program. Such non-academic credit programs shall ordinarily occur during grades 11 and 12, but special activities such as Portland Youth Philharmonic and Pacific Northwest College of Art shall be available for credit at the 9 to 12 grade levels. The Off-Campus Learning Program is the only program that allows a student to participate in an off-campus experience on a full-time basis for one semester.

## **V. Credits Earned**

- (1) Off-campus experiences are defined as those experiences not directly supervised by school personnel. The maximum number of units permitted per student for off-campus experiences during his/her high school career shall not exceed six. A student cannot earn more than one credit from each program during a school year. The off-campus program requires the student to be in a

non-paid situation. The student must complete 130 hours for one credit. The General Work Experience Program requires the student to be in a paid job. Students must complete 260 hours for one credit and must maintain a 2.0 GPA for every term they receive credit. The Co-op Program requires students to be placed in a paid job related to a professional technical education Co-op class and complete 260 hours for 1 credit. The student's supervisor in the coordinating agency must indicate in writing whether or not the student's performance merits credit.

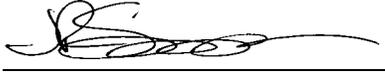
## **VI. Workers' Compensation**

- (1) Students participating as trainees in district non-academic credit programs may be considered to be workers subject to workers' compensation coverage law. Benefits will be provided by the district pursuant to ORS 656.001 to 656.794, only under the following conditions:
  - (a) Participating students must be assigned to a supervisor within the participating agency;
  - (b) The student earns no wages. (If wages are earned, workers' compensation coverage is the responsibility of the participating agency;
  - (c) The activity is conducted off campus;
  - (d) A written notification of participation must be submitted to the district's risk management office at least five days prior to the commencement of the student's participation. The statement shall include the name of the student, location of the work site, a description of the work to be performed, the number of hours per week, the name of the school, the principal or his/her designee's signature and the dates of entry and termination of the program.
- (2) Model Procedure for Student Enrollment
  - (a) The interested student shall be responsible for developing a tentative proposal using the tentative proposal using the appropriate form for the particular type of non-academic credit program he/she is seeking. In developing the proposal, the student will indicate the proposed place of work, the types of activities in which he/she will engage, the expected learning outcomes, the tentative schedule for such activities, and other factors which the school may deem necessary.
  - (b) The proposal will be reviewed by a designated faculty member. When the proposal is satisfactory to the designated faculty member, it shall receive tentative departmental approval.
  - (c) The student shall, in person, present the proposal to the off-campus organization, negotiate any necessary modification in the proposal, and obtain written approval by the person in that organization who is designated to be his/her supervisor.

- (d) When the proposal is approved by the parent, the off-campus organization, and receives final approval, a copy shall be filed in the student's cumulative file.
- (e) Verification by the organization of a student's satisfactory completion of the designated activities in the program shall be filed in the student's cumulative file.

Policy Implemented: 6.50.070-P

History: Adpt. 1/73; Amd. 7/80| Amd. 1/82; Amd. 10/83 ed.; Amd. 9/01/02

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<b>Approved:</b>  _____ Superintendent	<u>9/01/02</u> . Date