

Davis School District Policy and Procedures

Subject: 4I-103 Work-Based Learning
Index: Instructional Programs – *Special Programs*
Revised: April 18, 2017

1. PURPOSE AND PHILOSOPHY

According to the Davis School District's Strategic Plan, the District's vision is to "prepare [students] for post-secondary education and careers." Consistent with this, it is the 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.

2. DEFINITIONS

- 2.1. **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.
- 2.2. **Cooperating Employer:** A public or private entity which, as part of a work experience and career exploration program offered through a school, provides participants with training and work experience in activities related to the entity's ongoing business activities.
- 2.3. **Participant:** 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 may or may not receive compensation.
- 2.4. **Internship:** The work experience segment of an participates school-sponsored work experience and career exploration program, performed under the direct supervision of a cooperating employer.
- 2.5. **School-based enterprise:** A business set up and run by supervised students learning to apply "practical" skills in the production of goods or services for sale or use by others.
- 2.6. **School-based learning:** A program of study that meets high academic standards and skill standards that are designed to prepare students to transition into additional training, post-secondary education programs, and/or career opportunities. Specifically, the school-based learning component includes:
 - 2.6.1. Career awareness and career exploration and counseling;
 - 2.6.2. Selection by interested students of a career major;
 - 2.6.3. An academic program of study consistent with state core standards for Utah public schools;
 - 2.6.4. A program of instruction and curriculum that integrates academic and career and technical learning, and incorporates instruction, to the extent practicable in all aspects of an industry, appropriately tied to the career major of the student; and
 - 2.6.5. Instruction in general work place competencies, including instruction and activities related to developing positive work attitudes, and employability skills.
- 2.7. **School site coordinator:** A school professional who is designated as the advocate for a particular student, and who works in consultation with classroom teachers, counselors, related services personnel, and the employer of the student to design and monitor the progress of the Work-Based Learning Program for the student.

- 2.8. **Work site or workplace:** The actual location where employment occurs for a particular occupation, or an environment that simulates all aspects or elements of that employment, including school-based enterprises.
- 2.9. **Work-Based learning:** A continuum of awareness, exploration, preparation, and training activities that combine structured learning and authentic work experiences implemented through industry and education partnerships.

3. PARENT INVOLVEMENT AND NOTIFICATION

- 3.1. To be eligible for participation in a work-based learning experience, a student shall have a current student Plan for College and Career Readiness on file at the student's high school. The Plan for College and Career Readiness will help match student interests with the needs of cooperating employers so that appropriate and meaningful field experiences may be provided for the student.
- 3.2. Parental permission must be obtained by the high school enrolling a student in a work-based learning experience.

4. APPROVAL OF COOPERATING EMPLOYERS AND OFF-CAMPUS WORK SITES

School site coordinator will ensure that all cooperating employers, whether public or private, desiring to participate in the Work-Based Learning program satisfy the following requirements and, agree to abide by such requirements in writing (see: Cooperative Work-Based Learning Training Agreement), before students can be assigned to an employer's off-campus work-site through the Work-Based Learning program.

- 4.1. **Accessibility:** The off-campus work site must be in compliance with relevant provisions of the Americans with Disabilities Act regarding access to individuals with disabilities.
- 4.2. **Safety:** The off-campus work-site must be in compliance with all applicable safety codes, especially those outlined in the federal Occupational Safety and Health Act (OSHA) and the Utah Occupational Safety and Health Act (UOSHA).
- 4.3. **Hazardous Occupations:** The employer shall not allow any student to participate in any occupational activities deemed to be hazardous according to the Industrial Commission of Utah and the Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act unless:
 - 4.3.1 it provides careful supervision as defined in this policy;
 - 4.3.2 the student is at least 16 years of age;
 - 4.3.3 the student has taken or is taking a state and District-approved Career and Technical Education (CTE) program related to the on-the-job training provided at the work-site; and
 - 4.3.4 the student has signed an apprenticeship agreement and furnished a copy of the agreement to the Industrial Commission of Utah.
- 4.4. **Supervision:** The cooperating employer must provide appropriate supervision for the student at all times.
- 4.5. **Child labor laws:** The cooperating employer must adhere to all applicable state and federal child labor laws.

- 4.6. **Wage laws:** The cooperating employer must adhere to all applicable state and federal wage laws.
- 4.7. **Discrimination:** The cooperating 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.
- 4.8. **Criminal background checks:** All officers and employees of a cooperating employer who will be given significant unsupervised access to a student must undergo a criminal background check, paid for by the District, prior to working with students in the Work-Based Learning program.

5. WORKERS' COMPENSATION FOR ON THE JOB INJURIES

- 5.1 Students who are enrolled in school-sponsored work experiences with a cooperating employer as an intern for which there is no compensation, are considered volunteer employees of the Davis School District and are therefore covered by the District's Workers' Compensation plan for on the job injuries and occupational diseases.
- 5.2 Students who are enrolled in cooperative work-based learning experiences as a paid employee for a cooperating employer are considered their employees and are therefore covered by the employer's Workers' Compensation plan for on the job injuries and occupational diseases.
- 5.3 Should an on the job injury occur, the student should inform the cooperating employer and seek needed medical attention. In addition, the student must report the injury to their Work-Based Learning Coordinator as soon as possible.

6. SUPERVISION AND EVALUATION BY COOPERATING EMPLOYERS

- 6.1. **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."
- 6.2. **Training:** The cooperating employer shall provide a training program, with varied experiences, which will contribute to the education of the student.
- 6.3. **Assessment:** The cooperating employer shall complete an assessment, provided by coordinating school personnel, of the student on a regular basis. The assessment 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.

7. SUPERVISION AND ASSESSMENT BY SCHOOL PERSONNEL

The school site coordinator will:

- 7.1. Approve the cooperating employer and work-site;
- 7.2. Visit and assist the cooperating employer in establishing an appropriate training program;

- 7.3. Conduct regular observations of the student on the job;
- 7.4. Coordinate with the cooperating employer on the assessment of the student;
- 7.5. Provide meaningful in-school instruction related to the employment/training activities of the student;
- 7.6. Monitor the student's academic progress and provide notice to the student and the student's parent or guardian when the student's in-school work related to the student's work experience (school-based learning component) drops below a C level;
- 7.7. Inform student about safety and health hazards in the workplace prior to the student's placement in an off-campus work site;
- 7.8. Work with the cooperating employer to jointly provide ongoing safety training to the student; and
- 7.9. Instruct students how to file an Employee's First Report of Injury and other applicable forms in the event of a work-related injury.

8. TRANSPORTATION

Neither the District nor the school is responsible for student transportation to and from off-campus work sites. The student's parent or guardian has sole responsibility for providing the student transportation to and from the student's off-campus work site. Students driving themselves to and from off-campus work sites are prohibited from transporting other students.

9. 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:

- 9.1. The student may earn .25 credit per term (.5 credit/semester) for each period of school-based learning (classroom instruction) successfully completed.
- 9.2. The student may earn .25 credit per term (.5 credit/semester) for each period of cooperative work-based learning successfully completed.
- 9.3. In order to receive credit for classroom or 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 employer requirements (e.g., attendance, tasks, etc.), the student will be denied credit for both school-based and work-based components.

DEFINITIONS

See section 2 of this policy

REFERENCES

20 U.S.C. § 1401 et, seq. - Individuals with Disabilities Education Act.
20 U.S.C. § 1681 - Discrimination based on sex (Title IX).
20 U.S.C. §§ 1701 et, seq. - Equal Educational Opportunities and Transportation of Students.
20 U.S.C. §§ 5811 et, seq. - National Education Goals.
29 U.S.C. §§ 570.1 et, seq. - Child Labor Regulations.
29 U.S.C. §§ 651 et, seq. - Occupational Safety and Health Act.
29 U.S.C. § 794 - Nondiscrimination under Federal grants and programs.
42 U.S.C. § 2000d - Title VI of the Civil Rights Act - Prohibition of discrimination in programs receiving federal financial assistance.
42 U.S.C. § 2000e - Equal Employment Opportunities Act.
42 U.S.C. §§ 12101 et. seq. - Americans with Disabilities Act
[Utah Code Ann. Title 34, Chapter 23](#) - Employment of Minors.
[Utah Code Ann. Title 34, Chapter 40](#) - Utah Minimum Wage Act.
[Utah Code Ann. Title34A, Chapter 2](#) - Utah Workers' Compensation Act.
[Utah Code Ann. Title34A, Chapter 5](#) - Utah Antidiscrimination Act.
[Utah Code Ann. Title 34A, Chapter 6](#) – Utah Occupational Safety and Health Act.
[Utah Code Ann. § 53E-2-304\(2\)\(b\)](#) - Plan for college and career readiness definition.
[Utah Code Ann. Title 53G, Chapter 7, Part 9](#) – Internships.
Utah Admin. Code [R277-915](#) - Work-Based Learning Program.
Utah Admin. Code [R610-1](#) - Minimum Wage.
Utah Admin. Code [R610-2](#) - Employment of Minors.

FORMS AND OTHER LINKS

[Cooperative Work-Based Learning Training Agreement](#)
[Employer's Pocket Guide On Youth Employment](#) (U.S. Department of Labor)

DOCUMENT HISTORY:

Adopted: June 17, 1997

Revised: January 8, 2002 – Added section on Workers' Compensation for on-the-job training.

Revised: September 1, 2009 – No content change, renumbered from 4I-113 to 4I-103 with reorganization of Policy Table of Contents.

Revised: May 28, 2013 – Minor revisions consistent with State law and rules.

Revised: August 12, 2014- Non-substantive change.

Revised: July 22, 2015 – Update to mirror legislation changing “Utah State Core Curriculum” to “core standards for Utah public schools.”

Revised: April 18, 2017 (by consent) – Update to comply with stylistic and terminology changes in Administrative Rule R277-915.
March 8, 2018 - Education code references updated in accordance with 2018 recodification.