

WORK BASED LEARNING AFFILIATION AGREEMENT

This Affiliation Agreement is entered into between _____ (high school) and _____ (workplace learning site).

WHEREAS High School has established a _____ Work Based Learning program for students interested in career exploration opportunities; and

WHEREAS High School wishes to affiliate with _____ (workplace learning site) for the purpose of providing Career Exploration and Assessment experiences for students enrolled in the _____ Work Based Learning Program; and

WHEREAS the Workplace Learning Site is willing to permit the Career Exploration experience on its premises with the terms set forth in this Affiliation Agreement;

NOW THEREFORE, the parties agree as follows:

1. The High School shall assume full responsibility for planning and execution of the student program of instruction including curriculum content, Work Based Learning orientation, emergency contact information, and parent/guardian consent.
2. The High School shall ensure participating students have completed safety instruction specific to the work site prior to participation in the Work Based Learning experience.
3. The High School shall provide a Work Based Learning Coordinator responsible for instruction and coordination with appropriate Workplace Learning Site personnel for the planning, selecting, and evaluating of students' experiences.
4. The Work Based Learning Coordinator, Workplace Supervisor, and student will work collaboratively to determine the career readiness, employability skills, and proficiency guidelines set forth in the personalized work based learning program.
5. The Workplace Learning Site agrees to designate a Workplace Supervisor, who has completed the Volunteer Agreement Form, and whose responsibility it shall be to assist the Work Based Learning Coordinator in selection and coordination of student experiences appropriate to the level of learning.
6. The Workplace Learning Site professional practitioners shall be responsible for overseeing the students' experiences and training activities. They shall orient the students to their activities, direct their activities, and supervise their activities to assure safe and satisfactory experiences and performance.
7. The High School shall be responsible for assigning students to the Workplace Learning Site for experience. The High School shall notify the Workplace Learning Site at least one (1) month in advance of its planned schedule of students and types of experiences to be provided. This schedule shall be subject to approval of the Workplace Learning Site.

- 1 8. The Workplace Learning Site shall make available the necessary equipment and
- 2 supplies as determined by the Workplace Learning Site in conjunction with the High
- 3 School.
- 4 9. The Workplace Learning Site shall provide the Work Based Learning Coordinator
- 5 with frequent student performance evaluations in the manner and frequency so
- 6 designated by the High School.
- 7 10. The High School shall work with the Workplace Learning Site regarding the removal
- 8 of any student from the Workplace Learning Site whenever the student is not
- 9 performing or meeting the workplace requirements. Responsibility for student
- 10 disciplinary measures, if any, shall be with the High School and not with the
- 11 Workplace Learning Site.
- 12
- 13

14 **Workplace Supervisor initials the selection specific to this Work Based Learning**
15 **placement:**

16
17 _____ Employer pays the student to work for them in a paid capacity. Student learns from
18 the employer like a newly hired employee and skill sets are acquired through doing actual work
19 for the employer. Student may earn school credit for employment as documented in the Work
20 Based Learning plan. Employer is required to show proof of workers compensation coverage for
21 the student via a copy of a current workers compensation policy if the Work Based Learning plan
22 shows the student will receive school credit for the employment. Medical costs and other related
23 workers compensation claim expenses for accepted workers compensation claims due to injury
24 to the student while working in the course and scope as part of the Work Based Learning
25 opportunity shall be covered by the employer’s workers compensation coverage.
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27 _____ Employer does not pay the student. Student does not earn school credit as part of a
28 Work Based Learning plan but student may be assigned credit as part of another course.
29 Employer has a volunteer endorsement added to their workers compensation policy and pays that
30 premium to their carrier. School District requires the employer to show proof of workers
31 compensation coverage with the volunteer endorsement added via a copy of a current workers
32 compensation policy. Medical costs and other related workers compensation claim expenses for
33 accepted workers compensation claims due to injury to the student while working in the course
34 and scope as part of the Work Based Learning opportunity shall be covered by the employer’s
35 workers compensation coverage.
36

37 _____ Employer does not pay student. Student earns school credit for the Work Based
38 Learning opportunity as outlined in the Work Based Learning plan. School district adds a school
39 to work endorsement onto the school workers’ compensation policy. School District pays the
40 workers compensation premium costs for the endorsement and other required insurance
41 coverage. Parent liability risk forms should be signed in advance to recognize the inherent risks
42 present with this learning opportunity and to clearly state the student has personal medical
43 insurance coverage in place. Medical costs and other related workers compensation claim
44 expenses for accepted workers compensation claims due to injury to the student while working in

INSTRUCTION

1 the course and scope as part of the Work Based Learning opportunity shall be covered by the
2 School District's workers compensation coverage.
3

4 _____ School District provides a work-based learning opportunity off school grounds. The
5 learning opportunity takes place during school period hours, awards school credit hours toward
6 graduation requirements, and is led by a teacher of the school district and/or co-taught by a trade
7 person or general contractor. No worker's compensation coverage being provided. School
8 District is responsible for general liability coverage for the students and parent liability risk
9 forms should be signed in advance to recognize the inherent risks present with this learning
10 opportunity and to clearly state the students has personal medical insurance coverage in place.
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15 _____
16 Workplace Supervisor

_____ Date

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19 _____
20 Work Based Learning Coordinator

_____ Date
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1 PARENT/GUARDIAN CONSENT FOR WORK BASED LEARNING EXPERIENCE

2
3 I, (full name) _____, as legal guardian of
4 _____ (child’s full name), a student
5 enrolled in the Jefferson High School, acknowledge the following:
6

7 The program of study includes opportunities for my child to participate in an off-campus Work
8 Based Learning opportunity, and I give my consent to my child participating in the offsite Work
9 Based Learning component, and I agree to support and assist with enforcement of the content
10 included in the Work Based Learning placement.
11

12 I agree to accept responsibility for my student’s participation in the above-referenced activity. I
13 understand any negligence arising out of the student’s participation in the program shall be
14 attributed to me as comparative negligence within the meaning of Section 27-1-702, MCA. I
15 agree to counsel my child to abide by the rules and regulations set forth by the workplace
16 learning site.
17

18 I have signed the Parent/Guardian Consent and agree to the stated conditions.
19
20

21 _____
22 Parent/Guardian signature Date

23
24
25 _____
26 Parent/Guardian printed name Phone number

27
28
29 _____
30 Address, City, State, Zip code
31
32

33
34 Legal Reference:

35
36 Policy History:

37 Adopted on: August 2021

38 Revised on:
39

40 *Revision Note:*