WORK EXPERIENCE EDUCATION

Work Experiences and Related Instruction

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

1.   *Exploratory WEE* which provides students with a combination of classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

       The length of exploratory work experience assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory work experience assignment if he/she receives pay for like work at the same work station or similar job outside of the WEE program.

2.   *General WEE* which has as its purpose the application of basic skills of reading, writing, and computation and which enables students to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE

3.   *Vocational WEE* which reinforces and extends vocational learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid employment in the occupation for which their vocational course in school prepares them

(cf. 6178 - Career Technical Education)

For each student enrolled in WEE, the district shall develop a written training agreement with the employer which identifies the responsibilities of the district, employer, student, and parent/guardian of a minor student and outlines the objectives that the student is to accomplish at the training site. (5 CCR 10071)

Opportunities for part-time employment may be provided by any public or private employer. (Education Code 51768)

The Superintendent or designee may establish and supervise work experience programs and/or provide for part-time employment of students in areas outside the district, either within California or in a contiguous state. (Education Code 51767, 51768)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in WEE courses. (Education Code 51763)

WORK EXPERIENCE EDUCATION (continued)

A minor student shall be issued a work permit before beginning employment through a paid WEE program in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

(cf. 6177 - Summer School)

Criteria for Credit

A student shall be granted up to 40 semester periods of credit for WEE of one or more of the following types: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.

2. For either general or vocational WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

(cf. 6146.11 - Alternative Credits Toward Graduation)

Credit shall be granted for successful completion of WEE in the amounts specified above provided that all the following conditions are met: (Education Code 51760.3; 5 CCR 10071)

1. At the time of enrollment, the student is at least 16 years of age or, if under the age of 16 years, fulfills one of the following criteria:

   a. The student is enrolled in grade 11 or higher.

   b. The principal certifies that the student is in need of immediate WEE in order to pursue employment opportunities.

   c. The principal certifies that there is a probability that the student will no longer be enrolled as a full-time student without being provided the opportunity to enroll in a WEE program.

(cf. 5147 - Dropout Prevention)

WORK EXPERIENCE EDUCATION (continued)

d.   For students with disabilities, the student's individualized education program prescribes the type of training for which participation in a WEE program is deemed appropriate.

(cf. 6159 - Individualized Education Program)

e.   The student is participating in exploratory WEE.

2.   During the course of the student's enrollment in the program, the student receives at least the equivalent of one instructional period per week, in sessions scheduled intermittently throughout the semester, of related classroom instruction or counseling by a certificated employee.

3.   The WEE program meets all the requirements of law.

Minimum Day

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, with the following exceptions: (Education Code 46144, 46147)

1.   When a school's regularly scheduled period is greater than 60 minutes, the minimum day shall be one or more periods totaling at least 180 minutes in duration.

2.   A different schedule shall be established for students who are enrolled in a continuation school or class pursuant to Education Code 48402.

(cf. 6184 - Continuation Education)

3.   Upon written request of the student or his/her parent/legal guardian, the Superintendent or designee may permit the student to attend school for less than a minimum day of 180 minutes if the student is in grade 12, in his/her last semester or quarter before graduation, and would complete all the requirements for graduation, except physical education courses, by attending high school for less than 180 minutes per day.

(cf. 6112 - School Day)
(cf. 6146.1 - High School Graduation Requirements)

WORK EXPERIENCE EDUCATION (continued)

Responsibilities of Teacher-Coordinator

The WEE teacher-coordinator shall possess a valid California secondary-level credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and rules and regulations applicable to the program. (5 CCR 10075)

(cf. 4112.2 - Certification)

The teacher-coordinator shall:

1.   If so designated by the Superintendent, issue work permits in accordance with law (Education Code 49110)

2.   Select and approve work assignments for individual students that enable them to accomplish meaningful learning objectives (5 CCR 10072)

3.   Conduct the related classroom instruction (5 CCR 10073)

4.   Provide for supervision of students by preparing individual training plans, observing and consulting with students, and making at least two on-site contacts per semester with each work supervisor or at least one on-site contact during summer school to evaluate student performance (5 CCR 10074)

The student-teacher ratio in the WEE program shall not exceed 125 students per full-time equivalent certificated teacher-coordinator. (Education Code 46300)

The Superintendent or designee shall provide professional development for new and continuing teacher-coordinators and other support personnel to ensure the quality of the program.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)

Records

The Superintendent or designee shall maintain records for each student's participation in the program, including:

1.   The type of WEE program in which the student is enrolled, where the student is employed, the type of job held or observation sites, and hours

2.   Work permit issued, if applicable

WORK EXPERIENCE EDUCATION (continued)

3.   Employer's report of the student's hourly work record and performance on the job

4.   Report of each consultation between the teacher-coordinator and the employer

5.   Ratings of the student, including his/her grade

6.   Formal training agreement for each student that describes the responsibilities of the employer, student, school, and parent/guardian and contains a statement of nondiscrimination

(cf. 0410 - Nondiscrimination in District Programs and Activities)

7.   Individual training plan for the student

(cf. 5125 - Student Records)