



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Policy Statement

5113.13 - Student Work-Release & Work-Based Learning

Approved on February 2, 2026

The Board of Education recognizes the value of Work-Based Learning (WBL) and Work-Release programs in preparing students for post-secondary success. In accordance with Public Act 24-45, the District shall allow eligible students to be released from school during regular school hours to participate in employment or work-based learning experiences.

1. Eligibility & Work-Release Criteria To qualify for work-release privileges during the 2025-2026 school year, a student must:

- Be at least **sixteen (16) years of age**.
- The student must be in good standing academically and on track to graduate within four years, as determined by the school principal or designee.
- Have an acceptable **attendance record** and not be considered "chronically absent"
 - Participation in work-release is a privilege contingent upon daily school attendance. If a student is absent from school on a scheduled work-release day, they are prohibited from reporting to their worksite that afternoon/evening without prior administrative approval.
- Demonstrate the ability to comply with both school behavioral expectations and workplace standards.
 - Work-release privileges may be suspended if a student's conduct is found to be in violation of the District School Climate Policy, particularly in instances where the behavior negatively impacts the school community or workplace safety.
- Possess valid **Working Papers (Form ED-301)** as required by the Connecticut Department of Labor (CTDOL).

2. Program Requirements (CT WBL Alignment)

- **Documentation:** A signed **WBL Agreement** must be on file, outlining the responsibilities of the student, parent/guardian, employer, and school.
- **Safety & Compliance:** All worksites must comply with CTDOL and OSHA safety regulations. Students are prohibited from engaging in hazardous occupations unless participating in a specific state-approved pre-apprenticeship or trade program.
- **Credit Award:** Students may earn credit for WBL experiences based on the District's mastery-based learning credit guidelines (typically based on hours worked and competencies mastered, e.g., 0.5 credit for 60 hours).

3. Unpaid Experiential Learning Program (UELPP) To participate in unpaid internships or job shadowing where the student performs productive work, the placement must meet the criteria of the **Connecticut Department of Labor (CTDOL) UELPP Waiver:**

- **Hours Limit:** Unpaid work experiences are strictly limited to **120 hours per school year** per student.
- **Department Approval:** The District must hold a valid UELPP waiver from the CT State Department of Education (CSDE) and CTDOL for the current school year.
- **Nature of Work:** The experience must be for the benefit of the student (educational), similar to training in a vocational school, and the student must not displace regular employees.
- **Safety Training:** Participating students must complete a mandatory safety awareness training prior to placement.

4. Revocation of Privileges The administration reserves the right to revoke work-release privileges if a student:

- Fails to maintain passing grades.
- Violates the District's **School Climate Policy** (mandatory implementation 2025-2026).
 - *Work-release privileges may be suspended if a student's conduct is found to be in violation of the District School Climate Policy, particularly in instances where the behavior negatively impacts the school community or workplace safety.*
- Fails to attend the employment or WBL placement during designated release times.

Legal References:

Connecticut General Statutes § 10-221a: High school graduation requirements.

Connecticut General Statutes § 31-23: Employment of minors.

Public Act 24-45: An Act Concerning Education Mandate Relief, School Discipline and Disconnected Youth (Mandates work-release policy).

Public Act 23-167: Connecticut School Climate Policy (Mandatory 2025-26).

Feature	Requirement/Standard
Minimum Age	16 years old
Attendance Threshold	Below 10% absence rate (Not "Chronically Absent")
Legal Compliance	PA 24-45 & PA 23-167 (School Climate)
Required Paperwork	Form ED-301 (Working Papers) & Signed WBL Agreement
Credit Structure	Mastery-based (e.g., 0.5 credit per 60 hours)