

# CTHSS

Connecticut Technical High School System

POLICY AND PROCEDURES  
FOR  
WORK BASED LEARNING PROGRAM  
IN THE  
CONNECTICUT TECHNICAL HIGH SCHOOLS

**August 2015**

Connecticut State Department of Education  
Connecticut Technical High School System  
Middletown

## WORK BASED LEARNING PROGRAM

### POLICY

#### MISSION

The mission of the Connecticut Technical High School System is to provide a world-class, unique and rigorous learning environment for high school students and adult learners that:

- Ensures both student academic success and career technical education mastery, as well as promotes enthusiasm for lifelong learning;
- Prepares students for post-secondary education, including apprenticeships and immediate productive employment;
- Engages regional, state, national and international employers and industries in a vibrant collaboration to respond to current, emerging and changing global workforce needs and expectations; and
- Pursues and participates in global partnerships that provide CTHSS students with international exposure and experience.

#### PERTINENT LAW AND INFORMATION

Section 10-95 of the Connecticut General Statutes, states that the State Board of Education may establish and maintain technical high schools and make rules for the management of such schools.

Section 10-15d states that provisions of the general statutes concerning education are applicable to the technical high schools.

Sections 10-20a - 10-20f describes the Connecticut Career Certificate Program.

Section 31-23 sets forth the requirements for the employment of minors and the exceptions to the requirements.

#### POLICY

A Work Based Learning Program will be provided in the Connecticut Technical High Schools in order to expand and enhance the student's learning with actual job site experiences, and to facilitate the transition from school to work. The program will be available to qualified students who have demonstrated readiness to benefit from a Work Based Learning Program. A prerequisite will be compliance with all stated requirements and a signed Work Based Learning Agreement between the student, parent/legal guardians, school, and the employer.

#### DESIGNATION OF AUTHORITY

The Superintendent of the Connecticut Technical High School System is authorized to develop administrative procedures regarding all School-to-Career programs, including the Work Based Learning Program.

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# WORK BASED LEARNING PROGRAM

## PROCEDURES

### OBJECTIVES

The objectives of the Work Based Learning Program are as follows:

- To expand and enhance the student's learning through planned career experiences in an actual work setting.
- To help the student make the transition from school to work and career.
- To teach the environment of work.
- To increase the student's awareness and appreciation of the relevance of academic subjects as they apply to their occupational choice.
- To provide the student with opportunities for potential career placement in their occupational choice.
- To project a positive image for students through involvement in business and industry.

### STUDENT ELIGIBILITY

Work Based Learning (WBL) may be provided to any student of not less than sixteen (16) years of age who meets the criteria of the Work Based Learning Program.

A student may be admitted any time after the completion of the sophomore year.

The student must have and maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in their trade area.

The student must demonstrate trade proficiency by having grades of acceptable or better in learning areas in which he/she has been instructed based on performance criteria established in the curriculum.

The student must be in compliance with the school attendance and discipline policies.

**Placement in a business owned by a parent or relative is not permitted**

Minor students enrolled in a Work Based Learning Program are permitted to work in most age restricted and hazardous occupational areas. Specific reference should be made to Connecticut General Statutes, Section 31-23.

Any post-secondary student who has and maintains an average of 70 or above in their trade area and would benefit by a WBL placement as determined by the Department Head and approved by the school Principal may be eligible.

Post-secondary student participation is limited to 21 school release hours per week until the mid-point of the second semester after which there is no restriction on hours, with WBL providing training in enhanced skills.

The student may be withdrawn from the program by request of the student's parent/legal guardian, the school, the employer, or the student.

Final decision of eligibility rests with the school Principal in consultation with the Trade Department Head, Guidance Department, and WBL Coordinator.

### HOURS OF EMPLOYMENT

While school is in session, Juniors may be released no more than 14 school hours per week and no more than 25 school hours per nine (9) day cycle. Seniors may be released no more than 21 school hours per week and no more than 38 school hours per nine (9) day cycle until the beginning of the second semester after which there is no restriction on hours as long as shop theory, trade related electives, and graduation requirements are met.

The ability to participate in WBL continues while the student is in the academic cycle. As such the student can legally work during early release, after school, and weekend/holidays with all WBL benefits and protection.

When school is not in session (summer vacation, school vacations, Saturday and Sundays) students may work the legal per day/per week maximum established by state statute and the Department of Labor.

Provisions shall be made to ensure that students in the program will have a minimum of ninety hours of shop theory per year, the fulfillment of time to be determined by individual schools.

When school is in session, no student shall be assigned to a job which will require driving more than forty-five miles one way to the job.

Final decisions, relative to hours of participation up to the established maximum for all students, rest with the school Principal in consultation with the Trade Department Head and the WBL Coordinator.

If school is canceled due to inclement weather, participation in WBL is not required for that day due to safety concerns for student travel.

## **INSURANCE**

Students and the school are protected by the Claims Process similar to what happens when there is an accident on production work or other off campus event such as a field trip.

For a student enrolled in WBL there is the additional coverage of the student by the employer under worker compensation.

Insurance offered by Colonna Agency that has been purchased by the student provides coverage as well, but not all students will have purchased this.

Therefore a student enrolled in in the program, and the school, have the usual protection. However an employer or job site must rely on their own insurer if there is personal injury or property damage. This information must be clearly articulated to the potential placement site, and if understood and agreed to then the programs can be implemented.

## STUDENT RESPONSIBILITIES

The student, where applicable, will acquire an Employment Certificate (working papers).

The student shall agree to conform to the rules and regulations of the employer.

The student will keep a daily record (form provided) of the skills and jobs performed, and the record will be signed by the worksite mentor of the firm which employs the student. At the completion of each week, the student shall return this record along with the student performance evaluation to the shop instructor for evaluation.

If the student does not report to school when scheduled to do so, the student shall also not report to work. Any student scheduled to work, who will not be reporting to work must call his/her Department Head at the school before 8:00 A.M., and also notify their employer prior to the start of the workday.

The student, or in the event of a person under the age of 18 years, the parent, shall be responsible for transportation to and from the job.

For a student to work in a licensed occupation, he/she must be registered with the State of Connecticut as a pre-apprentice. It is the responsibility of the employer to register students with the Dept. of Labor (DOL), but the student must be in possession of a pre-apprenticeship card while on the worksite. The student shall not be released to a WBL employer until a copy of the DOL pre-apprenticeship registration card is obtained.

The student shall obtain written consent from his/her parent and/or legal guardian.

The student is responsible for maintaining grades and attendance as outlined in the Student Eligibility Requirements.

## EMPLOYER RESPONSIBILITIES

An employer wishing to participate in the Work Based Learning Program will conform to all Federal, State of Connecticut Labor laws and fair labor practices. For a student to work in a licensed occupation, he/she must be registered with the State of Connecticut as a pre-apprentice.

In order to protect the student in the event of injury, the employer shall provide documentation in the form of a certificate of insurance that the employer has worker compensation coverage, as well as liability insurance. Students 18 years of age and older may be permitted to drive employer vehicles if the employer provides documentation of automobile insurance that includes coverage of the student for both personal injury and liability. Copies of these certificates shall be issued to the school and must be renewed if the insurance expires before the end of the WBL agreement period.

Wages paid to the student shall not be less than the Connecticut minimum wage.

Students under the age of 18 shall not be permitted to drive an employer's vehicle or their own personal vehicle as part of their assigned course of duties.

The employer agrees to instruct the student in safety procedures and safe work practices while involved in on-the-job training, and comply with all Federal, State and Local laws.

The employer will notify the Trade Department Head or WBL Coordinator of any student absence as soon as possible on the day of absence. Tardiness should be notated on the Student Performance Evaluation (WBL-2)

In the event of any accident or injury sustained by the student on the job, the employer will notify the school immediately.

The employer agrees to accept students, assign jobs and otherwise treat students without regard to race, color, religion, sex, national origin, ancestry, sexual orientation, or disability.

The employer will take necessary action to prevent any harassment, sexual or otherwise, of students, and to follow up on any complaints.

The employer, in collaboration with the school, will choose a qualified employee that has been screened as a mentor for the student for specific and related on-the-job training and career experiences. The assigned employee will provide instruction to the student in the areas of learning mutually established by the school and employer.

At the end of each workweek, the worksite mentor will sign the Daily Work Record and Student Performance Evaluation forms indicating the student's training progress.

### SCHOOL RESPONSIBILITIES

The school Principal in consultation with the Superintendent determines whether a Work Based Learning Program shall be offered and may not necessarily offer the program every year or to every student.

The school will use the following guidelines to approve a Work Based opportunity for students.

- The proposed work experience will provide enhanced career experiences to the student's course of study.
- Worksite learning will be coordinated to the theory/trade being instructed in the school or as appropriate to the student's learning plan.
- The employer meets the training requirements and all the responsibilities as outlined in the Work Based Learning Agreement.
- The guidance coordinator or counselor may consult with the WBL coordinator and provide student placement recommendations.
- Trade department heads will provide the WBL coordinator with placement recommendations for their students.

The school Trade Department Head, and/or the WBL Coordinator will work closely with the employer to achieve an understanding of the purpose and objectives of the Work Based Learning Program and to define the skills and training the student will be required to complete during the assigned period of employment.

The Coordinator will review and verify all requirements and keep a central file with copies of all Work Based Learning documents as listed:

- Agreement
- LED-75-1 (as required)
- Workers Compensation and Liability (and vehicle as required) insurance certificates
- Liability Insurance registration
- Pre-apprenticeship Card (as required for licensed trades)

In all apprentice able trades, authorization for an adult student to register as a part-time apprentice must be verified by the WBL Coordinator, from the State Apprenticeship Council before the WBL agreement is finalized. Establishment of the part-time apprentice program is the responsibility of the employer.



**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
WORK BASED LEARNING PROGRAM**

Student Name: \_\_\_\_\_ Employer's Name: \_\_\_\_\_

**DAILY WORK RECORD**

Date	Time (From-To)	Job Worked On (Description)	Suggested Shop/Skill Training (if needed)

**Instructions:** Student is to keep date, time, and job description on a daily basis. On-the-job instructor/mentor is to sign and verify, and make suggestions and comments at the end of each week.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Worksite Mentor *Signature*

\_\_\_\_\_  
Date

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM  
WORK BASED LEARNING PROGRAM**

Student Name: \_\_\_\_\_ Employer: \_\_\_\_\_

**STUDENT PERFORMANCE EVALUATION**

	Unsatisfactory	Fair	Satisfactory	Good	Excellent
<b>JOB UNDERSTANDING</b>  Individual possesses a clear knowledge of the responsibilities and tasks he/she must perform.					
<b>JOB PERFORMANCE</b>  The neatness, thoroughness and accuracy of the student's work.					
<b>JOB PRODUCTIVITY</b>  The quality of the student's work in terms of volume and accomplishment.					
<b>DEPENDABILITY</b>  Student can be relied upon in terms of being on time and completion of assigned tasks.					
<b>COOPERATION</b>  The ability to work willingly with associates, subordinates, supervisors and others.					
<b>ATTITUDE</b>  Student can be relied upon to act in a courteous and mature manner.					
<b>SAFETY/HOUSEKEEPING</b>  Practices safe, clean work habits on equipment and areas of work.					

General comments as to student strengths, weaknesses, and action needed to improve performance:

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\_\_\_\_\_  
Worksite Mentor *Signature*

\_\_\_\_\_  
Date