

1 **Charlo School District**

2  
3 **INSTRUCTION**

2600

4  
5 Work Based Learning Program

6  
7 The Board recognizes that education should be making classroom experiences a meaningful  
8 process of learning about all practical aspects of life. The Board believes that the inclusion of  
9 career education in the basic curriculum will provide students with information about the many  
10 career opportunities available and will establish a relationship between what is taught in the  
11 classroom and the world of work.

12  
13 Work-based learning must provide all participating students with on-the-job experience and  
14 training along with career and complimentary vocational/technical classroom instruction to  
15 contribute to each student's employability. The students' classroom activities and on-the-job  
16 experiences must be planned and supervised by the school and the employer to ensure that both  
17 activities contribute to the student's employability. Students enrolled in a work-based learning  
18 program must receive credit for related classroom instruction and on-the-job training. In the  
19 absence of a proficiency model, the time requirement for students in work-based learning must  
20 be converted and is equivalent to the time requirement for credit to be earned.

21  
22 Students may submit a proposal for a tailored Work Based Learning program that divides their  
23 time between instruction in school and specific learning at a job. Each proposed program will be  
24 planned by Work Based Learning coordinators and the employer (or employer groups) and shall  
25 be in accordance with state and federal laws and regulations governing employment of students  
26 under age 18. The Work Based Learning coordinators will communicate with employers on a  
27 monthly basis and will visit work sites to determine if the placement is appropriate for student  
28 employment.

29  
30 The particular program designed for each student shall be set forth in a written protocol approved  
31 by the student, his or her parents or guardians, the work-experience coordinator and the  
32 employer. This shall stipulate the terms of employment and the provision for academic credit.

33  
34 The Work Based Learning coordinator shall make such arrangements as necessary with  
35 employers for evaluating the student's on-the-job performance and for keeping records of job  
36 attendance.

37  
38 The employer or supervisor shall complete District volunteer agreement form and satisfy a  
39 name-based and fingerprint criminal background check in accordance with District Policies 5120  
40 and 5122. The employee and District shall also complete workers compensation insurance and  
41 general liability insurance requirements in accordance with the attached procedure in a manner  
42 consistent with the Work Based Learning opportunity provided to student.

43  
44 Cross Reference: 2600P Work Based Learning Procedures  
45 2600F Work Based Learning Affiliation Agreement and Consent Form  
46

1    Legal reference:        Title 41, Chapter 2, MCA  
2                                Fair Labor Standards Act 29 U.S.C. 212 and 213, et seq.  
3                                Chapter 247    2021 General Legislative Session  
4                                Section 29-71-118(7), MCA   Employee, worker, volunteer, volunteer  
5                                firefighter, and volunteer emergency care provider defined --election of  
6                                coverage.  
7  
8    Policy History:  
9    Adopted on: 8/17/21  
10   Reviewed on:  
11   Revised on:

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2600P

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6 Work Based Learning Program - Insurance

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8 The School District Work Based Learning coordinator will work with School District  
9 administration to identify the appropriate insurance coverage for a student's tailored work-  
10 experience opportunity. A student will not commence a Work Based Learning opportunity until  
11 the appropriate insurance option has been identified and implemented by all parties. The option  
12 selected will be noted as part of the student's Work Based Learning plan.

13  
14 Option 1

15 Employer pays the student to work for them in a paid capacity. Student learns from the employer  
16 like a newly hired employee and skill sets are acquired through doing actual work for the  
17 employer. Student earns school credit for employment as documented in the Work Based  
18 Learning plan. Employer is required to show proof of workers compensation coverage for the  
19 student via a copy of a current workers compensation policy if the Work Based Learning plan  
20 shows the student will receive school credit for the employment. Medical costs and other related  
21 workers compensation claim expenses for accepted workers compensation claims due to injury  
22 to the student while working in the course and scope as part of the Work Based Learning  
23 opportunity shall be covered by the employer's workers compensation coverage.

24  
25 Option 2

26 Employer does not pay the student. Student earns school credit as part of a Work Based Learning  
27 plan but student may be assigned credit as part of another course. Employer has a volunteer  
28 endorsement added to their workers compensation policy and pays that premium to their  
29 carrier. School District requires the employer to show proof of workers compensation coverage  
30 with the volunteer endorsement added via a copy of a current workers compensation  
31 policy. Medical costs and other related workers compensation claim expenses for accepted  
32 workers compensation claims due to injury to the student while working in the course and scope  
33 as part of the Work Based Learning opportunity shall be covered by the employer's workers  
34 compensation coverage.

35  
36 Option 3

37 Employer does not pay student. Student earns school credit for the Work Based Learning  
38 opportunity as outlined the Work Based Learning plan. School district adds a school to work  
39 endorsement onto the school workers' compensation policy. School District pays the workers  
40 compensation premium costs for the endorsement and other required insurance coverage. Parent  
41 liability risk forms should be signed in advance to recognize the inherent risks present with this  
42 learning opportunity and to clearly state the student has personal medical insurance coverage in  
43 place. Medical costs and other related workers compensation claim expenses for accepted  
44 workers compensation claims due to injury to the student while working in the course and scope  
45 as part of the Work Based Learning opportunity shall be covered by the School District's  
46 workers compensation coverage.

Option 4

School District provides a work-based learning opportunity off school grounds. The learning opportunity takes place during school period hours, awards school credit hours toward graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade person or general contractor. No workers compensation coverage being provided. School District is responsible for general liability coverage for the students and parent liability risk forms should be signed in advance to recognize the inherent risks present with this learning opportunity and to clearly state the student has personal medical insurance coverage in place.

Policy History:

Adopted on: 8/17/21

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