

California Department of Education

Secondary District Plan And Application for the Work Experience Education (WEE) Program

(Per EC 51775, a review of the secondary district plan must be reviewed every three years.)

<u>Banning Unified School District</u> Local Educational Agency (LEA) / District / School	<u>Riverside</u> County	
<u>161 W. Williams St</u> Street Address	<u>Banning</u> City	<u>92220</u> Zip Code

Place an "X" in the appropriate box (es) to identify the conditions under which WEE will operate.

	Exploratory WEE	General WEE	Career Technical WEE
Regular School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summer School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

In addition to complying with appropriate federal and state laws, California *Labor Code*, California *Education Code*, and California *Code of Regulations*, Title 5, the LEA agrees to the following assurances:

- District Plan:** The district plan for Work Experience Education (WEE) has been approved and adopted by the local governing board and is attached in the enclosed copy of Board Approving Minutes. (EC § 51762 & CCR, T5 § 10070)
- Responsibility for District Plan:** The WEE teacher-coordinator shall implement and/or comply with the assurances contained herein. The school district administration is responsible for those assurances outside the requirements of the WEE teacher-coordinator. (e.g. Assurances 14, 15, 17, and 18)
- Credential:** The WEE teacher-coordinator shall possess a valid secondary-level credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and regulations regarding WEE. (EC § 51762 & CCR, T5 § 10075)
- Enrollment in WEE:** The WEE teacher-coordinator approves students for enrollment in WEE. (EC § 51760)
 - 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 Individualized Education Program. (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 year. (EC § 46147)
 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:** The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction. (EC § 51760, § 51762.5(b) & CCR, T5 § 10073)
 - a. 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 WEE course description, with major units of instruction for each semester and for each type of WEE offered is attached in the enclosed course description with units of instruction per semester. (CCR, T5 § 10073)
 9. **Work Sites:** The WEE teacher-coordinator identifies, selects, and/or approves work sites. (EC § 51762.5(a) & CCR, T5 § 10072)
 - a. A minimum of two on-site contacts per semester with a work site 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, T5 § 10074)
 10. **Student Training Agreement:** A written formal training agreement identifying the responsibilities of the school district, employer, parent/guardian, and student is developed for each WEE student and is attached in the enclosed copy of Student Training Agreement. (EC § 51762.5 & CCR, T5 § 10071)

The following are found on the Student Training Agreement:

- a. Student objectives to be accomplished at the work site. (CCR, T5 § 10071)
 - 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)
 - c. The employer has adequate equipment, materials, and other facilities to provide appropriate learning opportunities. (EC § 51760 & CCR, T5 § 10072)
 - d. Work conditions will not endanger the health, safety, welfare, or morals of the student. (EC § 49116, § 51762 & CCR, T5 § 10072)
 - 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 Career technical 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)
 - 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)
 - g. The employer maintains student's hourly work records and cooperates in rating his/her achievement at the work site. (EC § 51762.5 & CCR, T5 § 10072)
 - h. The employer assures the district that he/she does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any Work Experience Education program or activity conducted by an educational institution or any other local agency, which is funded directly by, or that receives benefits from any state financial assistance. (5 CCR, Division 1, Ch. 5.3, SubCh. 1, Art. 1, Section 4900 a))
11. **Work Permits:** All work permits for students enrolled in WEE are issued or verified by the WEE teacher-coordinator or authorized designee in writing per the enclosed Letter of Authorization to issue work permits. (The document needs **original signature** of the District Superintendent or designee.) (EC § 49110 (b))

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 procedure for granting school credit for WEE is found in enclosure (4). A student satisfactorily completing the 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) Career Technical 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 teacher-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 WEE and to assure the accuracy, completeness, and quality of the records.

The district shall maintain records including:

- 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)
 - b. Work permit issued, if applicable. (EC § 49110) Note: Not required for Exploratory WEE.
 - c. Employer's report of student's hourly work record and performance on the job. (EC § 51762.5)
 - d. Report of employer consultations. (EC § 51762.5 & CCR, T5 § 10074)
 - e. Ratings of each student, including his/her grade. (EC § 51760.3 & § 51762.5)
 - 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:** WEE during the summer is conducted in the same time period as the rest of the approved summer school and conforms to all appropriate federal and state laws, *California Labor Code*, *California Education Code*, and *California Code of Regulations*, Title 5 rules and regulations applicable to WEE.

17. **Civil Rights Act:** WEE covered by this plan shall comply 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:** WEE covered by this plan shall comply with Title IX (Nondiscrimination on the Basis of Sex) of the Education Amendments of 1972. (EC § 51762) and no person associated with this WEE Secondary District Plan shall be subjected to discrimination, or any other form of illegal bias, including harassment. No person shall be excluded from participation in or denied the benefits of this local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in this program and activities, conducted by this "educational institution" or "local agency," which is funded directly by, or that receives or benefits from any state financial assistance. (5 CCR, Division 1, Ch. 5.3, SubCh. 1, Art. 1, Section 4900 a)).

I hereby certify that to the best of my knowledge, the provisions for WEE outlined in this Secondary District Plan meet all California Department of Education requirements.

District Superintendent or Designee

Date

Date Local Governing Board Approved: _____

Person Preparing Application:

Name: Michael S. O'Neill E-mail: moneill@banning.k12.ca.us

Title: WEE Coordinator Phone: (951) 922-0285

This Secondary District Plan and application for a WEE program must include the **original signature** of the district superintendent or designee along with the following required enclosures:

- Enclosures:
- (1) Copy of Board Approving Minutes
 - (2) Course Description w/units of Instruction per semester
 - (3) Copy of Student Training Agreement
 - (4) Letter of Authorization to Issue Work Permits (**original signature** of the district superintendent or designee)
 - (5) Description of WEE's procedure for granting school credit (Only if expanded from minimum description provide on #13)

Submit this Secondary District Plan and application along with all of the enclosures to:

Erle Hall, MS
Education Programs Assistant
Career and College Transition Division
CTE Leadership and Instructional Support Office

California Department of Education
1430 N Street, Suite 4202
Sacramento, CA 95814
ehall@cde.ca.gov
916-323-2564

Banning High School Training Agreement Workplace Objectives

Student: _____

Employer: _____

1. By _____, the student will have cultured a sense of professionalism as demonstrated by
 - a. Clear communication, both oral and written
 - b. Showing initiative
 - c. Displaying a good attitude towards the assigned task
 - d. Showing pride in the quality of work being done
 - e. Maintain grooming and appearance (standards vary by industry)
 - f. Treating supervisions, coworkers, clients, and customers with respect
 - g. Working well with others and being a team player
 - h. Ensuring that work is carried out in a safe and healthy manner
2. By _____, the student will effectively manage their time at work as demonstrated by
 - a. Excellent attendance
 - b. Arriving to work on time
 - c. Maintaining a safe and organized work area
 - d. Carrying out instructions in a prompt manner
 - e. Displaying a sense of responsibility
 - f. Carrying out assigned tasks in a organized and efficient manner
3. (Industry specific goal. Set by employer)
4. (Industry specific goal. Set by employer)

Student _____

Date: _____

Parent / Guardian _____

Date: _____

Employer _____

Date: _____

Title _____

School district _____

Date: _____

Work Experience Coordinator

Work Experience Education Course Syllabus

Coordinator: Dr. O'Neill

Office Phone: 951-922-0285 ex295214

School Year: _____

Office Hours: _____

E-mail: moneill@banning.k12.ca.us

Office Location: Room 5214

Course Description:

Work Experience Education is designed to give the student a thorough knowledge of the fundamental principles of work and to provide training in a semi-skilled/skilled service occupation. The principles are applied to actual school-approved work related worksites on a part-time basis. The classroom instructor is the WEE teacher coordinator and works with the student to be successful. Real world experiences through hands-on applications at the worksite are strengthened through the students' daily-related class. The students' general educational background is enhanced as it relates to the students' employment. This also teaches the student the role of worker and citizen. This knowledge is helpful to each student for personal employment/careers and further educational attainment. The student must pass both classroom and employer's evaluation to receive credit. Students are responsible for transportation to their worksite.

Note this course requires students to successfully complete both the classroom and the workplace components of the course. Students who do not complete both components cannot earn credits.

Elective Course Credits:

Work Experience is a graded course counting towards high school graduation and college. Enrollment is limited to a maximum of 10 credits a semester. The class can be repeated. A maximum of 40 credits can be earned toward graduation. (11th & 12th grade elective)

5 credits:

- Must be scheduled to work a minimum of 5 hours a week.
- Must comply with attendance guidelines
- Must satisfactorily complete both coursework components and workplace components
- Must file all required forms (see below)

10 credits:

- Must be scheduled to work a minimum of 10 hours a week.
- Must comply with attendance guidelines
- Must satisfactorily complete both coursework components and workplace components
- Must file all required forms (see below)

Time commitment:

- Students will need to maintain good attendance in their regular course of study.
- Students will need to attend work experience during their scheduled time (one day per week)
- Students will need to work a 5-10 hours per week (as scheduled by the employer)

Classroom Component

Course Objectives/Units of Study

Upon successful completion of this course, students will show academic knowledge of the following skills:

Year 1 Semester 1

Unit 1: Getting a Job

- Week 1: Orientation / Course Requirements
- Week 2: Labor Laws / Hazardous Occupations
- Week 3: Labor Laws & Sexual harassment
- Week 4: Resources to locate a job
- Week 5: Formatting and composing business letters for resumes, etc.
- Week 6: Resumes & References (Portfolio Project Introduced)
- Week 7: Employment Applications
- Week 8: Employment Interview Skills
- Week 9: Interview Questions, Responses and Discrimination Issues
- Week 10: Your hired! Forms W-4 and I-9
- Week 11: (Portfolio Project next assignments)

Unit 2: Keeping a Job

- Week 12: Employer Expectations, not getting fired, student evaluations
- Week 13: Work situations (scenarios and ethical decisions)
- Week 14: Workplace Privacy (communications, technologies, cameras)
- Week 15: Workplace Safety (accidents, injuries, crime)

Unit 3: Leaving a Job

- Week 16: Legal rights when leaving a job and letters of resignation
- Week 17: Income Taxes (W-2 Forms, Form 1040EZ)
- Week 18: Income Taxes
- Week 19: Semester Summary / Employer Evaluations / Final Test

Year 1 Semester 2

Unit 4: Economic Awareness

- Week 1: Orientation / Course Requirements
- Week 2: Labor Laws / Hazardous Occupations
- Week 3: Labor Laws / Sexual Harassment
- Week 4: (Portfolio Project – Next assignments)
- Week 5: Forms of Compensation and Required Benefits
- Week 6: Social Security and Medicare
- Week 7: Optional Benefits – Health, Life, and Dental Insurances
- Week 8: Personal Money Management and Credit
- Week 9: Basic Business Operations - Payroll, Expenses, etc.
- Week 10: Portfolio Project - next assignments

Unit 5: Career Development:

- Week 11: Self Assessments - Values, Personality, etc. for Career Choices
- Week 12: Self Assessments – Interests and Skills for Career Choices
- Week 13: Exploring Career Possibilities
- Week 14: Developing a Career Plan Assignment – Employment Trends/Projections

- Week 15: Wage/Salary information - Various Careers
- Week 16: Training, Educational Requirements / options - Various Careers
- Week 17: Complete Individual Career Plan 1 Program Certificates & Portfolios
- Week 18: Semester Review & Final Test
- Week 19: Employer Evaluations, Student Conferences, and Make-Up Final Tests

Year 2 Semester 1

Unit 1: Getting A Job

- Week 1: Orientation / Course Requirements
- Week 2: Labor Laws / Hazardous Occupations
- Week 3: Labor Laws / Sexual harassment
- Week 4: Resources to locate a job
- Week 5: Professional Letters – Resume cover letters, required project
- Week 6: Resumes & References (Portfolio Project Introduced)
- Week 7: Employment Applications – Local Business Manager guest Speaker
- Week 8: Employment Application - Practice
- Week 9: Interview, discrimination & Follow-up
- Week 10: Your hired! Forms W-4 and I-9 Forms
- Week 11: (Portfolio Project - next assignments)

Unit 2: Keeping a Job

- Week 12: Employer Expectations, Employer Reviews
- Week 13: Raises and Promotions
- Week 14: Sexual Harassment
- Week 15: Workplace Safety (accidents, injuries, crime)

Unit 3: Leaving a Job

- Week 16: Wrongful Termination & Letter of Resignation
- Week 17: Income Taxes (W-2 Forms, Form 1040EZ)
- Week 18: Income Taxes
- Week 19: Semester Summary / Employer Evaluations / Final Test

Year 2 Semester 2

Unit 4: Economic Awareness

- Week 1: Orientation / Course Requirements
- Week 2: Labor Laws / Hazardous Occupations
- Week 3: Tax withholdings / W-4 forms / Payroll deductions
- Week 4: (Portfolio Project – Next assignments)
- Week 5: Forms of Compensation, Required & Optional Insurance Benefits
- Week 6: Business Day-to-Day Operations Class Project
- Week 7: Business Day-to-Day Operations Class Project
- Week 8: Business Manager guest speaker
- Week 9: Student Presentations – Business Operations Project
- Week 10: Portfolio Project - next assignments

Unit 5: Career Development:

- Week 11: Self Assessments – Interests / Attitudes / Skills Survey
- Week 12: Self Assessments – Work Activity Preferences
- Week 13: Exploring Career Possibilities
- Week 14: Developing a Career Plan Assignment – Employment Trends/Projections
- Week 15: Wage/Salary information - Various Careers

- Week 16: Training, Educational Requirements / options - Various Careers
- Week 17: Complete Individual Career Plan / Program Certificates & Portfolios
- Week 18: Semester Review & Final Test
- Week 19: Employer Evaluations, Student Conferences, and Make-Up Final Tests

Additional Weekly Classroom Information

- Attendance – You must sign in for attendance.
- Tardies – In order to prepare for adult employment, tardies are not allowed.
- Absences - No make-up meetings. For make-up work see WEE teacher coordinator immediately for handouts, tests, etc. Tests must be taken within one week of any absence.
- Homework – Turn in anytime after assigned up to deadline.

Off-Campus Passes:

- Your WEE course off-campus pass allows you to leave school at the start of the period you are enrolled in.

Textbook & Supplement materials required:

- No textbook required.
- Chromebook (district issued)
- Pen/sharpened pencil, 1 ½" ring binder, and loose-leaf college-ruled paper. (occasionally used)

Workplace Component

Student will need to maintain employment during this course and meet the 5-10 hour minimum work week.

- All students must work (paid hours, on the schedule) at a job a minimum of 12 out of 19 weeks (66% of the semester) in the semester to be eligible for credits and a passing grade.
- Students must turn in a minimum of 12 weekly time sheets signed by employers verifying hours of paid, scheduled work.
- This allows up to 6 weeks of not working due to accidents, illness, injuries, lay off, dismissal, etc. If off work for 8 weeks or more or fail to turn in 12 completed weekly time sheets, the final grade in all periods enrolled will be an "F."

Unemployed / Unable to work / Other situations

- If quitting, give your boss notice, do not quit same day you tell them. Avoid no shows and no calls. If unemployed, or unable to work for any reason (fired, quit, illness, injury, etc.), you are permitted up to 6 weeks of not working in a semester.
- Students not working or not reporting hours worked for more than 6 weeks, cannot receive credit for this class. This elective course requires both job experience and classroom experience.
- Credit for weeks of employment if starting a new job begin when the required Notice of Job Change, new Training Agreement, and a new Work Permit are turned in. Until all forms are completed and turned in, no credit will be given for weekly time sheets, or any weeks counted

toward the course required 12 minimum weeks of employment. Unauthorized / unapproved jobs will not count for class credit. Ask before changing.

In addition, the following requirements must be met

- All required forms must be submitted. These forms are:
 - *Training Agreement / Training Plan*
 - Shows employment information and states responsibilities of the student, parent/guardian, employer, and Work Experience Education teacher coordinator. Provides proof of employment.
 - New agreement must be completed for each job held.
 - *Itemized Statement of Paycheck Deductions*
 - Must submit one written statement of tax deductions (Sept. paycheck stub) during the first 15 days of the semester to prove employment at a legally paid job.
 - Submit a paycheck stub for new jobs obtained during the semester.
 - *Weekly Time Sheet (12 minimum to pass class)*
 - Submit one timesheet each week showing hours worked previous week at job.
 - Submit all hours employed from Monday - Sunday no matter how many.
 - To receive credit, they must be complete, dated, and signed.
 - Any adult at work can sign the timesheet to verify you worked.
 - Time sheets must be turned in by Friday at 3:00 p.m.
 - *Work Permit*
 - A new permit is required until age 18 for each job held, even if employed by parent.
 - Use only permit applications signed by the WEE teacher coordinator.
 - Employer and parent must sign the application. Instructions are attached to the application.
 - *Permission To Work After 10 P.M. (Optional Form)*
 - Required if under age 18 to work after 10 p.m. evenings before a school day.
 - Parent/Guardian, employer, and Work Experience Education teacher coordinator must sign application.
 - *Notification Of Job Change*
 - Complete a Notice of Job Change form to notify the teacher coordinator of a change or loss of job. New training agreement and work permit forms must be attached and must be returned to receive credit for a new job plus your first paycheck stub. Credit for weeks of employment (including weekly time sheets) begin when all forms (agreement and work permit) are submitted.
- Complete on the Job Evaluations:
 - The WEE teacher coordinator visits your worksite once each quarter. (Graded)
 - A supervisor at your worksite will complete an evaluation of you and mail it to school. You will receive a copy of this each quarter. Your employer's evaluation will not affect your class grade.

Grading

- Your semester grade is based on your cumulative semester work.
- To pass the class you must meet 60% of the weekly class requirements and have worked at an

approved job for a minimum of 12 weeks. All required work forms must be on file, turned in on time, and include completed weekly time sheets for a minimum of 12 weeks.

Assignments	Points	Semester Total
Weekly Classes	(18) x 5 pts.	90 pts.
Weekly Time Sheets	(18) x 5 pts.	90 pts.
Portfolio Homework: (1 st) Resume & References (2 nd) Data Sheet & Title Page (3 rd) Letter of Rec., work samples, & copies of transcripts (4 th) Letter of Intro & Evaluation Career Info Plan	(5) x 20 pts.	100 pts.
Quarterly Workplace evaluations	2 x 50	100 pts.
Quizzes: Labor Law Quiz (10 pts) Job App Quiz (10 pts)	(2)	20 pts.
Tests: Economic Awareness (20 pts) Job Seeking Skills (20 pts) keeping a Job (20 pts) Year Semester Final (40 pts)	(4)	100 pts.
Total		500 pts.

Semester Grade Scale
500 – 450 = A
449 – 400 = B
399 – 350 = C
349 – 300 = D
299 or less = F

WORK EXPERIENCE EDUCATION (WEE) STUDENT TRAINING AGREEMENT

The major purpose of this program is to provide valuable work experience education for students. This Agreement is made to show responsibilities of the parties: student/trainee, parent/guardian, school, and employer.

Program:

- ☐ General WEE Program
☐ Career Technical WEE Program
(Unpaid/Volunteer)

Work Permit Issued:

- ☐ Yes ☐ No

☐ 18+ yrs

Transportation:

- ☐ Public Transportation ☐ Walk/Ride Bike

☐ Other _____

Wages Paid By:

- ☐ Employer ☐ N/A

As a student in the WEE program, I:

1. will obtain a work permit for each job held if under 18 years of age.
2. must satisfactorily complete assigned related instruction, submit weekly records of work hours, and follow all policies of this program.
3. call the employer in advance when absent or late for work.
4. will show honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to work.
5. understand if I am absent from school for any reason, then I am not allowed to go to work on the day of the absence. I will attend school regularly.
6. will report any and all job changes or problems to the WEE teacher.
7. will inform the WEE Coordinator and seek advice BEFORE quitting my job.

Student Name: _____ Phone: _____ Age: _____ Birthdate: _____ Grade Level: _____

Home Address: _____ City: _____ Zip Code: _____

Student Signature _____ Date _____

As a parent/guardian of a student enrolled in WEE, I:

1. give permission for student to leave school during WEE.
2. will have responsibility for the safety and conduct of the student while working in the program and traveling to and from school, job site, and home.
3. assume responsibility for student's supervision while off campus.
4. will encourage the student to effectively carry out his/her duties and responsibilities.
5. understand that this consent is voluntary and can be withdrawn at any time.

Parent/Guardian Name: _____ Phone: _____

Home Address: _____ City: _____ Zip Code: _____

Parent/Guardian Signature _____ Date _____

As the employment site, we will:

1. not discriminate *
2. ensure working conditions do not endanger the health, safety, welfare, or morals of the student and provide adequate adult supervision.
3. provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities.
4. complete time sheets and provide student evaluations.
5. provide general liability and property damage insurance.
6. provide Worker's Compensation Insurance
7. provide the probability of continuous employment while student is enrolled in the work experience education program.
8. consult with the WEE coordinator regarding student's performance and notify the teacher immediately of any problems/concerns or if the student is terminated or quits.

Employed by: _____ Contact Person: _____ Phone: _____

Address: _____ City: _____ Zip Code: _____

Worker's Comp. Carrier: _____ Student's Job Title: _____

Job Duties: _____

Employer Signature _____ Date _____

Work Experience Education Coordinator will:

1. Provide a certificated WEE teacher who will work with employer and student, review and approve all job sites, maintain program/student records, consult with employer, student, and parent/guardian regarding job performance, progress in class, grades, etc. as necessary.
2. Assist the employer in the work evaluation of the student.
3. Make a visit to the work site a minimum of one time per month to observe student on the job and consult with employer.
4. Assist student to improve job performance and help student solve job-related problems.
5. Provide Worker's Compensation Insurance for students in the Exploratory WEE program.

WEE Teacher's Name: Dr. Michael O'Neill Phone: 951-922-0285 ex295214

WEE Coordinator Signature _____ Date _____

WORK EXPERIENCE EDUCATION (WEE) STUDENT TRAINING AGREEMENT

*No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an educational institution or any other local agency, which is funded directly by, or that receives benefits from any state financial assistance. (5 CCR, Ch. 5.5, SubCh. 1, Art. 1, Section 4900)