

WORK –BASED LEARNING PROGRAMS

Purpose

The Kane County School District supports Work-Based Learning programs for all students. This policy and identified procedures have been developed to promote consistent practices throughout the district, to address the requirements defined in the laws while providing meaningful career-related experiences to students in safe learning environments.

Work-Based Learning is an effort to make lifelong career development more meaningful and natural by linking the school site and the work site. In cooperation with students, parents, business/industry, and community, these experiences support: 1) real-world connections to academic and applied courses taught in the school setting, 2) preparation for the world of work, and 3) development of life skills needed for success at work, home, and community.

Policy

Kane County School District recognizes the responsibility associated with placing students in work and community environments outside the school setting.

We Support:

Clear and consistent practices across all business/industry and community sites throughout the district.

Uniform safety procedures for all Work-Based Learning (WBL) experiences.

Consistency in forms and procedures used in implementing WBL experiences.

The Kane County School District is committed to a program that will actively engage parents and families in a partnership which supports the academic work and life skill development of children at home and shared educational decision making at school. The district utilizes a Student Education Plan (SEP) and Student Education/Occupation Plan (SEOP) mandated in Utah State Code 53A-1a-106 as one means for developing and implementing such a partnership. For students with disabilities an Individualized Education Plan (IEP) may also be used for this purpose.

Authority/References

Basis for establishing this policy is founded in Utah Code 53A-1a-106, Senate Bill 28, Board of Education Article X Section 3, and Board of Education Rule 277-915, Work-Based Learning for Interns.

All work-based experiences shall be consistent with the provisions of the Fair Labor Standards Act, Part 520, 29 C.F.R. and Administrative Letter Rulings: Department of Labor, Wage and Hour Division (pp. 226 and 228, July 1996)

The Kane County School District is committed to providing educational and employment opportunities to students without regard to race, color, sex, age, national origin or disability in acceptance with Title VI of the Civil Rights Act of 1934, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and

with the Americans with Disabilities Act.

Procedure

Work-Based Learning Guidelines:

Work-based experiences may be provided through a cooperating employer in the public sector, private sector, through service learning or school-based enterprises.

Work-Based Learning may be paid or unpaid. Unpaid experiences will follow guidelines outlined in the document, "Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act, US Department of Labor, WH-1330, revised August 1990." According to the guidelines, an unpaid experience may not:

- Displace a regular employee;
- Fill a vacancy that would normally be filled by a new hire;
- Be given exclusive duties that would normally be assigned to a regular employee; nor
- Perform services that clearly bring profit to the business.

Adequate Insurance Coverage

For paid work employment, injuries to the student are covered by the employer's worker's compensation. For unpaid work experience, injuries to the student at the work-site are covered by the local educational agency's worker's compensation as specified in Utah Code 53A-28-101. Health insurance is the responsibility of the student/student guardian unless otherwise provided by the paid students' employer.

Transportation Options

The student's parent or guardian has sole responsibility for providing the student transportation to and from work-based learning experiences.

Use of private vehicles to transport students for special purposes and activities is permitted, but subject to the following limitations:

- The activity to which the students are being transported must be approved by the principal and sponsored by the school or the district;
- The driver must have a valid driver's license and, inasmuch as the owner of an automobile is required by state law to provide liability insurance on the automobile, such coverage must be in force;
- Parents of the students being transported must have prior knowledge of and give consent to this mode of transportation;
- Approved permission and verification forms must be completed for each activity in which a private car is used;
- Every student being transported must know and abide by all state and local laws.
- The driver/owner (student/parent) of the vehicle is not an agent of the district.

District Training Responsibility

Kane County School District is responsible for ensuring training is provided to school supervisors, administrators, counselors, teachers and other individuals whose positions relate to Work-Based Learning experiences.

Training must include:

Information regarding health hazards and safety procedures in the workplace;
Policy and procedures concerning work-based learning

Credit

Students participating in work-based learning experiences will be awarded credit based on the following:

The student may earn .5 credit per semester for each period of Work-Based Learning (internship or apprenticeship) successfully completed;
Work-Based learning experience will be given a grade arrived at by the principal, counselor, school-site supervisor and work supervisor; and
The ultimate entity responsible for the grade is the school.

Parent Involvement

The SEOP and/or IEP, at the secondary school level, shall be used as an indicator of both student interest in and eligibility for appropriateness and participation in work-based or service-based learning experiences. The SEOP and/or IEP will facilitate linking of student interests to meaningful work-based opportunities. The parent/guardian will be an active part of the students Work-Based Learning experiences by:

Approving and supporting the student's participation in the Work-Based Learning experience;
Providing or arranging for transportation;
Accepting responsibility and liability for the student as outlined in the contract; and
Verifying student insurance coverage.

Student Enrollment and Involvement in Work-Based Learning Programs

Students must meet the following requirements for participation in a Work-Based Learning off-campus program at a secondary level unless otherwise noted:

Meet school attendance requirements at both the school and the work site;
_____%
Meet eligibility standards for entry into the internship and during participation;
Consult the program coordinator, supervising teacher, and/or employer concerning problems at the work site;
Be at the work site according to the Work-Based Learning experience agreement;
Show honesty, punctuality, a cooperative attitude, proper grooming and dress,

and willingness to learn;
 Conform to the rules, regulations and safety standards of the training site and maintain confidentiality;
 Complete required assignments and furnish necessary information, and reports;
 Attend meetings related to the Work-Based Learning experience;
 Be properly insured;
 Inform parents or guardian of any changes in the Work-Based Learning Agreement; and
 Documentation must be completed and on file at the school prior to participation in a Work-Based Learning experience. The following table identifies required forms for each activity:

REQUIRED FORMS

Written to our host business	Letter of Application (sample enclosed)
Business's or DWS	Job Application (attached)
Written to fit the business	Resume
Must have all signatures	School to Careers Internship Contract (enclosed)
Filled out and signed	Confidentiality Agreement
Filled out completely	Code of Conduct form
Filled out and signed	Informed Consent form
Included for your personal use	Student Evaluation

These forms constitute the student's Work-Based Learning Portfolio. Forms that are given to the employer must be copied for the portfolio. They should be held in a safe place. Pictures, reports, student's work samples, and certificates will be added to it.

Supervision, Training, and Evaluation by Employers

Supervision:

All cooperating employers shall provide appropriate adult supervision for students working at an off-campus work site as part of their Work-Based Learning experience. In the case of hazardous occupations, the employer or organization shall provide "careful supervision," defined as "training safeguards and supervision reasonably necessary in light of a student's current level of preparation and experience relative to a given task considered hazardous."

Training:

The cooperating employer shall provide training, including safety, with varied experiences which will contribute to the education of the student

Evaluation:

The cooperating employer shall complete an evaluation, provided by coordinating school personnel, of the student on a regular basis. Evaluation must include:

- Sharing the evaluation with the student;
- Communicating with the work-based supervisor on an ongoing basis regarding student progress and/or problems;
- Verifying attendance and performance of the student;
- Working with school personnel in development of a training plan that supports ongoing student growth.

Supervision, Training, and evaluation by School Personnel

Supervision:

The school-site supervisor will:

- Monitor completion of written work and forms;
- Approve the cooperating employer and work site including verification of adherence to state and federal safety laws and school requirements;
- Visit and assist the employer in establishing an appropriate training program;
- Serve as coordinator to all parties involved in the work-based learning agreement;
- Check attendance with the employer each week;
- Conduct training-site visits and/or work-site contacts;
- Ensure grades and credits are issued.

Training:

The school-site supervisor will:

- Coordinate related training;
- Verify that the student has received appropriate safety training.

Evaluation:

The school-site supervisor will:

- Communicate with the employer about the evaluation of the student;
- Interview the student to finalize their internship.