



ADMINISTRATIVE PROCEDURE

CATEGORY: Instruction, Basic Program

SUBJECT: Work Experience Education

A. PURPOSE AND SCOPE

1. To outline administrative procedures for enrollment of students in Work Experience Education (WEE).
2. **Related Procedures:**

Length of 7-12 School Day	4026
Internships	4127
Job Shadowing for Students	4583
Work Permits and Entertainment/Theatrical Permits	6436
Release of Directory-Type Student Information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policies F-1500, F-2000, F-2050, F-2200, H-3500, H-7920; California Education Code sections 46144, 46300(b), 51760.3, 51762, 51762.5; California Code of Regulations, Title 5, Sections 10070-10075; Secondary District Plan for Work Experience Education.
2. **Types of Work Experience Education (WEE) and Their Purpose.**
 - a. **Exploratory Work Experience Education (Course 8501):** Nonpaid work experience that offers students opportunities to systematically explore various aspects of a career to ascertain their suitability for employment in these occupations. One (1) credit is earned for a maximum of 75 hours of nonpaid career exploration per semester. The student may not replace a paid employee and training should provide a broad exposure to a variety of tasks in a developmental manner to enable the student to become aware of many aspects of the career area. Workers' compensation insurance is carried by the San Diego Unified School District. An "Individual Training Plan" and a "Contractual Training Agreement" must be completed and students are required to attend one (1) period per week of related instruction. Students in grades 9-12 may earn a maximum of four (4) California Scholarship Federation (CSF) credits toward high school graduation.
 - b. **General Work Experience Education (Courses 8502 and 8505):** Supervised paid employment with the intent of assisting students in acquiring desirable work habits and attitudes in real jobs. One (1) credit is earned per semester for a minimum of 200 hours of paid employment covering a period of not less than ten (10) weeks in which the student works a minimum of 15 hours per week (nine [9] of which occur during the school week). Work must be in a licensed business with adult supervision. Enrollment is usually limited to 11th and 12th grade students, ages 16 years and older. An "Individual Training Plan" and a "Contractual Training Agreement" must be completed and students are required to attend one (1) period per week of related instruction. Students may earn a maximum of eight (8) California Scholarship Federation (CSF) credits toward high school graduation.
 - c. **Vocational Work Experience Education (Courses 8503 and 8506):** Extended vocational learning opportunities through paid employment in a job related to a vocational course in which a student is or has been enrolled. One (1) credit is earned

for 150 hours of work or two (2) credits for 300 hours of work per semester. Enrollment is usually limited to 11th and 12th grade students, ages 16 years and older. Work must be related to an approved high school occupational course that the student has completed or in which the student is concurrently enrolled. An "Individual Training Plan" and a "Contractual Training Agreement" must be completed and students are required to attend one (1) period per week of related instruction. Students may earn a maximum of eight (8) California Scholarship Federation (CSF) credits toward high school graduation.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of College, Career and Technical Education.
2. **Definition:** Work Experience Education (WEE) is a planned combination of classroom work and work experience on a released-time basis for which a student earns credit toward a high school diploma or a certificate of completion (e.g., for students with Individual Education Plans) while the student is under the supervision of school personnel.
3. **Qualifications.**
 - a. High schools wishing to offer WEE courses to students must fund a qualified WEE teacher at the rate of one (1) full-time equivalent teacher for each 125 students the school enrolls in WEE. Schools may wish to use the formula of 0.2 of an assignment equals 25 students enrolled in WEE.
 - b. WEE teachers must possess a valid secondary level credential and have two (2) years of qualifying work experience outside the field of education. Effective July 1, 2011, WEE teachers must be verified through the Instructional and Community Development Department of the Office of College, Career and Technical Education.
 - c. High school students in grades 11 or 12, who are ages 16 years or older are eligible, subject to approval of grade-level counselors. Students under 16 years old *or* in grades 9 or 10 may be considered eligible upon recommendation of the principal.
 - d. Students must be regularly enrolled for no fewer than 240 minutes per day, or 2,400 minutes during 10 consecutive school days, including WEE, or be continuation school students (Administrative Procedure 4026). Student enrollment in WEE should not conflict with meeting the district's UC 'a-g' graduation requirements and must be consistent with their Comprehensive High School Plan. Students can only enroll in WEE as part of the regular school day.
 - e. The written approval of a parent or guardian is required for a student to be enrolled.
 - f. Students enrolled in a general, exploratory, or vocational WEE must attend related instruction classes or counseling sessions conducted by a certificated employee for the equivalent of one (1) period a week throughout the semester.
 - g. Work permits must be obtained by students under age 18 (Administrative Procedure 6436).

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- h. The WEE teacher must visit each student's worksite at least three (3) times each semester to acquire information from the supervisor about how the student is doing at work. The first visit should occur before student job site placement, with additional visits being spaced in accordance to student needs and support.
 - i. The WEE teacher is responsible for verifying appropriate worksite and safety conditions before student placement occurs.
- 4. **Students with Disabilities.** Work Experience Education (WEE) credit for students with disabilities will be based upon their completion of as many hours of work as other students who receive WEE credit unless a waiver has been granted (see Section C.5). Students with disabilities who wish to enroll in WEE should be referred to the vocational rehabilitation counselor assigned to their school. The procedure for granting credit should have as much flexibility as is consistent with meaningful standards for WEE courses.
 - 5. **Waiver for Number of Hours.** Programs may request a waiver of the number of hours of work to be completed in order to earn a credit. The Director, Office of College, Career and Technical Education, will make the final decision based on the nature of the program, the students served, and the educational value of fewer (or increased) hours. This allows for flexibility if students are completing more hours of related instruction and fewer hours of work *and* are achieving the same outcome as those who complete the minimum standard requirements. The requesting administrator should forward a memo outlining the program and the reason for the request to the Director, Office of College, Career and Technical Education, for consideration.
 - 6. **Workday and Employment Limitations.** A 16- or 17-year-old minor enrolled in Work Experience Education (WEE) may work up to eight (8) hours a day (up to 48 hours per week) and until 12:30 a.m. with parent/guardian permission. The hours for 16- and 17-year-olds not enrolled in WEE are much more restrictive – four (4) hours per day on a day preceding a non-school day, only until 10:00 p.m., and not for more than 32 hours per week. Students 14 or 15 years old – whether enrolled in WEE or not – are only allowed to work three (3) hours per day on a school day between 7:00 a.m. and 7:00 p.m. (From June 1 through Labor Day they may work up to 9:00 p.m.)
 - 7. **Workers' Compensation Insurance.** All students enrolled in Work Experience Education (WEE) must be covered by the employer's workers' compensation insurance in case of an illness or injury on the job. The San Diego Unified School District covers students enrolled in Exploratory WEE.

D. IMPLEMENTATION

- 1. **Schools** wishing to offer Work Experience Education (WEE) are required to annually submit a WEE plan to the Office of College, Career and Technical Education, which outlines how the program will be staffed, how and when related instruction will be given, number of students to be enrolled, and how will perform the required supervision visits. This plan should be submitted prior to the course offering. Sites are responsible for providing mileage reimbursement to WEE teachers for travel by personal car when performing duties related to WEE (e.g., supervision and work site approval).
- 2. **Working students** attending schools offering Work Experience Education (WEE) are referred by their school counselor to WEE teacher for enrollment. If the program is full,

students may be placed on a waiting list. Schools should work with the Office of College, Career and Technical Education to establish priorities for enrollment.

3. **Work Experience Education (WEE) Teacher:**
 - a. Approves students for enrollment in WEE (certain jobs may not be appropriate).
 - b. Identifies, selects, and approves work stations.
 - c. Assists students to obtain suitable work stations.
 - d. Verifies issuance of work permits to WEE students.
 - e. Prepares and retains formal contractual training agreements and individual training plans.
 - f. Observes and consults with students.
 - g. Consults with employers.
 - h. Prepares and conducts related classroom instruction.
 - i. Evaluates each student's performance.
 - j. Determines school credit earned by each student.
 - k. Makes at least two (2) on-site contacts per semester with a supervisor at each work station and at least one (1) on-site contact during summer school (if WEE is offered).
 - l. Maintains WEE records for five (5) years as required by law.
 - m. Submits list of enrolled students quarterly to the Office of College, Career and Technical Education.
4. **Student** must be officially enrolled in a work experience education program for the student to receive credit. Retroactive credit for past work is not permitted.
5. **Employer** provides two (2) evaluation ratings per semester on performance of student on the job and notifies Work Experience Education (WEE) teacher when student ceases to work.
6. **School Counselor** adjusts student's program when employment is terminated.
7. **Office of College, Career and Technical Education:**
 - a. Provides all forms and related instruction masters to Work Experience Education (WEE) teacher.
 - b. Coordinates annual revision and development of related instructional materials.
 - c. Issues work permits.

- d. Provides technical support to assist WEE teachers in meeting WEE goals and objectives and in ensuring accuracy, completeness, and quality of records.

E. FORMS AND AUXILIARY REFERENCES (Available from the Office of College, Career and Technical Education)

1. Work Experience Education Program Application/Contractual Training Agreement
2. Work Experience Education Enrollment Form/Individual Training Plan
3. Request for Work Permit and Statement of Intent to Employ Minor (work permit application)
4. Permit to Employ and Work – California Department of Education (work permit)
5. Work Experience Education Program Grade Report
6. Work Experience Education Change Notice
7. Mileage forms

F. REPORTS AND RECORDS

1. The school shall maintain individual records for each participant enrolled for a period of five (5) years. These records shall include:
 - a. The type of Work Experience Education (WEE) in which each student is enrolled, where the student is employed, and the type of job held (WEE enrollment form).
 - b. Work permit issued, if applicable (school copy of work permit application).
 - c. Employer's report of student's hourly work record and performance on the job (grade letter).
 - d. Report of employer consultation (notes on the WEE enrollment form and two [2] grade letters).
 - e. Ratings of each student, including his/her grade and attendance records for related instruction classes (teachers' roll book and grade list).
 - f. Formal training agreement for each student describing the responsibilities of the student, employer, parent/guardian, and school (contractual training agreement)
 - g. Nondiscrimination statement on every training agreement (contractual training agreement)
 - h. Individual training plan for each student (WEE enrollment form).

SUBJECT: **Work Experience Education**

NO: **4126**

PAGE: **6 OF 6**

EFFECTIVE: **1-29-62**

REVISED: **12-6-13**

G. APPROVED BY

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General Counsel, Legal Services
As to form and legality

H. ISSUED BY

A handwritten signature in black ink, appearing to be 'Steve Mense' or similar, written in a cursive style.

Chief of Staff