

1 Great Falls School District

2
3 **INSTRUCTION**

2600

4
5 Work Experience/Internship Program

6
7 Definitions

8
9 For the purposes of this Policy, the following definitions apply:

10
11 “Child-care facility” means a day-care center, group day-care home, or family day-care home
12 licensed or registered under the provisions of Title 52, Chapter 2, Part 7.

13
14 “Congregate-care facility” has the same meaning as:

- 15 • “Community residential facility” as defined in §76-2-411, MCA;
- 16 • “Developmental disabilities facility” as defined in §53-20-202, MCA;
- 17 • “Long-term care facility” as defined in §50-5-101, MCA; and
- 18 • “Residential care facility” as defined in §50-5-101, MCA.

19
20 “School-age program” means a program serving children five (5) years of age or older during
21 school year or summer.

22
23 All definitions set forth in Policy 3655 also apply to this Policy.

24
25 The Board recognizes that education should be making classroom experiences a meaningful
26 process of learning about all practical aspects of life. The Board believes that the inclusion of
27 career education in the basic curriculum will provide students with information about the many
28 career opportunities available and will establish a relationship between what is taught in the
29 classroom and the world of work.

30
31 Work Experience/Internship must provide all participating students with on-the-job experience
32 and training along with career and complimentary vocational/technical classroom instruction to
33 contribute to each student’s employability. The students’ classroom activities and on-the-job
34 experiences must be planned and facilitated by the school and supervised by the employer to
35 ensure that both activities contribute to the student’s employability. Students enrolled in a Work
36 Experience/Internship program must receive credit for related classroom instruction and on-the-
37 job training. In the absence of a proficiency model, the time requirement for students in Work
38 Experience/Internship must be converted and is equivalent to the time requirement for credit to
39 be earned.

40
41 Students may submit a proposal for a tailored Work Experience/Internship program that divides
42 their time between instruction in a school and specific learning at a job. Each proposed program
43 will be planned by the Career Pathways Advisor and the employer (or employer groups) and
44 shall be in accordance with state and federal laws and regulations governing employment of
45 students under the age of 18. The Career Pathways Advisor will communicate with the

1 employers on a monthly basis and will visit work sites to determine if the placement is
 2 appropriate for student employment.

3
 4 The particular program designed for each student shall be set forth in a written protocol approved
 5 by the students, his or her parents or guardians, the Career Pathways Advisor, and the employer.
 6 This written protocol shall stipulate the terms of employment and the provision for academic
 7 credit, the student’s work experience/internship goals, prioritizing the student’s academic
 8 commitments, and assessment of the work experience/internship goals.

9
 10 The Career Pathways Advisor shall make such arrangements as necessary with employers for
 11 evaluating the student’s on-the-job performance and for keeping records of job attendance.

12
 13 The work experience/internship provider or any employee of the provider who will have
 14 unsupervised contact with students shall complete the District’s volunteer agreement form and
 15 satisfy a fingerprint-based national criminal history background check that has been reviewed by
 16 the Superintendent or designee prior to having unsupervised contact with a student. Any
 17 individual who will never have unsupervised contact with students is not required to undergo a
 18 fingerprint-based national criminal history background check.

19
 20 Credit for Employment at Congregate Care Facilities, Child Care Facilities, and School-Age
 21 Programs

22
 23 A student of the District who is sixteen (16) years of age or older and who is employed on a paid
 24 or voluntary basis at a congregate care facility, child-care facility, or school-age program may
 25 earn one unit of credit for graduation for proficiency demonstrated at the congregate care facility,
 26 child-care facility, or school-age program.

27
 28 The Superintendent or designee shall develop conditions and requirements for the type of work
 29 the student is performing that the student shall satisfy to earn credit toward graduation and a
 30 process for verification of the number of minutes the student works at the congregate care
 31 facility, child-care facility, or school-age program.

32
 33 To be eligible to receive credit towards graduation a transformation learning plan in a CTE work
 34 experience course must be in place.

35
 36 Cross References:

37	Policy 1005FE	Proficiency Based ANB
38	Policy 2050	Student Instruction
39	Policy 2158	Family Engagement Policy
40	Policy 2410	High School Graduation Requirements
41	Policy 2410P	Profile of a Learner
42	Policy 2410P2	Profile of a Learner – Commitment and Intentions
43	Policy 2410R	Publication of Graduation Requirements
44	Policy 2600F	Work Experience/Internship Affiliation Agreement and Consent
45		Form
46	Policy 2600P	Work Experience/Internship Procedures

1	Policy 3121	Enrollment and Attendance Records
2	Policy 3121R	Enrollment and Attendance Records
3	Policy 3655	Student Safety
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5	<u>Legal References:</u>	
6	§ 20-1-101, MCA	Definitions
7	§ 20-3-323, MCA	District Policy of Record of Acts
8	§ 20-3-324, MCA	Powers and Duties
9	§20-7-1510, MCA	Credit for Participating in Work Based Learning Partnerships
10	§39-3-406, MCA	Work Based Learning
11	§ 39-71-118, MCA	Employee, Worker, Volunteer, Volunteer Firefighter, and
12		Volunteer Emergency Care Provider Defined – Election of
13		Coverage
14	Title 41 Chapter 2	Child Labor
15	§ 50-5-101, MCA	Definitions
16	§ 53-20-202, MCA	Definitions
17	§ 76-2-411, MCA	Definition of Community Residential Facility
18	29 U.S.C. 212	Fair Labor Standards Act
19		
20	<u>Policy History:</u>	
21	Adopted on:	August 23, 2021
22	Revised on:	September 11, 2023
23	Revised on:	November 10, 2025
24	Revised on:	January 26, 2026
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