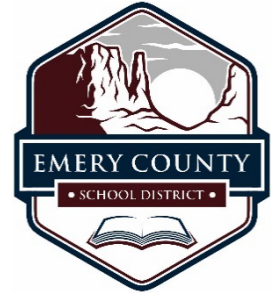


Emery County School District



Policy: IHAQ - Work Based Learning Program

Date Adopted: 6 April 1988

Current Review / Revision: 5 August 2026

Emery County School District shall operate a comprehensive K-12 work-based learning (WBL) program. Career awareness and exploration components shall be integrated across elementary and middle school grades, including a minimum of two WBL experiences embedded within the Middle School College and Career Awareness curriculum, aligned with students' Plans for College and Career Readiness (CCR), IEPs, and 504 requirements to ensure equal opportunity for all students. Emery School District will utilize an actively functioning K-12 WBL Advisory Committee consisting of business partners, administrators, teachers, counselors, parents, and students.

Career preparation and training programs shall operate in the high schools - grade 12; and 11th grade early graduate candidates (or qualified juniors). Students in the program will be required to have all credits on track for graduation. Approval for work-based learning programs must be carefully supervised by the school internship coordinator.

Students may receive grades and credit (not to exceed 2 credits) for internship experience. To receive credit, a high-quality internship must consist of a minimum of 40 hours on-site, link to a related CTE course, implement mutually developed learning intentions, and result in a completed digital career portfolio. All standard program documents and training agreements shall visibly include the state and federal nondiscrimination clause, and students shall not displace regular workers. They may or may not receive pay while working on work-based learning programs.

Students wishing to participate in work-based learning must have parental consent. Prior to placement at any off-campus, on-campus simulation, or virtual site, the WBL coordinator shall conduct workplace health hazard and safety training for student participants, school supervisors, and cooperating employers, and formally approve the worksite. The Emery County School District does not assume responsibility or liability for student transportation to and from off-campus WBL sites; arranging transportation is the sole responsibility of the parent or guardian. In accordance with state risk management, students in unpaid internships are covered under the District's Workers' Compensation medical benefits, while paid students must be covered by the employer.

State WBL funding allocations are restricted to supporting WBL personnel and materials, cannot be used for regular instructional personnel costs, and must be matched 100% by local district funds. WBL personnel shall participate in annual state-sponsored professional development and the program shall participate in regular CTE Program Approval evaluations.

Deviation from this policy will necessitate Board sanction and approval and will only be considered in cases of need and emergency.

As appropriate, work-based learning will take the form of career-exploratory activities, work done in shops and laboratories of the various technical/vocational schools and departments, or cooperative programs provided through local businesses and industries. The school system itself may provide students job experience in certain departments.

Previous Revisions - 17 June 1998, 11 February 2026