

SECONDARY DISTRICT PLAN FOR WORK EXPERIENCE EDUCATION (WEE) APPLICATION
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Julian Charter School
Local Education Agency LEA

37 68163-3731239
CDS Code

1704 Cape Horn Drive/PO Box 2470
Address: Street

Julian **92036**
City Zip Code

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

	Exploratory WEE	General WEE	Vocational WEE
Regular School	[X]	[X]	[]
Summer School	[]	[]	[]

Each student not to exceed a total of 40 credits. See assurance # 13

The Plan for work Experience Education is a required document to accompany this application.
Lack of attention it items 8, 10, and 13 in the Plan for Work Experience education is the most frequent cause of rejecting applications.

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 and is attached. (ED §51762 & CCR, Title V § 10070)
2. **Responsibility for District Plan**: The Work Experience Education 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. (Title V §1007 1 (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)
 - Graduation WEE students in the last semester of their senior years (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:
- 7.a. The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction (EC §51760, §51762.5(b) & CCR, Title V §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, Title V § 10073)
9. Work Sites:
- 9.a. The WEE teacher-coordinator identifies, selects, and/or approves work sites (EC §51762.5(a) & CCR, Title V § 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, Title V § 10071) The following are a part of the formal training agreement: Attach a copy of the full training agreement as described in 10a-h.
- 10.a. The student objectives to be accomplished at the work site (CCR, Title V § 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, Title V § 10072)
- 10.d. Work conditions will not endanger the health, safety, welfare, or morals of the student (EC §49116, § 51762 & CCR, Title V § 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, Title V § 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, Title V § 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, Title V § 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, Title V § 10071)
11. Work Permits: All work permits for students enrolled in ME are issued or verified by 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, Title V § 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, Title V § 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 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, Title V § 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, Title V § 10071)
16. Summer School: Work Experience Education 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 Work Experience Education.
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)

I hereby certify that to the best of my knowledge the provisions for Work Experience Education outlined in the attached plan meet all California Department of Education requirements.

 District Superintendent
 (Please type or print)

 Signature

 Date

OR

 Designee (Attach authorization)
 (Please type or print)

 Signature

 Date

Designee Address: Street

City

Zip Code

Local Governing Board Approved:

Date

PERSON PREPARING APPLICATION

Jennifer
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Title

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City, State

92036
Zip

FOR STATE USE ONLY

Approved by:

Date

Phone

E-mail

All copies must bear the original signature of the district superintendent or designee.

Submit three (3) copies of the plan to:

Secondary District Plan for Work Experience Education Application

Work Experience Education Office
California Department of Education
660 "J" Street #300
Sacramento, CA 95814
Phone: (916) 322-5050