

School to Work

Agreements with Employers for Work-Based and Work-Related Learning Experiences:

Administrators of the various school to work 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. Violations of these assurances are grounds for immediate termination from the program. Every effort shall be made to structure each school to work program so that no employee or agent of the 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 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 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.

Evaluation of Students for Placement in Programs:

Each student shall be placed in school to work programs consistent with the student's educational program and career pathway. To the extent that it is administratively reasonable, teachers, counselors and other staff and employees shall be involved in evaluating students for placement in each school to work program. In some instances it may be appropriate for those staff members 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 evaluation from staff regarding the placement of an individual student in a program. Placement of special education students in school to work programs shall be consistent with each student's IEP and, when indicated by circumstances, shall be in consultation with the student's multi-disciplinary team.

School to Work Checklist:

Student and parent/guardian responsibilities:

1. complete all paperwork prior to participation in program,
2. provide proof of medical insurance,
3. provide emergency medical information,
4. determine mode of transportation and complete informed consent forms,
5. provide proof of auto license and insurance if providing own transportation, and
6. agree to follow all requirements outlined in the School to Work Application.

School district responsibilities:

1. complete evaluation of program prior to start of program,
2. secure all required paperwork prior to student participating in program,
3. provide medical and emergency information to site supervisor,
4. screen businesses for compliance with state and federal nondiscrimination regulations, fair labor practices, and human resource guidelines,
5. examine work site conditions for safety concerns,
6. evaluate level of training and supervision provided to students,
7. periodically visit site to monitor program and work activities,
8. have a written process connecting and assessing school-based to work-based learning activities,
9. instruct students to whom to report work place problems,
10. agree to follow all requirements outlined in the School to Work Agreement,
11. review School to Work contracts with school district insurance agent prior to signing work agreements,
12. ensure consistency in use of forms throughout School to Work programs, and
13. retain all School to Work contractual documents according to record retention schedule.

Business responsibilities:

1. comply with Federal and State Labor and Industry regulations,
2. provide students with safe working conditions,
3. provide students with workers' compensation program,
4. provide job specific training for students, including safety orientation,
5. supervise students while on business premises, unless job shadowing agreement with one-to-one school district supervision,
6. provide co-workers with training concerning working with young students,
7. design the system so there is no regularly scheduled, unsupervised access to students,
8. supervise employees who have direct contact with students,
9. protect business patrons from injury by employees and agents, and
10. agree to follow all requirements outlined in the School to Work Agreement.

Adoption Date: October, 2002

Pateros School District

Reviewed: Dec 2007