



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4126

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CATEGORY: **Instruction, Basic Program**

EFFECTIVE: **1-29-62**

SUBJECT: **Work Experience Education**

REVISED: **7-28-05**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for enrollment of students in work experience education.
2. **Related Procedures:**
  - 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 policy: F-1500, F-2000, F-2050, F-2200, H-3500, H-7920; 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 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 in order to ascertain their suitability for employment in these occupations. One credit is earned for 75 hours of nonpaid career exploration per semester. The pupil 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 pupil 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" (E.2.) and a "Contractual Training Agreement" (E.1.) must be completed and students are required to attend one period a week of related instruction. Students may be in grades 9-12 and may earn a maximum of four 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 credit is earned per semester for at least 200 hours of paid employment covering a period of not less than 10 weeks in which the pupil works a minimum of 15 hours per week (9 of which occur during the school week). Work must be in a licensed business with adult supervision. Enrollment is usually limited to students in grades 11 and 12, age 16 and older. An "Individual Training Plan" (E.2.) and a "Contractual Training

Agreement” (E.1.) must be completed and students are required to attend one period a week of related instruction. Students may earn a maximum of eight 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 credit is earned for 150 hours of work or two credits for 300 hours of work per semester. Enrollment is usually limited to 11th and 12th grade students, age 16 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” (E.2.) and a “Contractual Training Agreement” (E.1.) must be completed and students are required to attend one period a week of related instruction. Students may earn a maximum of eight 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 School-to-Career Department, Office of Secondary School Innovation, Office of Instructional Support.
2. **Definition.** Work experience education 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 work experience education (WEE) courses to students must fund a qualified WEE teacher at the rate of one full-time equivalent teacher for each 125 students the school enrolls in work experience education. Schools may wish to use the formula of 0.2 of an assignment equals 25 students enrolled in WEE.
  - b. Work experience education teachers must possess a valid secondary level credential and have two years of work experience outside the field of education.
  - c. High school students 16 or older who are either juniors or seniors are eligible, subject to approval of grade-level counselors. Students under 16 *or* in grades 9 or 10 may be considered eligible upon recommendation of the principal.

- d. Students must be regularly enrolled for not less than 240 minutes per day, or 2,400 minutes during 10 consecutive school days, including work experience education, or be continuation school students (see Procedure 4026 for length of school day).
  - e. The written approval of a parent or guardian is required for a student to be enrolled.
  - f. Students enrolled in general, exploratory, or vocational work experience education must attend related instruction classes or counseling sessions conducted by a certificated employee for the equivalent of one period a week intermittently throughout the semester.
  - g. Work permits (E.4.) must be obtained by students under age 18 (Procedure 6436).
  - h. The WEE teacher must visit each student's worksite at least twice each semester to acquire information from the supervisor about how the student is doing at work.
4. **Students with Disabilities.** Work experience education credit for special education students will be based upon their completion of as many hours of work as other students who receive work experience education credit unless a waiver has been granted (see C.5). Special education students wishing 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 work experience education.
5. **Waiver for Number of Hours.** Administrators of innovative programs may request a waiver of the number of hours of work to be completed in order to earn a credit. The Manager, School-to-Career, will make the final decision based on the nature of the program, the students served, and the educational value of fewer (or increased) hours. As an example, this allows 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 Manager, School-to-Career, for consideration.

6. **Workday and Employment Limitations.** A 16- or 17-year-old minor enrolled in work experience education may work up to eight hours a day (up to 48 hours a 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 hours a day on a day preceding a non-school day, only until 10 p.m., and not more than 32 hours per week. Students 14 or 15 years old—whether enrolled in WEE or not—are only allowed to work three hours a day on a school day between 7 a.m. and 7 p.m. (From June 1 through Labor Day they may work up to 9 p.m.)
7. **Workers' Compensation Insurance.** All students enrolled in WEE must be covered by the employer's workers' compensation insurance in case of an illness or injury on the job. San Diego City Schools covers students enrolled in Exploratory WEE.

#### **D. IMPLEMENTATION**

1. **Schools wishing to offer work experience education** submit a work experience education plan to the School-to-Career Department, which outlines how program will be staffed, how and when related instruction will be given, number of students to be enrolled, and who will perform two supervision visits per semester.
2. **Working students attending schools offering work experience education** are referred by their grade-level counselor to WEE teacher for enrollment. If program is full, students may be put on a waiting list. Schools should establish their own priorities for enrollment.
3. **Work experience education 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 on-site contacts per semester with a supervisor at each work station and at least one 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 School-to-Career Department.
4. **Work experience education teacher** must officially enroll a student in work experience education program in order for student to receive credit. Retroactive credit for past work is not permitted.
5. **Employer** provides two evaluation ratings per semester on performance of student on the job and notifies WEE teacher when student ceases to work.
6. **Grade-level counselor** adjusts student's program when employment is terminated.
7. **School-to-Career Department**
- a. Provides all forms and related instruction masters to work experience education teacher.
  - b. Provides mileage reimbursement to WEE teachers for travel by personal car when performing duties related to WEE (e.g., supervision and work site approval).
  - c. Coordinates annual revision and development of related instructional materials.
  - d. Issues work permits.
  - e. Provides technical support to assist WEE teachers in meeting WEE goals and objectives and to ensure accuracy, completeness, and quality of records.

**E. FORMS AND AUXILIARY REFERENCES** (Available from the School-to-Career Department)

- 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

**F. REPORTS AND RECORDS**

1. The school shall maintain individual student records for each participant enrolled for a period of five years. These records shall include:
  - a. The type of 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 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(s)/guardian(s), 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).

**G. APPROVED BY**

*Kerry B. Flanagan*

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Chief of Staff, Kerry Flanagan  
For the Superintendent of Public Education