



Document Number: A-31  
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### 1.0 Purpose

Schools that have work-based learning programs that include assigning students to act as interns at off-campus sites or on-campus simulations shall establish a policy which provides procedures and criteria for at least the following issues:

1. training for student interns, student intern supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace;
2. standards and procedures for approval of off-campus work sites;
3. transportation options for students to and from the work site;
4. appropriate supervision by employers at the work site;
5. adequate insurance coverage provided and identified either by the student, the program or the school;
6. appropriate supervision and evaluation of the student by the school; and
7. appropriate involvement and approval by the student's parents in the work-based intern program.

### 2.0 Definition

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### 3.0 Policy Content

WCS will not offer work-based learning programs that include assigning students to act as interns at off-campus sites or on-campus simulations.

(R277-915-3)

### 4.0 Relevant Procedures, Guidelines & Restrictions

### 5.0 Policy Owner

### 6.0 Exhibits / Appendices / Forms

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## 7.0 Supporting Information

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