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# WORK EXPERIENCE EDUCATION PLAN

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LAUSD's Secondary Plan for Work Experience Education (WEE) was authorized by the Board of Education and submitted to the California Department of Education (CDE) for approval. As of May 21, 2019, the new plan is in effect.

## Assurances for Work Experience Education (WEE)

In addition to complying with appropriate federal and state laws, California Labor Code, California Education Code, and California Code of Regulations, Title V, Work Experience Education, the district agrees to the following assurances:

1. District Plan: The district plan for Work Experience Education (WEE) has been approved and adopted by the local governing board (EC §51762 & CCR, Title V § 10070).
2. Responsibility for District Plan: The Work Experience Education (WEE) teacher-coordinator shall implement and/or comply with the assurances contained herein. The school district administration is responsible for those assurances outside the purview of the WEE teacher coordinator (e.g. Assurances 14, 15, 17, and 18).
3. Credential: The WEE teacher-coordinator possesses a valid secondary-level credential, has two years of occupational experience outside the field of education, and has knowledge of the educational purposes, standards, laws, and regulations regarding WEE (EC §51762 & CCR, Title V § 10075).
4. Enrollment in WEE:
  - 4.a. The WEE teacher-coordinator approves students for enrollment in WEE (EC §51760).
  - 4.b. At the time of enrollment, students are at least 16 years of age (EC §51760.3(a)).

### Exceptions:

- § Students in grade 11 or higher (EC §51760.3(a)(i)).
- § Students enrolled in Exploratory WEE may be 12 years of age and in the middle school (CCR, T5 § 10071 (c)).
- § Principal may certify exemption (EC §51760.3(a)(2)(3)).
- § WEE may be identified on the IEP (EC §51760.3(a)(4)).

5. Minimum Day: The minimum day for students is four periods totaling at least 180 minutes in duration (including WEE) (EC §46144).

### Exceptions:

- § Continuation high school students (EC §46145).
- § Graduating WEE students in the last semester of their senior years (EC §46147).
- § Independent Study high school students (EC §51747).
- § Schools on 4 x 4 schedules which have 4 period days will require at least 180 minutes attendance.

6. Pupil/Teacher-Coordinator Ratio: The pupil/teacher-coordinator ratio in WEE does not exceed 125 pupils per one full-time equivalent certificated WEE teacher-coordinator. Only duties and time directly related to the operation of WEE are considered when determining the pupil/teacher-coordinator ratio (EC §46300(b)).

Exceptions:

- Ratio may be waived by the State Board of Education (EC §46300(b)).

7. Related Classroom Instruction:

- 7.a. The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction (EC §51760, §51762.5(b) & CCR, T5 §10073).
- 7.b. Related classroom instruction or guidance for each semester and type of WEE is conducted by the WEE teacher-coordinator, a minimum equivalent of one instructional period per week offered in sessions scheduled intermittently throughout the semester (EC §51760.3(b)).

8. Course Description: The district course description, with major units of instruction for each semester and for each type of Work Experience Education offered is attached (CCR, T5, §10073).

9. Work Sites:

- 9.a. The WEE teacher-coordinator identifies, selects, and/or approves work sites (EC §51762.5(a) & CCR, T5 §10072).
9. b. A minimum of two on site contacts per semester with a supervisor at each work site and minimum of one on site contact during the summer school session is mandated for completion by the WEE teacher - coordinator (CCR, Title V § 10074).

10. Training Agreement: A written formal training agreement identifying the responsibilities of the school district, employer, parent (or legal guardian), and student is developed for each WEE student. (EC § 51762.5(p) & CCR, T5, §10071). A sample Training Agreement is attached to this application. The following are a part of the formal training agreement:

- 10.a. The student objectives to be accomplished at the work site (CCR, T5, §10071).
- 10.b. The work site offers a reasonable probability of continuous employment for the student during the period for which the student is enrolled in WEE (EC §51760 & §51762.5).
- 10.c. The employer has adequate equipment, materials, and other facilities to provide appropriate learning opportunities (EC §51760 & CCR, T5, §10072).
- 10.d. Work conditions will not endanger the health, safety, welfare, or morals of the student (EC §49116, §51762 & CCR, T5, §10072).
- 10.e. The employer provides adequate adult supervision to ensure that:
  - (1) The Exploratory WEE student is provided opportunities to observe and sample a variety of conditions of work to ascertain his/her interests and suitability for occupations being explored.
  - (2) The General WEE student is provided opportunities to gain occupational skills.
  - (3) The Vocational WEE student is provided opportunities to reinforce and extend the job skills and knowledge learned through the school career/vocational education instructional program (CCR, T5, §10071 & §10072).

- 10.f. The employer, as required by law, provides Workers' Compensation Insurance coverage whenever there is an employee/employer relationship. Students enrolled in Exploratory WEE are provided Workers' Compensation Insurance through the local school district (EC §51768, §51769 & CCR, T5, §10071).
- 10.g. The employer maintains the student's hourly work records and cooperates in rating his/her achievement at the work site (EC §51762.5 & CCR, T5, §10072).
- 10.h. The employer assures the district that he/she does not discriminate on the basis of race, creed, color, sex, or religion (EC §51760.3(c) & CCR, T5, §10071).
11. Work Permits: All work permits for students enrolled in WE are issued or verified by the WEE teacher-coordinator (EC § 49110).
12. Exploratory WEE: For each student enrolled in Exploratory WEE, a limit on the number of hours of observation is established at each observation site (CCR, T5, §10071(c)).
13. Granting Credit: The district procedure for granting school credit for WEE is attached to this district plan. A student satisfactorily completing WEE program requirements may earn a maximum of 40 semester credits made up of one or a combination of two or more of the following:
- (1) Exploratory WEE - Ten (10) semester credits for each semester with a maximum of twenty (20) semester credits.
  - (2) General WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits.
  - (3) Vocational WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits (EC §51760.3, §51762.5(b)(f) & CCR, T5, §1635).
14. Professional Development: A provision is made for WEE professional development for new and continuing teachers-coordinators and other support personnel in WEE, to ensure the quality of the WEE program (EC §51762).
15. Clerical Services & Records: A provision is made for clerical services to assist the professional in meeting the goals and objectives of Work Experience Education and to assure the accuracy, completeness, and quality of the records. The district shall maintain records including:
- 15.a. Type of WEE in which each student is enrolled, where the student is employed, the type of job held or observation sites and hours of rotation (EC § 51762.5).
  - 15.b. Work permit issued, if applicable. (EC §49110). Note: Not required for Exploratory WEE.
  - 15.c. Employer's report of student's hourly work record and performance on the job. (EC §51762.5)
  - 15.d. Report of employer consultations (EC §51762.5 & CCR, T5, §10074).
  - 15.e. Ratings of each student, including his/her grade (EC § 51760.3 & § 51762.5).
  - 15.f. Formal training agreement for each employer and student that describes the responsibilities of the employer, student, school, and parent (legal guardian) (EC §51762.5 & CCR, T5, §10071).
16. Summer School: (not applicable).
17. Civil Rights Act: Work Experience Education covered by this plan shall be in compliance with Title VI and Title VII of the Civil Rights Act of 1964 and with Title 5 of the California Code of Regulations (EC § 51762).

18. Nondiscrimination: Work Experience Education covered by this plan shall be in compliance with Title IX (Nondiscrimination on the Basis of Sex) of the Education Amendments of 1972 (EC §51762).

## GRANTING CREDIT FOR WORK EXPERIENCE EDUCATION

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**General Guidelines.** Work Experience Education (WEE) involves student participation in planned supervised learning on a job requiring adult standards of performance. The WEE course is scheduled during the regular school day on an equal basis with other school courses. Work Experience Education is the joint responsibility of the school, the employer, and the student. The employer provides the prevailing wage for like jobs, except in certain authorized exploratory work situations. Work Experience Education makes a contribution not entirely provided by other courses that helps prepare students for adult living.

**Teacher-Coordinator Requirement.** The California Code of Regulations, Title 5, Education, and the Code of Federal Regulations, Title 29, Labor, state that the Work Experience Teacher-Coordinator shall implement and/or comply with assurances 1-13 and # 16 contained in the District Plan for Work Experience Education. The Teacher-Coordinator shall provide for the supervision of students by preparing individual training plans, observing and consulting with students, and making a minimum of two on-site contacts per semester with each workstation supervisor. The Teacher-Coordinator shall conduct the related classroom instruction developed for each semester and type of Work Experience Education (CCR, T5- 10073,10074; CFR, T29, 570.35).

**Enrollment.** The Work Experience Teacher-Coordinator will determine student eligibility to enroll in Work Experience Education. A student must be at least 16 years of age. Pupils under 16 years of age may be enrolled if they are in grade 11 or higher, or if the school principal certifies that there is a probability that the pupil will no longer be enrolled as a full-time student without the opportunity to enroll in Work Experience Education. Other exceptions include special education students who may have Work Experience identified on an Individual Educational Plan (IEP), independent study high school students, and students in Exploratory Work Experience.

The Work Experience Education Office and the District Office of Transition Services (DOTS) have developed a memorandum of understanding in order to accommodate students with special needs in WEE, including those in the Workability Program.

Continuation High School and Community Day School students are eligible for Work Experience Education offered at their high schools. Each principal is responsible for ensuring that the minimum requirements for WEE are met as explained in this District Plan.

Independent Studies students enrolled at the 36 sites of the LAUSD City of Angels School are included as eligible for Work Experience Education credits. A Work Experience Teacher-Coordinator currently offers students related instruction classes and guidance scheduled at four satellite locations in the district. The principal is responsible for ensuring that the minimum requirements for WEE are met as explained in the District Plan.

Enrollment in Work Experience Education is not permitted for students whose work location will allow their work experiences to take place only on weekends. A portion of the required hours of work for credit may occur on weekends. However, it is strongly recommended that students enrolled in Work Experience Education obtain their on-the-job experiences on at least three school days each week.

**Credit.** Credit is granted only when Work Experience Education is approved, programmed, coordinated, and supervised by school representatives and is satisfactorily performed by the student. This means students must meet the minimum attendance and classwork requirements for related instruction classes, the worksite training objectives, and the minimum hours/weeks of work at each worksite as explained below.

The maximum number of 40 credits may be earned in Grades 9 through 12 in all types of Work Experience Education. The total may be made up of one or a combination of two or more types in amounts not to exceed the following:

- 20 credits in Exploratory Work Experience Education.
- 40 credits in General Work Experience Education.
- 40 credits in Vocational Work Experience Education.
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In any one semester, a student may enroll in Work Experience Education totaling up to:

- 10 credits when he /she is enrolled in four other classes.
- 5 credits when he/she is enrolled in five other classes.
- 10 credits when the student is enrolled in five or six other classes, provided the student is in Grade 12 or is demoted to 11th because of a lack of credits, and obtains specific approval of the school principal or his/her designated representative

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## MINIMUM HOURS AND WEEKS OF WORK REQUIRED FOR WORK EXPERIENCE CREDIT:

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### GENERAL AND VOCATIONAL/CAREER TECHNICAL EDUCATION (CTE) WORK EXPERIENCE EDUCATION:

#### STUDENTS ARE GRANTED IN:

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##### 20-WEEK SEMESTER

- 2.5 credits for an average of 2.5 hours per week of work for a minimum of 18 weeks (45 hours total).
- 5 credits for an average of 6 hours per week of work for a minimum of 15 weeks (90 hrs. total).
- 10 credits for an average of 12 hours per week of work for a minimum of 15 weeks (180 hrs. total).

##### 16-WEEK SEMESTER

- 2.5 credits for an average of 3.75 hours per week of work for a minimum of 12 weeks (45 hours total).
- 5 credits for an average of 7.5 hours per week of work for a minimum of 12 weeks (90 hrs. total).
- 10 credits for an average of 15 hours per week of work for a minimum of 12 weeks (180 hours total).

##### 8-WEEK QUARTER SEMESTER.

- 2.5 credits for an average of 7.5 hours per week of work for a minimum of 6 weeks (45 hours total).
- 5 credits for an average of 15 hours per week of work for a minimum of 6 weeks (90 hours total).
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### EXPLORATORY WORK EXPERIENCE EDUCATION: STUDENTS ARE GRANTED IN A:

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##### 20-WEEK SEMESTER:

- 2.5 credits for an average of 2 hours per week of on-the-job experience for a minimum of 15 weeks (30 hours total).

- 5 credits for an average of 4 hours per week of on-the-job experience for a minimum of 15 weeks (60 hours total).
- 10 credits for an average of 8 hours per week of on-the-job experience for a minimum of 15 weeks (120 hours total).

#### 16-WEEK SEMESTER.

- 2.5 credits for an average of 2.5 hours per week of on-the-job experience for a minimum of 12 weeks (30 hours total).
- 5 credits for an average of 5 hours per week of on-the-job experience for a minimum of 12 weeks (60 hours total).
- 10 credits for an average of 10 hours per week of on-the-job experience for a minimum of 12 weeks (120 hours total).

#### 8-WEEK QUARTER SEMESTER.

- 2.5 credits for an average of 5 hours per week of on-the-job experience for a minimum of 6 weeks (30 hours total).
- 5 credits for an average of 10 hours per week of on-the-job experience for a minimum of 6 weeks (60 hours total).
- 10 credits for an average of 20 hours per week of on-the-job experience for a minimum of 6 weeks (120 hours total).

Fractional parts of the minimum required number of hours of work for 5 credits may be used to grant proportionate credit in any type of Work Experience Education when circumstances warrant.

Related Instruction. Related instruction or guidance is required for all students earning Work Experience Education credit. One period per week of classroom instruction provided by the Teacher-Coordinator is required during each semester. The instruction shall be offered in sessions scheduled intermittently throughout the semester. Attendance in this class is part of Work Experience Education enrollment, and no additional credit is earned for the related instruction.

Grading Criteria. The subject mark of "A," "B," "C," "D," and "Fail" in Work Experience Education is based upon the classwork, homework, and attendance in the special related instruction class; the evaluation of the worksite supervisor; and meeting the minimum number of hours and weeks worked as explained above.

Other basic curriculum requirements are not affected by granting credit for Work Experience Education. The normal number of semesters in school may not be decreased by the accumulation of such credits, except for students specifically selected by the principal for acceleration.