



**Washington County School District**  
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# Administrative Letter A152

## School Internship Safety Agreements

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**DATE:** JUNE 9, 2020

**SUBJECT:** SCHOOL INTERNSHIP SAFETY AGREEMENTS

**FROM:** SUPERINTENDENT LARRY BERGESON

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### **Purpose:**

To establish safety guidelines and parameters with cooperating employers entering into an Work-Based Learning agreement with the Washington County School District (WCSD). This may include any of the following work-based learning activities: Internships, Pre-Apprenticeships, Pathway Exploration, Workplace Tours, Day Shadows, Informational Interviews.

### **Reference:**

- **S.B. 147 School Internship Safety Agreements 2020 General Session**
- 53G-7-901 through 53G-11-405

### **Requirements for Compliance:**

The Washington County School District may enter into internship agreements with cooperating employers after completing one or both of following requirements:

- **Signed worksite safety agreement (District Form 960)**

1. Ensure that an adult officer or employee of the cooperating employer is not intentionally alone with an intern for any significant amount of time during the intern's activities;
2. Maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare and;
3. Provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.

- **Or, complete a criminal background check.**

Individuals to submit to a nationwide criminal background check and ongoing monitoring as found under Section 53G-11-402.

**Procedure:**

1. The Work-Based Learning Coordinator or Career Coach will meet with a cooperating employer to establish appropriate expectations;
1. Tour the facility to ensure students will be in a safe environment;
1. Complete the internship safety agreement with the cooperating employer prior to allowing any work-based learning activities to begin; and,
1. If the employer has not entered into an internship safety agreement with WCSD for reasons such as being a small business owner and cannot meet the staffing requirements, then set up a time for them to complete a criminal background check.

[Link to Form 960 - Internship Work Site Safety Agreement](#)