

WORK BASED LEARNING POLICIES & PROCEDURES

EEF

North Summit District's mission statement is "To provide each student with a safe environment to learn and gain the knowledge and skills necessary to be a successful and productive citizen in an ever changing world." In staying consistent with this goal, North Summit District's purpose is 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. The objective is to incorporate the community and local businesses into the educational process.

DEFINITIONS

Connecting activities: Programs or human resources that link school based and work based educational programs. Specifically, the connecting activities shall include:

1. Matching students with the work based learning opportunities of employers.
2. Providing with respect to each student, a school site coordinator to act as a liaison among the student and the employers, school, teacher, school administrator, and parent.

Cooperative Education: A structured method of instruction whereby students coordinate their high school studies with a job in a field related to their academic or occupational objectives. This is a paid experience.

Employer: Both public and private employers.

Intern: A student enrolled in a school sponsored work experience and career exploration program involving both classroom instruction and work experience with a cooperating employer, for which the student receives no compensation.

Job Shadowing: An opportunity for a student to follow an employee for part of one or more days to learn about a particular occupation or industry as part of a career exploration program, and connected to a particular course study. Normally, this is an unpaid experience.

Work based learning coordinator: A school professional who is designated as the advocate for students, and who works in consultation with classroom teachers, counselors, related services, personnel, and the employer of the students to design and monitor the progress of the work based learning program for the student.

Work based learning: The work based learning component includes:

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Work place mentoring: Instruction in general work place competencies, including instruction and activities related to developing positive work attitudes, and employability skills.

Work Experience: A planned program of job training and work experiences that are coordinated with the school based learning component, and that is tied to the career objectives or majors of students.

APPROVAL OF COOPERATING EMPLOYERS AND OFF CAMPS WORK SITES:

Work based learning coordinator will ensure that all employers desiring to participate in the work based learning program, whether public or private, satisfy the following requirements, and agree to abide by such requirements in writing (such as our Training agreement form), before students can be assigned to an employer's off campus work site through the work based learning program.

Accessibility: The off campus work site must be in compliance with relevant provisions of the American with Disabilities Act, regarding access to individuals with disabilities.

Safety: The off campus work site must be in compliance with all applicable safety codes, especially those outlined in the federal Occupation Safety and Health Act (OHSA) and the Utah Occupational Safety and Health Act (UOSHA).

Hazardous Occupations: According to the Industrial Commission of Utah and the Child Labor Requirements in Non-agricultural Occupations under the Federal Labor Standards Act, the following activities are deemed to be hazardous occupational activities:

Manufacturing and storing explosives
Motor-vehicle driving and outside helper
Coal Mining
Logging and saw milling
Power driven woodworking machines
Exposure to radioactive substances
Power driven hoisting apparatus
Power driven metal forming, punching and shearing machines
Mining, other than coal mining
Slaughtering, or meat packing, processing, ore rendering
Power driven bakery machines
Manufacturing brick, tile, and kindred products
Power driven circular saws, band saws, and guillotine shears
Wrecking, demolition, and ship breaking operations
Roofing operations
Excavation operations

The employers shall not allow any student to participate in these activities unless: 1) it provides supervision as defined in this policy; 2) the student is at least 16 years of age; 3) the student has taken or is taking a state and District approved vocational program related to the on-the-job training provided at the work site; 4) the student has signed an apprenticeship agreement and furnished a copy of the agreement to the Industrial Commission of Utah, and 5) the employer has adequate worker's compensation insurance.

Supervision: The employer must provide appropriate supervision for the student at all times.

Child Labor Laws: The employee must adhere to all applicable state and federal wage laws.

Discrimination: The employer must comply with all state and federal anti-discrimination laws, and prohibit discrimination against students and other employees on the basis of race, color, national origin, gender, religion, age, or disability in its treatment and assignment of students to jobs, hours of employment, levels of responsibility, and pay.

Worker's compensation: The employer must have worker's compensation insurance coverage as required by state law.

For unpaid work experiences, work injuries and occupational disease insurance benefits are covered by the local educational agencies' workers' compensation as specified by Utah Senate Bill 28.

PARENT INVOLVEMENT:

The parent/guardian of the work based learning student must approve and support the student's participation in the work based learning program. The parent must sign the training agreement.

The parent/guardian of the work based learning student must provide and arrange for transportation of their student to off campus work site.

The parent/guardian of the work based learning student must accept responsibility and liability for the work based learning student as outlined in the training agreement.

The parent/guardian of the work based learning student must verify student insurance coverage.

SUPERVISION AND EVALUATION BY EMPLOYERS:

Supervision: All cooperating employers shall provide appropriate supervision for students working at an off campus work site as part of their work based learning program. 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 an apprentice’s current level of preparation and experience relative to a given task considered hazardous.”

Training: The cooperating employer shall provide a training program, 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. Upon completing the evaluation, the employer will notify cooperating school personnel and schedule a conference with school staff and the student. The evaluation shall be shared with the student to identify student skills that may need improvement, objectives that remain to be reached, changes that may be needed in the training agreement, and progress the student has made.

SUPERVISION AND EVALUATION BY SCHOOL PERSONNEL:

The work based learning coordinator will:

1. Approve the cooperating employer and work site;
2. Visit and assist the employer in establishing an appropriate training program;
3. Conduct regular observations of the student on the job;
4. Coordinate with the employer on the evaluation of the student;
5. Provide meaningful in-school instruction related to the employment/training activities of the student;
6. Monitor the student’s academic progress and provide notice to the student and student’s parent or guardian when the students in school work related to the student’s work experience drops below a “C” level;
7. Inform student about safety and health hazards in the workplace prior to the student’s placement in an off campus work site;
8. Cooperate with the employer to jointly provide ongoing safety training to the student;
9. Instruct students participating in unpaid internships or paid work experiences how to file an Employee’s First Report of Injury and other applicable forms in the event of a work related injury.
10. Make every reasonable attempt to solve problems at the local level by involving the cooperating employer or organization, the students’ parent/guardian, student and community.

ACADEMIC CREDIT:

Students participating in the work based learning program will be awarded academic credit consistent with District policy regarding all academic programs. Specifically, credit shall be evaluated and earned as follows:

1. Students with administrative approval may earn up to 2 credits during their junior year of high school. Students may participate in the work based learning program for 1 to 2 hours only after school. (specifically, co-op or internships)
2. Students may earn 2 credits during their senior year of high school. Students may choose to leave school for two class periods per day to participate in the work based learning program, or earn their credits for 1 to 2 hours after school. (specifically, co-op or internships)
3. There may occasionally be extenuating circumstances, at which time the advisory committee would review.
4. The student may earn .25 credits per term for each period of school based learning (classroom instruction) successfully completed.
5. The student may earn .25 credits per term for each period of work based learning (internship, cooperative/paid experience) successfully completed.
6. In order to receive credit for work site work, the student must successfully complete all requirements for both school based and work based components. Specifically, if the student does not complete all classroom work at a "C" grade or higher and all employers' requirements (e.g. attendance, tasks, etc.). The student will be denied credit for the work based component.

TRANSPORTATION:

Neither the school nor the district is responsible for student transportation to and from off campus worksites. The student's parent or guardian has sole responsibility for providing the student transportation to and from the student's off campus work site. No student may be approved by the school site coordinator to drive to and from an off campus work site without proof that the student or the student's parent/guardian carries all automobile insurance required by state law.

Students authorized to drive themselves to and from off campus work sites are prohibited from transporting other students.

