

ASSURANCES FOR WORK EXPERIENCE EDUCATION

In addition to complying with appropriate federal and state laws, California Labor Code, California Education Code (“EC”), and Title V to the California Code of Regulations (“CCR”), El Camino Real Alliance dba El Camino Real Charter High School (the “School”) agrees to the following Assurances:

1. School Plan: the district plan for Work Experience Education (“WEE”) has been approved and adopted by the School’s governing board (EC §51762 and CCR, Title V §10070).
2. Responsibility for School Plan: the WEE teacher-coordinator shall implement and/or comply with the assurances contained herein. The School’s 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)).
5. Minimum Day: the minimum day for students is four periods totaling at least 180 minutes in duration (including WEE) (EC §46144).

Exceptions:

- Students in grade 11 or higher (EC §51760.3(a)(i)).
- Principal may certify exemption (EC §51760.3(a)(2)(3)).
- WEE may be identified on the IEP (EC §51760.3(a)(4)).

Exceptions:

- Alternative Education high school students (EC §46145).
- Independent Study high school students (EC §51747).

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 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, 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 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. Granting Credit: the School procedure for granting school credit for WEE is attached to this 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) General WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits.

(2) Summer School – Five (5) semester credits for each session with a maximum of ten (10) semester credits.

13. Professional Development: a provision is made for WEE professional development for new and continuing a teacher-coordinators and other support personnel in WEE, to ensure the quality of the WEE program (EC §51762).

14. Clerical Services & Records: a provision is made for clerical services to assist the professional in meeting the WEE goals and objectives and to assure the accuracy, completeness, and quality of the records. The district shall maintain records including:

14.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).

14.b. Work permit issued, if applicable. (EC §49110).

14.c. Employer's report of student's hourly work record and performance on the job.
(EC §51762.5)

14.d. Report of employer consultations (EC §51762.5 & CCR, T5, §10074).

14.e. Ratings of each student, including his/her grade (EC § 51760.3 & § 51762.5).

14.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).

15. Summer School: WEE during summer school 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.

16. 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).

17. 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).

18. School Attendance: Students may not exceed 5 unexcused absences to any class. A student who exceeds this may have his/her work permit revoked.

19. All Work Experience students must maintain a minimum GPA of 2.0 to avoid having his/her work permit revoked.

Granting Credit for Work Experience Education

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 work station 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.

Alternative Education students are eligible for Work Experience Education offered at the main campus. The Work Experience Teacher-Coordinator is responsible for ensuring that the minimum requirements for WEE are met as explained in this District Plan.

Independent Studies students are included as eligible for Work Experience Education credits. The Work Experience Teacher-Coordinator is responsible for ensuring that the minimum requirements for WEE are met as explained in this 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 11 and 12 in General Work Experience Education. The total amounts are not to exceed the following:

- 40 credits in General Work Experience Education.

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

Minimum Hours and Weeks of Work Required for Work Experience Credit:

General Work Experience Education: students are granted in a

- 20-Week Semester
 - o 5 credits for an average of 12 hours per week of work for a minimum of 15 weeks (180 hrs. total).
 - o 10 credits for an average of 18 hours per week of work for a minimum of 15 weeks (270 hrs. total).
- Summer School
 - o 5 credits for an average of 15 hours per week of work for a minimum of 6 weeks (90 hrs. total.)

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.