

**INSTRUCTION
CURRICULUM
ELECTIVE INSTRUCTION
WORK-BASED LEARNING**

ECB

1. PURPOSE

- A. To implement State Board of Education rules which direct the Board of Education to implement a policy regarding work-based learning programs for interns. The rule is authorized under Article X, Section 3 which vests general control and supervision of public education in the Board.
- B. To provide direction to schools as they provide work-based learning programs and to establish criteria.

2. DEFINITION OF TERMS

A. Careful Supervision

Careful supervision is defined as providing training safeguards and supervision.

B. Cooperative Education

Cooperative education means 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.

C. Internship

Internship means situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. Workplace activities may include special projects, a sample of tasks from different jobs, or tasks from a single occupation. Internships may or may not include financial compensation.

D. Job Shadowing

Job shadowing means an opportunity for a student to follow an employee at a firm for part(s) of one or more days to learn about a particular occupation or industry. It is recommended for late middle and early high school students as part of career exploration activities. It may be implemented in context with a particular course of study. Normally, this is an unpaid experience.

E. School-Based Enterprise

School-based enterprise means businesses 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.

F. Service-Based Learning

Service-based learning means a method of instruction which combines community service with a structured school-based opportunity emphasizing the connections between service experiences and academic learning.

G. Student Education Occupation Plan (SEOP)

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 on-going partnership involving students, parents, school counselors, and other school personnel.

H. Work Site or Workplace

Work Site or Workplace means the actual location where employment occurs for particular occupation(s), or an environment that simulates all aspects/ elements of that employment, for instance school-based enterprises.

I. Work-Based Learning

Work-Based Learning means activities that involve actual work experience or connect classroom learning to work.

3. POLICY

A. Authorization

Under the direction of the superintendent, school principals are authorized to administer this policy in their respective schools. This document will focus on the work-based learning component of School-to-Careers to further define and outline approved procedures. Work-based learning opportunities include but may not be limited to:

1. Job Shadowing
2. Internship
3. Cooperative Education
4. Service-Based Learning
5. School-Based Enterprise

B. Student 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.

C. Student Records

The following documents must be completed and on file at the school:

1. SEOP
2. Student Application
3. Work Site Assessment/ Evaluation
4. Training agreement between student, parent(s), employer and education agency

5. Student Work Record
6. Student Evaluation

D. Training for students, student supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace.

1. Students will be informed of safety and health hazards in the workplace prior to the student leaving the school. Students will not be placed in training sites, except under paragraph 2.A
2. Employers will assure a safe work environment and will discuss all safety issues or concerns with the education supervisor during a review of the work site and prior to the student work-based learning experience.
3. Employers will be required to attend training relevant to the Work-Based Learning experience which will be provided through the region.

E. Standards and procedures for approval of off-campus work sites:

1. Work-site experiences may be provided through a cooperating employer in the public sector, private sector, through service learning or school-based enterprises.
2. Work-based learning may be paid or unpaid. Unpaid experiences will follow guidelines outlined in the document, "Employment Relations under the Fair Labor Standards Act, US Department of Labor, WH-1297, revised August 1980. According to the guidelines, an unpaid experience may not:
 - a. Displace a regular employee,
 - b. Fill a vacancy that would normally be filled by a new employee,
 - c. Be given exclusive duties that would normally be assigned to a regular employee, nor
 - d. Perform services that clearly bring profit to the business.
3. Employers will assume responsibility for meaningful training.
4. Refer to paragraph 3.D.2
5. Refer to paragraph 3.D.3

F. Transportation options for students to and from the work site

The determination of the method of transporting students to and from the work site is the parents' responsibility.

G. Appropriate supervision by employers at the work site. The cooperating employer/supervisor will:

1. Provide “Careful Supervision” at the work site for student training,
2. Assume responsibility for meaningful training,
3. Communicate on a regular basis with the education supervisor.
4. Consult the program coordinator/ teacher regarding problems related to the work experience, and contact promptly before considering suspension, transfer, or termination,
5. Record attendance and performance of the student trainee,
6. Meet with school personnel to provide evaluation of trainee’s work,
7. Conform to State and Federal Labor Laws,
8. Have worker’s compensation under which trainee is covered (if paid experience).

H. Adequate insurance coverage provided either by the student, the program or the school district.

1. For paid work employment, health and accident coverage is covered by the employers’ workman’s compensation.
2. For unpaid work experiences, health and accident coverage is covered by the local educational agencies’ workman’s compensation as specified in SB28.

I. Appropriate supervision and evaluation of the student by the local education agency. The education supervisor will:

1. Approve the cooperating employer work site and training,
2. Inform students of safety and health hazards in the workplace prior to the student leaving the school,
3. Assure “Careful Supervision” of the student at the training site,
4. Coordinate with the employer on student training and evaluation.

J. Appropriate involvement and approval by the student’s parents in the work-based learning program. The parent/ guardian will:

1. Partner with the school, school counselor, school personnel, student, by participating in the SEOP process,
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.