

School to Career**A. Agreements with Employers for Work-Based and Work-Related Learning Experiences:**

Administrators of the various school to career programs shall work with employers to develop opportunities for work-based and work-related learning experiences. The components of these experiences shall be written into agreements between the employers and school district. Each agreement will include assurances from the employer that it is in compliance with all work place health and safety laws and rules, restrictions on the hours of minor workers or volunteers, and, if students are compensated for their work, that the students are covered by the employer's workers' compensation insurance. Violation of these assurances is grounds for immediate termination from the program. Every effort shall be made to structure each school to career program so that no employee or agent of an employer will have regularly scheduled, unsupervised access to students. Any agreement where any employee or agent of the employer will have regularly scheduled, unsupervised access to a student or students will include an individualized analysis of the safety of the student or students including a provision that such employees or agents shall undergo a background check at the district's expense. The agreement shall identify the district contact person for the program, recommend that the employer not provide transportation for students without prior approval from the district, outline the learning objectives of the program and activities that will be available to the students, notify the employer that students are subject to school discipline for misconduct at the work place and provide a process for employers to report on the progress of the program and the student participants. Every agreement shall include a provision identifying the process by which the district or employer can terminate the agreement.

B. Evaluation of Students for Placement in Programs:

Each student shall be placed in school to career programs consistent with the student's education program and career pathway. To the extent that it is administratively reasonable, teachers, counselors and other staff and employers shall be involved in evaluating students for placement in each school to career program. In some instances it may be appropriate for those staff to designate groups of students who should be eligible for participation in a program, for instance students who have completed particular prerequisites. In other instances it will be necessary to obtain such evaluations from staff regarding the placement of individual students in a program.

Placement of special education students in school to career programs shall be consistent with each student's Individual Education Plan, and, when indicated by circumstances, shall be in consultation with the student's multi-disciplinary team.

C. Complaint Process:

Students, parents or employers with complaints to the district regarding the operation of off-campus school to career programs shall address the concern to the administrator of the program in question. If the complaint is not resolved to the complainant's satisfaction, the complaint shall be forwarded to the superintendent for review. If the complainant chooses, final appeal on the complaint may be made to the board of directors. To the extent practicable, the process in Policy 4312, Complaints Concerning Staff or Programs, shall be followed. If a specific complaint is better handled by another district policy, complaints alleging discrimination, sexual harassment or appealing the imposition of student discipline for instance, that appropriate policy shall take precedence.

D. School to Career Check-List:

1. Student and parents/guardian responsibilities

- _____ Complete all paperwork prior to participation in program (each program should list all paperwork required by their particular program).
- _____ Provide proof of medical insurance - parent provided coverage or student medical coverage plan purchased through EXCELSERV or other comparable company.
- _____ Provide student emergency medical information, including emergency phone contacts and emergency medical care authorization for work site as well as school.
- _____ Determine mode of transportation, complete informed consent forms.
- _____ Provide proof of license and auto insurance if providing own transportation.
- _____ Agree to follow all requirements outlined in School to Work application.

2. School building responsibilities (School to Work coordinator + classroom teacher)

- _____ Complete evaluation of program prior to start of program.
- _____ Secure all paperwork prior to student participating in program and forward to district office.
- _____ Provide medical authorization and emergency contact number to training site supervisor.
- _____ Screen businesses for compliance with state and federal nondiscrimination regulations, fair labor practices, and human resource guidelines.
- _____ Examine work site conditions for safety concerns.
- _____ Evaluate level of training and supervision provided to student, including occupational safety and health training particular to each site.
- _____ Periodically visit site to monitor program and work activities.
- _____ Have a written process connecting and assessing school-based learning to work-based learning activities.
- _____ Instruct students to whom to report work place problems.
- _____ Agree to follow all requirements outlined in School to Work Agreement.

3. Business responsibilities (owner, training supervisor + job mentor)

- _____ Comply with federal and state Labor and Industry regulations.
- _____ Provide student with safe working environment (condition of premises).
- _____ Provide student with workers' compensation insurance.
- _____ Provide job specific training for student, including safety orientation.
- _____ Supervise student while on business premises, unless job shadow agreement with one-on-one school district supervision.
- _____ Provide co-workers with training concerning working with young students.
- _____ Design the system so there is not regularly scheduled, unsupervised access to student workers.
- _____ Supervise employees who have direct contact with students.
- _____ Protect business patrons from injury by employees and agents.
- _____ Agree to follow all requirements outline in School to Work Agreement.

4. School district office responsibilities

- _____ Review School to Work contracts with school district insurer prior to signing.
- _____ Ensure consistency in use of forms throughout all district School to Work programs.
- _____ Retain all School to Work contractual documents according to record retention schedule.