

## Policy 4087

### Work-Based Learning

It is Box Elder District's purpose to develop and implement a Work-Based Learning program that will improve the knowledge and skills of all students by integrating academic and occupational learning, integrating school-based and work-based learning, and building effective linkages between secondary and post-secondary education.

#### A. Student Eligibility

1. For all work-based learning activities the Plan for College and Career Readiness is used as a qualifying indicator for a school-to-career based learning experience. The Plan for College and Career Readiness indicates a student's occupational interests and a community site training experience selected in that career field. Community cooperating employers – who provide career training at their business sites, allow students to participate on a "space available" basis.
2. Prior to or concurrently with work-based learning, students receive instruction based upon the [Secretary's Commission of Achieving Necessary Skills \(SCANS\)](#) from the Utah State Board of Education critical workplace skills curriculum.

#### B. Student Records

1. The following documents must be completed and on file at the school for students participating in any work-based learning experience (exceptions may apply to students participating in job-shadowing):
  - a. Plan for College and Career Readiness
  - b. Student Application
  - c. Intern Commitment
  - d. Emergency Contacts
  - e. Confidentiality Agreement
  - f. Media Release Form
  - g. Documentation of SCANS and/or critical workplace skills curriculum

- h. Skills Grid
  - i. Contract training agreement between student, parent(s), employers, and education institution.
  - j. Student Work Records
  - k. Student Evaluation
  - l. Mentor Evaluation
- C. Training for Students, Student Supervisors and Cooperating Employers regarding Hazards in the Workplace
- 1. Students will be informed of safety and health hazards in the workplace prior to student placement. Student will not be placed in training sites, except under “careful supervision” and in accordance with child labor laws.
  - 2. Employers will assure a safe work environment and will discuss all safety issues with the work-based learning supervisor during an initial review of the work site and prior to the student work-based learning experience. All work-based learning supervisors will be required to receive thirty hours of training approved by the Utah State Office of Education relevant to the work-based learning experience including all child labor laws, safety, and hazards.
- D. Standard and Procedures for Approval of Off-Campus Work Sites
- 1. Work-site experiences may be provided through a cooperating employer in career internship, registered apprenticeship, job shadowing, cooperative learning, or service-based learning.
  - 2. Work-based learning may be paid or unpaid. Paid and unpaid experiences will follow the document, [Child Labor Requirements under the Department of Labor, WH-1330, revised November 2016](#).
  - 3. The registered apprenticeship program is approved by the Bureau of Apprenticeship and Training (BAT). The BAT will take over supervision after the student has graduated from high school.
  - 4. Adhering to the intent of the U.S. Department of Labor document, [Fair Labor Standards Act](#), an unpaid intern student employee may not fill a vacancy that a new hire would normally fill, be given exclusion to training a regular employee would

normally be assigned to, nor perform any regular duties for the support of the business.”

5. Employers will assume responsibility for meaningful training.

#### E. Student Transportation

1. Students participating in school organized career awareness field trips are transported by approved school carriers.
2. For students participating in work-based learning programs, transportation will be the responsibility of the parents.

#### F. Appropriate Supervision by Employers at the Work Site

1. The cooperating community employer/supervisor will:
  - a. Provide “careful supervision” at the work site for student training,
  - b. Assume responsibility for meaningful training,
  - c. Communicate on a regular basis with the education supervisor,
  - d. Consult with the program coordinator/teacher regarding problems related to the work based learning experience. Communication is critical and contact with the program coordination/teacher must take place before (1) considering a student for an assigned work site, (2) transferring to another work-site, or (3) termination.
  - e. Record attendance and performance of the student trainee,
  - f. Meet with school personnel to provide evaluation of trainees’ work,
  - g. Conform to State and Federal Labor Laws,
  - h. Have workers’ compensation under which a paid trainee is covered. All non-paid work-based learning experiences are covered by the District Worker’s Compensation Insurance Plan.

#### G. Insurance Coverage

1. For paid work employment, work injuries and occupational disease insurance coverage is provided by the employer’s workers’ compensation.

2. For unpaid work experiences, work injuries and occupation disease insurance will be covered through the Box Elder School Districts workers' compensation as specified by [Utah Admin. Rules R277-915](#).
- H. Appropriate Supervision and Evaluation of the Student by the Work-Based Learning Coordinator/Supervisor.
1. The Education Supervisor will:
    - a. Approve the student's eligibility.
    - b. Approve the cooperating employer work site and training.
    - c. Inform student of safety and health hazards in the workplace prior to the student's placement.
    - d. Assure "careful supervision" of the student at the training site.
    - e. Coordinate with the employer on student training and evaluation.
- I. Appropriate Involvement and approval by the Student's Parent(s) in the Work-Based
1. Learning experience
    - a. The parent(s) will:
      - 1) Partner with the school, school counselor, school personnel, and student.
      - 2) Support the student's participation in the work-based learning program.
      - 3) Determine the method of transporting students to and from the work site.
      - 4) Assume full legal and financial responsibility for the student's released time from school for the work-based learning experience.