

School to Career Procedures**Agreements with Employers for Work-based and Work-related Learning Experiences:**

Administrators and/or work-based learning coordinators 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 workplace 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 constitutes grounds for immediate termination from the program.

Every effort shall be made to structure each school to career program so that no employer or agent of an employer will have regularly scheduled, unsupervised access to students. Any agreement where any employer 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 employers or agents shall undergo a background check.

The agreement shall identify the district work-based learning coordinator 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 workplace, 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 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 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 (IEP), and, when indicated by circumstances, shall be in consultation with the student's multi-disciplinary team (MDT).

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's designee for review. If the complainant chooses, final appeal on the complaint may be made to the Board of Directors. To the extent practical, the process in Policy 4312, Complaints Concerning Staff or Programs, shall be followed. If a specific complaint is better handled by another district policy, such as complaints alleging discrimination or sexual harassment or those appealing the imposition of student discipline, that appropriate policy shall take precedence.

Evaluation of Program:

The program will be evaluated on an annual basis by the program advisory committee to develop a continuous improvement plan for the program.

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