



Book	Policy Manual
Section	100 Programs
Title	Work-Based Learning
Code	115
Status	Active
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### **Purpose**

The Joint Operating Committee endorses a cooperative relationship between the school and business and industry. Students benefit from this relationship by having the opportunity to translate learning to the workplace. Business and industry benefit by utilizing and training skilled workers.

### **Authority**

The Joint Operating Committee shall approve and support work-based programs, including cooperative education, diversified occupations and job shadowing, and shall supervise the nature and conduct of student placements.[1][2][3][4].

The Joint Operating Committee shall ensure that all students and parents/guardians are informed of the student's rights to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.[1][5][6][7][8]

### **Definitions**

**Cooperative education** - a planned method of instruction developed through a signed cooperative arrangement among school representatives, students, parents/guardians and employers in the community to provide students with an opportunity to alternate in-school academic and career and technical instruction with entry-level paid employment in an occupational field, in which the student's total occupational work experience is planned, coordinated and supervised by the school in close cooperation with the employer.[9][10][11].

**Diversified Occupations (DO)** – a career and technical high school program of study in which students are given supervised work experience in any one of a variety of occupations combined with related classroom instruction.

**Job shadowing** – structured visits to worksites to acculturate students to the world of work, whereby students are paired with one (1) or more employees during the experience.

### **Delegation of Responsibility**

The Executive Director or designee shall be responsible for developing administrative regulations or procedures which ensure that students participating in work-based learning programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.

## **Guidelines**

### **Child Abuse Prevention Requirements**

Employers who participate in school internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with the following procedures required by the Child Protective Services Law.

#### *Identification of Adult Responsible for Child's Welfare -*

When a school student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the school and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare.[12][13]

The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child.[12][13]

#### *Certifications -*

Prior to commencement of the program, the identified adult shall submit the following information to the Executive Director or designee:[13]

1. PA Child Abuse History Clearance - which must be less than sixty (60) months old.
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.
3. Federal Criminal History Report - which must be less than sixty (60) months old.
4. Disclosure Statement - which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[14]

The Executive Director or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.

Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.

#### *Arrest or Conviction Reporting Requirements -*

An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law.[14]

An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[14]

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[14]

The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[14]

If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Executive Director or designee in writing.[14]

*Child Abuse Reporting -*

Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law.<sup>[15]</sup><sup>[16]</sup>

Legal

1. 22 PA Code 4.31
2. 22 PA Code 11.8
3. 22 PA Code 11.28
4. 22 PA Code 339.29
5. Pol. 103
6. Pol. 103.1
7. Pol. 113
8. Pol. 138
9. 24 P.S. 1801
10. 24 P.S. 1850.1
11. 22 PA Code 4.3
12. 23 Pa. C.S.A. 6303
13. 23 Pa. C.S.A. 6344
14. 23 Pa. C.S.A. 6344.3
15. 23 Pa. C.S.A. 6311
16. Pol. 806
- 23 Pa. C.S.A. 6301 et seq