

1 **R277. Education, Administration.**

2 **R277-915. Work-based Learning Programs.**

3 **R277-915-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53G-7-902, which allows schools to offer Work Based Learning programs
10 in accordance with Board rules.

11 (2) The purpose of this rule is to provide [~~standards~~] expectations for K-12 WBL
12 programs.

13

14 **R277-915-2. Definitions.**

15 (1) "Apprenticeship" means the same as the term is defined in Subsection 35A-6-
16 102.

17 (2) "Career Pathway" means a coordinated, nonduplicative sequence of academic
18 and technical content at the secondary and postsecondary level that incorporates
19 challenging state academic standards including:

20 (a) academic and technical knowledge and skills;

21 (b) standards aligned with the needs of industries in the economy of the state, region,
22 Tribal community, or local area;

23 (c) progresses in specificity beginning with all aspects of an industry or career cluster
24 and leading to more occupation-specific instruction;

25 (d) standards that have multiple entry and exit points that incorporate credentialing;
26 and

27 (e) standards that culminate in the attainment of a recognized postsecondary
28 credential.

29 (3) "College and Career Awareness" means the same as the term is defined in
30 Subsection R277-916-2.

31 (4) "Field study" means a planned group activity that provides opportunities for a
32 student to observe skills and jobs in a variety of settings at an actual workplace.

33 (5) "High quality experience" means an internship that:

34 (a) links to a related course;

35 (b) is paid or unpaid;

36 (c) implements learning intentions developed by an LEA and employer to guide
37 student learning;

38 (d) adheres to state, Board, and local safety and supervision requirements;

39 (e) includes practical application of concurrently or previously studied theory or
40 related curriculum;

41 (f) connects to career goals, career pathway, and the plan for College and Career
42 Readiness (CCR);

43 (g) includes opportunities for a student to explore career options in a particular field
44 of work; and

45 (h) results in the completion of a digital career portfolio which outlines the student's
46 experience and prepares them for the next steps in their career development.

47 (6) "Internship" means a high quality experience where students are mentored by an
48 employer for approximately 40 hours on site during one course to learn about a particular
49 industry or occupation.

50 (7) "Job shadow" means a structured career activity in which students follow an
51 industry professional for a short time period to learn about a particular occupation or industry.

52 ([1]8) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and
53 the Blind.

54 ([2]9)(a) "Participant" means a student enrolled in a school-sponsored work
55 experience and career exploration program under Section 53G-7-902 involving both
56 classroom instruction and work experience with a cooperating employer, for which the

57 student may or may not receive compensation.

58 (b) Participant may include:

59 (i) a student completing an apprenticeship[-];

60 (ii) one internship experience in either grade 11 or grade 12, or both;

61 (c) Participant does not include a student on work release.

62 ([3]10) "School-based enterprise" means a business set up and run by supervised
63 students learning to apply practical skills in the production of goods or services for sale or
64 use by others.

65 ([4]11) "Work site" or "workplace" means the actual location where employment
66 occurs for a particular occupation, or an environment that simulates all aspects or elements
67 of that employment, including school-based enterprises.

68 ([5]12) "Work-based learning" or "WBL" means a continuum of awareness,
69 exploration, preparation, and training activities that combines structured learning and
70 authentic work experiences implemented through industry and education partnerships
71 including:

72 (a) a job shadow;

73 (b) a field study; or

74 (c) attending a lecture from a professional guest speaker

75

76 **R277-915-3. Mandatory LEA Policy.**

77 An LEA that has WBL programs that include assigning students [~~to act~~] as
78 participants at off-campus sites, [~~or~~] in on-campus simulations, or in virtual or remote WBL
79 experiences, shall establish a policy which includes the following:

80 (1) training for student participants, student participant supervisors, and cooperating
81 employers regarding health hazards and safety procedures in the workplace;

82 (2) standards and procedures for approval of off-campus work sites, job shadows,
83 field studies, and other WBL experiences;

84 (3) transportation options for students to and from the work site, job shadows, field

85 studies, and other WBL experiences;

86 (4) appropriate supervision by employers at the internship or apprenticeship work
87 site;

88 (5) adequate insurance coverage provided and identified either by the student, the
89 program, or the LEA;

90 (6) appropriate supervision and assessment of the student by the LEA;

91 (7) appropriate involvement and approval by the student's parents in the WBL
92 program;

93 (8) provision for risk or liability inherent in the WBL program developed in
94 consultation with State Risk Management or the LEA's insurance provider; and

95 (9) a requirement that any ~~[WBL]~~ internship or apprenticeship credit awarded
96 maintains the integrity and rigor expected for high school graduation and career pathway
97 alignment, as determined by the Board.

98

99 **R277-915-4. Disbursement of Funds.**

100 ~~[(1) The Superintendent shall align public elementary, secondary, and postsecondary~~
101 ~~or adult schools by LEA.]~~

102 (1) An LEA shall meet all requirements of this rule to be eligible for WBL funding.

103 (2) The proportion of total WBL funding allocated for a participating LEA shall ~~[remain~~
104 ~~the same as the previous year unless]~~ be determined by the formula described in Subsection

105 (3). ~~[described section R277-911-11:~~

106 ~~—— (a) the LEA discontinues the program;~~

107 ~~—— (b) the LEA does not meet program standards; or~~

108 ~~—— (c) LEA proportions are adjusted by the Board.]~~

109 (3) WBL funds are restricted and shall be allocated to an LEA for an approved
110 program as follows:

111 (a) a base amount per LEA as established by the Superintendent; and

112 (b) an additional allocation that is proportional to the LEA's prior school year's

113 October 1 headcount in comparison to all other LEAs with an approved program;

114 ~~_____ (4) The Superintendent may allocate additional funding to an LEA based on the LEA's~~
115 ~~success in meeting established standards as determined by the Superintendent.~~

116 _____ (4) An LEA shall annually complete a funding application with assurances that the
117 LEA meets the WBL standards as described in Subsection R277-915-5.

118 _____ (5) An LEA shall utilize the restricted indirect cost rate for WBL program expenditures.

119 ~~[(3)6] A participating LEA shall provide an equal match in funds to state appropriated~~
120 ~~WBL funds.~~

121

122 **R277-915-5. Standards.**

123 ~~[(1) WBL shall be integrated into all levels of the educational delivery system and~~
124 ~~shall be coordinated within the LEA and among regions.]~~

125 ~~[(2)1] To be eligible for WBL funds, an LEA shall:~~

126 ~~(a) have the program approved by the LEA board;~~

127 ~~[(b) employ licensed WBL coordination personnel with salaries and benefits matched~~
128 ~~by the local recipient of funds;]~~

129 ~~[(e) b] document that a WBL committee representing all schools within the LEA:~~

130 ~~(i) has been created and includes a variety of stakeholders from the different areas~~
131 ~~described in subsection R277-915-5(1)(c);~~

132 ~~(ii) is actively functioning [effectively] evidenced by planning and implementing WBL~~
133 ~~activities described in subsection R277-915-5(1)(d); and~~

134 ~~(iii) regularly addresses WBL issues;~~

135 ~~[(d) c] conduct WBL activities utilizing information from:~~

136 ~~(i) business and industry;~~

137 ~~(ii) administrators;~~

138 ~~(iii) teachers;~~

139 ~~(iv) counselors;~~

140 ~~(v) parents; and~~

- 141 (vi) students;
- 142 ([e]d) develop work-based preparation, participation, and assessment activities for
143 students and teachers involved in all WBL LEA activities;
- 144 ([f]e) maintain evidence that WBL components have been integrated and
145 coordinated with:
- 146 (i) elementary career awareness;
- 147 (ii) secondary career exploration;
- 148 (iii) integrated core activities;
- 149 (iv) College and Career Awareness; and
- 150 (v) ~~comprehensive guidance and~~ school counseling;
- 151 ([g]f) maintain evidence of WBL activities and assurances in each LEA developed in
152 coordination with a student's:
- 153 (i) IEP;
- 154 (ii) Plan for College and Career Readiness; and
- 155 (iii) 504 requirements;
- 156 ([h]g) require the inclusion of all student groups within the LEA in career development
157 and preparation;
- 158 ([i]h) demonstrate WBL coordination with employers and with other school and
159 community development activities;[-]
- 160 ~~[(j) verify that sufficient budget for a WBL coordinator, facilities, materials, equipment,
161 and support staff is available;]~~
- 162 ([k]i) participate in ~~[initial]~~ongoing state-sponsored WBL coordinated professional
163 development~~[-and in periodic ongoing coordination and professional development activities];~~
- 164 ~~[(l) require that the WBL team utilize a database system developed by the LEA for
165 the LEA's specific needs; and]~~
- 166 ([m]j) participate in the CTE Program Approval evaluation~~[-every three years];[-]~~ and
167 (k) ensure all program requirements are in accordance with section R277-114-5.
- 168

169 **R277-915-6. Consistency with Law and State and LEA Board Rules and Policies.**

170 (1) A ~~[WBL]~~workplace experience shall be consistent with the provisions of the Fair
171 Labor Standards Act, 29 U.S.C. Sec. 201, et seq.

172 ~~(2) An internship experience shall be authorized by Section 53G-7-902 Public or~~
173 ~~Private School Internships and is also subject to Section 63G-7-102 Governmental Immunity~~
174 ~~Act of Utah~~ An LEA internship program shall have internship safety agreements in
175 accordance with 53G-7-904 or meet the requirements of 53G-11-402.

176 ([2]~~3~~) WBL programs shall operate consistently with Board rules and LEA polices,
177 including:

178 (a) student transportation;

179 (b) credit toward graduation;

180 (c) attendance; ~~[and]~~

181 (d) fee waivers; ~~and[-]~~

182 (e) standards and training for non-licensed employees and volunteers.

183

184 **KEY: public schools, work-based learning**

185 **Date of Enactment or Last Substantive Amendment: ~~[February 7, 2017]~~ 2021**

186 **Notice of Continuation: ~~[December 14, 2016]~~ 2021**

187 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53G-7-902; 53E-3-**
188 **401(4)**