

**Policy Type: Academic Policy**

**Title: Work Based Learning Program Policy**

Effective: May 20th, 2026

## **Purpose**

The purpose of this Work Based Learning Program Policy is to establish general expectations, responsibilities, and procedures for Custom Class Charter School (“Custom Class”) in a manner consistent with applicable law, Utah State Board of Education rule, and the school’s flexible instructional model.

## **1. General Policy Statement**

Custom Class adopts this policy to support lawful, safe, effective, and mission-aligned school operations. The Governing Board authorizes school administration to implement this policy through procedures, forms, training, and operational practices that are appropriate for Custom Class’s online, hybrid, community-based, and in-person programs.

This policy is intended to be applied flexibly and reasonably. When operational details are not specifically stated in this policy, school administration may establish procedures consistent with the policy, applicable law, and Board direction.

## **2. Work-Based Learning**

Custom Class may provide work-based learning experiences such as job shadows, internships, apprenticeships, mentorships, clinical experiences, school-based enterprises, capstone projects, or other career-connected learning opportunities.

Experiences shall be connected to student learning goals, career interests, course requirements, or college and career readiness plans when appropriate.

## **3. Safety, Agreements, and Supervision**

Custom Class may require student applications, parent permission, training agreements, learning objectives, workplace safety instruction, background or site review, mentor expectations, transportation plans, and documentation of hours and performance.

The school may discontinue or modify a placement when needed for student safety, workplace concerns, lack of supervision, or failure to meet program expectations. Parents are ultimately responsible for decisions they make regarding placement and transportation to such.

## **Administration and Review**

School administration may maintain procedures, forms, training materials, agreements, and internal guidance necessary to implement this policy. The Governing Board may review and revise this policy periodically to reflect legal updates, USBE guidance, operational needs, or Board direction.

Nothing in this policy creates a private right of action, contract right, or entitlement beyond that required by applicable law. If any provision conflicts with controlling law, the law shall govern and the remaining provisions shall continue in effect.

## **Certification**

The undersigned officers and/or Board of Directors of Custom Class Charter School certify that this policy was duly adopted as of the date below.

Signature:

A handwritten signature in black ink that reads "Matthew J. Middione". The signature is written in a cursive style with a large initial 'M'.

Matthew J. Middione - Board Chair

Signature:

A handwritten signature in black ink that reads "Douglas Reed". The signature is written in a cursive style with a large initial 'D'.

Douglas Reed - Board Vice Chair

Effective Date: May 20th, 2026

Revised Date:

## **References**

R277-915