



Policy Number: 3170

Dated: 06/22/2017

POLICY WORK-BASED LEARNING

PURPOSE

American Leadership Academy recognizes the value of work-based learning in the education of students. Career exploration offers valuable experience to students who are faced with vital career decisions during their high school years. The Board is cognizant of the necessity to provide appropriate and adequate safety and supervision for all students who choose to pursue this type of learning.

Work-site experiences may be provided through a cooperating employer in the public or private sector. Work-based learning may be paid or unpaid. Paid and unpaid experiences shall follow the guidelines outlined in the document, "Employment Relations", under the Fair Labor Standards Act, U.S. Department of Labor, WH-1297, revised 1985. According to the Employment Relations Requirements, in an unpaid experience: a) a student/trainee may not displace a regular employee, b) the employer that provides the training derives no immediate advantage from the activities of the student/trainee, c) the student/trainee is not necessarily entitled to a job at the conclusion of the training period. Work-based learning opportunities include, but are not limited to: Job Shadowing Internship, School-based Enterprise and Registered Apprenticeship.

DEFINITIONS

1. "Careful Supervision" means providing training safeguards and workplace supervision.
2. "Internship" means situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. This could be a paid or unpaid experience.
3. "Job Shadowing" means an opportunity for a student to follow an employee at a company for part(s) of one or more days to learn about a particular occupation or job assignment. It is recommended for middle school and early high school students as part of career exploration activities. Generally, this is an unpaid experience.
4. "Registered Apprenticeships" means those apprenticeship programs which meet specific federally approved standards which are registered with the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor, or one of the 27 State Apprenticeship Agencies or Councils (SAC) approved by BAT. It is a relationship between an employer and employee during which the apprentice learns an occupation in a structured program sponsored jointly by employers and labor unions or operated by employers and employer associations. This is usually a paid experience.
5. "School-Based Enterprise" means a business set up on a school site and run by supervised students. Students learn to apply "practical" skills in the production of goods or services for sale or use by others.

6. "Service-Based Learning" means method of instruction which combines community service with a structured school-based opportunity emphasizing the connections between service experiences and academic learning.
7. "Student Education Occupation Plan (SEOP)" means a primary strategy for recognizing student accomplishments and strengths and for planning, monitoring, and managing education and career development in grades 7-12. This is achieved through an ongoing partnership involving students, parents, school counselors, and other school personnel.

ELIGIBILITY

A Student Education Occupation Plan (SEOP) will be used as a qualifying indicator for students to participate in a work-based learning experience. The SEOP will indicate student interest in a specific field of study which will be matched with cooperating employers to provide work-site experiences for students. Students should have successfully completed or be concurrently enrolled in a related classroom course.

STUDENT RECORDS

Since students may earn up to four work-based learning elective credits towards graduation, the following documents must be completed, kept up-to-date and on file at the school:

1. SEOP
2. Student Application
3. Work-Site Assessment /Evaluation
4. Training Agreement between student, parent or legal guardian, employer and school official
5. Student Work Record
6. Student Evaluations

STUDENT/TRAINEE RESPONSIBILITIES

Students who qualify and receive work-based learning placement will:

1. Strive to develop good work habits.
2. Maintain satisfactory attendance and performance at school and on the job.
3. Maintain at least a 2.0 GPA.
4. Submit monthly records to the Work-based Learning Coordinator.
5. Report any changes in the work situation to the Work-based Learning Coordinator.

PARENT/GUARDIAN RESPONSIBILITIES AND LIABILITIES

1. Partner with school personnel, school counselor, and student by participating in the SEOP process.
2. Support the student's participation in the work-based learning program.
3. Provide and accept liability for transporting their student to and from the work site.

WORK-BASED LEARNING COORDINATOR RESPONSIBILITIES

1. Approve the cooperating employer work site and training.
2. Review employer's evaluation of the trainee.
3. Help resolve any problems between the employer and trainee.
4. Determine the amount of elective, pass/fail credit earned by the student.
5. Base instruction on the Utah State Core requirements.
6. Inform students of safety and health hazards in the workplace prior to the student leaving the school.

COOPERATING EMPLOYER/SUPERVISOR RESPONSIBILITIES

1. Assure a safe work environment, i.e. Students will not be placed in a situation which would allow significant unsupervised access to the trainee by the employer or by any other individual.
2. Provide appropriate safeguards and supervision at the work site for the trainee.
3. Provide meaningful training for the trainee at the work site.
4. Communicate on a regular basis with the Work-based Learning Coordinator.
5. Consult the Work-based Learning Coordinator regarding problems related to the work experience, and contact promptly the Coordinator before considering suspension, transfer, or termination.
6. Record attendance and performance of the student trainee.
7. Provide evaluation of the trainee's work.
8. Conform to State and Federal Labor Laws.
9. Provide workers' compensation insurance under which the trainee is covered (if paid experience).

INSURANCE COVERAGE

1. For paid work employment, work injuries and occupational disease insurance benefits are covered by the employer's workers' compensation.
2. For unpaid work experiences, work injuries and occupational disease insurance benefits are covered by the local educational agency's workers' compensation as specified by Utah SB 28.
3. The determination of additional insurance coverage for the student is the parents' responsibility.

