Washington County School District
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Administrative Letter A152

School Internship Safety Agreements

DATE: **JUNE 9, 2020**

SUBJECT: **SCHOOL INTERNSHIP SAFETY AGREEMENTS**

FROM: **SUPERINTENDENT LARRY BERGESON**

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