

Article X.B.2. Work-Based Learning

A. Statement of Purpose

The Granite School District Board of Education (Board) has recognized the importance of preparing students for “college, career, and life.” Implementation of a work-based learning continuum that provides opportunities for career awareness, exploration, intentional preparation, and connections that unite learning in the classroom with real-world work experiences.

B. Definitions

1. “Cooperating employer” means a public or private entity which provides participants with training and work experience through activities relative to the entity’s ongoing business activities as part of a work experience and career exploration program offered through a school.
2. “Worksite” and “workplace” are synonymous and mean the location where employment occurs for a particular occupation, or an environment that simulates all aspects or elements of the employment, including school-based enterprises.
3. “Work-based learning district coordinator” is the person responsible for training work-based learning specialists, teachers and counselors concerning work-based policies, procedures and laws related to implementation of work-based learning across the district.
4. “Work-based learning specialist” is an employee responsible for coordinating work-site activities including industry tours, job shadows, internships, clinicals, apprenticeships, etc. within a school network.

C. Student Eligibility for Internships and Apprenticeships within Work-Based Learning

1. A student seeking to participate in a work-based learning worksite experience such as internships, clinicals, and/or externships must meet the following prerequisites:
  - a. Be a junior or senior in high school;
  - b. Be at least sixteen (16) years of age; and
  - c. Be enrolled in or have completed a Career and Technical Education (CTE) course related to the work-based learning experience.
2. Prior to participating in a work-based learning worksite experience a student must complete and the school must have on file all the following forms:
  - a. College & Career Readiness Plan
  - b. Internship Application
  - c. Confidentiality Agreement
  - d. Worksite Training Agreement
  - e. Student Intern LinkedIn Policy

D. Parent Involvement and Approval

1. Written parental permission must be obtained by the high school enrolling a student in an internship or apprenticeship.
2. Parental involvement through the student's College & Career Readiness Plan will be used by the Work-based learning specialist to place a student with a worksite.

E. Approval of Cooperating Employers and Off-Campus Worksites

1. The work-based learning specialist is responsible for approval of worksites and ensuring that all cooperating employers, whether public or private, who desire to participate in the work-based learning program satisfy and agree to abide by District policy in writing through a Worksite Safety Agreement prior to any student being assigned to a cooperating employer. Approval is based on the criteria set out in the remainder of this section.
2. The off-campus worksite must be in compliance with the Americans with Disabilities Act regarding access to individuals with disabilities.
3. The off-campus worksite must be in compliance with all applicable safety codes. This includes the complying with the Federal Occupational Safety and Health Act (OSHA) and the Utah Occupational Safety and Health Act (UOSHA).
4. The cooperating employer shall not allow any student to participate in any occupational activity deemed to be hazardous according to the Industrial Commission of Utah and/or the Child Labor Requirements in Nonagricultural Occupations under the Fair Labor Standards Act unless:
  - a. the cooperating employer provides careful supervision which is 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;
  - b. the student is at least sixteen (16) years of age;
  - c. the student has taken or is taking a state and District approved CTE program related to the on-the-job training provided at the worksite; and
  - d. the student has signed an Apprenticeship Agreement and provided a copy of the Apprenticeship Agreement to the Industrial Commission of Utah.
5. The cooperating employer must be able to provide appropriate supervision of students on its off-campus worksite.
6. The cooperating employer must adhere to all applicable state and federal child labor laws.
7. The cooperating employer must adhere to all applicable state and federal wage laws.
8. The cooperating employer must comply with the U.S. Department of Labor document, "Employment Relationship Under the Fair Labor Standards Act,"

which provides that an unpaid trainee may not: a) displace a regular employee, b) fill a vacancy that a new hire would normally fill, c) be given exclusive duties to the detriment of a regular employee that would normally be assigned those duties, and d) perform services that clearly bring profit to the business.

9. 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, sex, gender, religion, age, and/or disability in its treatment and assignment of students to jobs, hours of employment, levels of responsibility, and pay.
10. All officers and employees of a cooperating employer who will have 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 or the cooperating employer must complete a Worksite Safety Agreement with the District.

#### F. Health Hazards and Safety Procedures in the Workplace

1. The work-based learning coordinator is responsible for training school work-based learning specialists, teachers, and counselors regarding worksite safety procedures and health hazards including proper procedures for District Worker's Compensation.
2. The school work-based learning specialist is responsible for training students on safety and health hazards in the workplace prior to the student's placement in an off-campus worksite.
3. The cooperating employer must provide the same safety and hazard training for the student that they would for any employee entering the worksite.

#### G. Ongoing Responsibilities of Cooperating Employers

1. Cooperating employers must provide appropriate supervision for students working at off-campus worksites as part of their work-based learning program. In the case of hazardous occupations, cooperating employers must provide careful supervision as defined in this policy.
2. Cooperating employers must provide ongoing training with varied experiences which contribute to the education of the student.
3. Cooperating employers must complete an assessment of the student on a regular basis. The assessment shall be provided by the coordinating school personnel and shared with the student to identify skills that need improvement, progress the student has made, objectives that remain to be reached, and any changes that may need to be made in the agreement.

#### H. Ongoing Supervision and Assessment by School Personnel

1. The work-based learning specialist will visit and assist the cooperating employer in establishing an appropriate training program.

2. The work-based learning specialist will conduct regular observations of the student on the job.
3. The work-based learning specialist will coordinate the ongoing assessment of the student by the cooperating employer.
4. The work-based learning specialist will provide meaningful in-school instruction related to the employment and training activities of the student.
5. The work-based learning specialist will work with the student to create a complete LinkedIn profile and/or work portfolio.
6. The work-based learning specialist will provide ongoing safety training, with the cooperating employer, to the student.
7. The work-based learning specialist will monitor the student's academic progress and provide notice to the student and the student's parent or guardian when the grade in the student's related course drops below a C level.

#### I. Academic Credit

1. Students participating in work-based learning program will be awarded academic credit consistent with District policy related to academic programs.
2. In order to receive academic credit students must successfully complete all classroom assignments and worksite requirements. If a student does not complete all classroom assignments and worksite requirements (attendance, tasks, etc.), the student will be denied credit for their work-based learning program.

#### J. Transportation

1. Neither the District nor the school is responsible for student transportation to and from off-campus worksites.
2. The student's parent or guardian has sole responsibility for providing the student transportation to and from the worksite.
3. Any student who is driving themselves to the worksite is prohibited from driving other students.

#### K. Liability Insurance

1. The State Risk Fund Liability Policy shall provide liability coverage of paid and unpaid student interns of covered institutions of higher education and public education while such students are engaged in internship activities.
2. To be covered under the State Risk Fund Liability Policy students must have followed:
  - a. employer requirements of background checks, drug testing, and vaccinations;
  - b. employer safety protocols throughout the internship; and

- c. all requirements found in the “Child Labor Requirements in Nonagricultural Occupations” under the Fair Labor Standards Act if the worksite is a hazardous environment.

L. Worker’s Compensation for On-the-Job Injuries

1. Students who are enrolled in unpaid, school-sponsored work-based learning experiences with an approved cooperating employer are considered volunteer employees of the Granite School District and are therefore covered by the District’s Worker’s Compensation plan for on-the-job injuries and occupational diseases.
2. If an on-the-job injury occurs during an unpaid, school-sponsored work-based learning experience, the student must notify their cooperating employer and their work-based learning specialist as soon as possible. The student must follow all District Worker’s Compensation procedures.
3. Students who are enrolled in paid, school-sponsored work-based learning experiences with an approved cooperating employer are considered their employees and are therefore covered by the employer’s Worker’s Compensation plan for on-the-job injuries and occupational diseases.

M. Work-Based Learning Committee

1. A required work-based learning committee that represents all schools and diverse stakeholders will function to support effective implementation of work-based learning across the District for funding eligibility.

**REFERENCES**

- 29 U.S.C. §§ 570.1 et, seq. - Child Labor Regulations.  
29 U.S.C. §§ 651 et, seq. - Occupational Safety and Health Act.  
U.S. Department of Labor and Wage Division – Child Labor Bulletin 101, WH1330  
Utah Code Ann. Title 34, Chapter 23 - Employment of Minors.  
Utah Code Ann. Title 34, Chapter 40 - Utah Minimum Wage Act.  
Utah Code Ann. Title 34A, Chapter 2 - Utah Workers’ Compensation 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.

**FORMS AND OTHER LINKS**

- Work-Based Learning Training Agreement  
Employer’s Pocket Guide On Youth Employment (U.S. Department of Labor)