

Atascadero High School
Work Experience Education
Initial Information

First name _____ Last _____

Preferred name _____

Cell phone number _____

Email _____

Work Site _____

Work Site address _____

Work Site phone number _____

Supervisor's name _____

Supervisor's cell phone number _____

Supervisor's email _____

Total number of hours worked per week _____

Days and times worked:

Sun: Start time _____ End Time _____

Mon: Start time _____ End Time _____

Tue: Start time _____ End Time _____

Wed: Start time _____ End Time _____

Thu: Start time _____ End Time _____

Fri: Start time _____ End Time _____

Sat: Start time _____ End Time _____

When did you begin working for this employer? _____

Is your employer a family member? Yes No

Will you be participating in paid work experience? Yes No

Will you be participating in exploratory (non paid) work experience? Yes No

ATASCADERO HIGH SCHOOL

Work Experience Education

Course Information

Mr. Herrera

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Course Description: Work Experience provides the opportunity to receive school credit while employed at a paying job. Seniors who are employed for at least 10 hours per week qualify for one period of Work Experience, and if employed for at least 20 hours qualify for two periods. Work Experience students study the various facets of successful employment, and attend class the first day of each week to complete assignments.

Attendance: Students will attend only the first class meeting of each week to sign in and complete assignments. Students with more than one period will attend the period that meets first that week. If all assignments are completed and turned in the first class meeting, no further attendance that week is required. Missing assignments necessitate attendance each class period until all assignments are turned in.

Assignments: Workplace readiness assignments are completed in class each week. Time sheets are handed in each week. Additional assignments such as handing in “pay stubs” will be assigned periodically. Assignments are due at the beginning of the first class meeting of the week.

Responsibilities: Students will demonstrate the ability to attend class and place of employment as scheduled, while completing assignments carefully and handing them in on time. Students must communicate well with their management, and treat management with respect. Students must also communicate well with the instructor. There should be no “surprises” for either management or the instructor.

Grading and Evaluation Criteria: Assignments are due at the beginning of the first class meeting of the week, and will be downgraded if turned in late. It is important to complete all work accurately and completely. Check your progress weekly online.

Homework: A time sheet is due each week. The time sheet must be signed by the employer and turned in at the beginning of the first class meeting of each week. Additional homework such as providing a “pay stub” will be assigned periodically. Homework is due at the beginning of the first class meeting of the week, with points lost for incomplete and late work.

Required Materials: Students will need to obtain a work permit if under 18.

Expectations: School wide expectations are listed in the student handbook as well as the school website. In addition to school wide expectations, we will be focusing on these:

1. Be on-time and prepared for work and class.
2. Complete your employment and class assignments to the best of your ability.
3. Live the Golden Rule

Thank you for taking Work Experience. I look forward to working with you this year!

Signature

Printed name

Date

ATASCADERO HIGH SCHOOL
Work Experience Education (WEE)
Student Instructions & Program Requirements

Student Name _____ Date _____

Work Site: _____ Supervisor _____

Work Experience Education (WEE) is an elective class, which combines classroom instruction with paid employment.

THE STUDENT MUST HAVE A LEGALLY PAID JOB, AT A NON-RESIDENTIAL BUSINESS OPEN TO PUBLIC ACCESS, AT A STATIONARY LOCATION WITHIN THE SCHOOL DISTRICT'S BOUNDARIES. A WEE STUDENT MAY NOT BE SELF-EMPLOYED.

The following are the requirements for the successful enrollment and completion of the WEE program:

1. DOCUMENTS ON FILE: Every student is required to have the following documents on file:

- ❖ Agreement
- ❖ Student Instructions & Program Requirements
- ❖ Training Agreement
- ❖ Parent/Guardian Consent Form & Hold Harmless Agreement
- ❖ Work Permit (if under 18 years of age).

2. WORK PERMITS: A minor under 18 years must have a valid work permit on file. A new work permit must be obtained for each job. All work permits expire at the beginning of each school year.

3. LENGTH OF EMPLOYMENT: You must be employed at an approved job before enrolling in this class. A student must be employed a minimum of 78% of each semester in order to be eligible to earn a passing grade.

4. ATTENDANCE: You are required to attend the first class period each week. Students with missing assignments will need to attend each class period until all assignments are complete. The student's primary responsibility is to the on-campus class schedule. It is understood that if a student is too sick to attend school, he/she is too sick to report to work. A student who habitually works on school days when he/she has not attended school is subject to having their work permit revoked and earning a "F" grade for the semester.

5. HOURS OF WORK: If enrolled for one period of WEE, student works a minimum of 10 hours a week; at least 6 hours and at least 2 days during the school week, Monday

through Friday. If enrolled for two periods, of WEE, student works a minimum of 20 hours a week; at least 12 hours and at least 2 days during the school week, Monday through Friday.

No minor under the age of 18 years may be employed before 5am or after 10pm.

EXCEPTIONS: 1) on

the evening preceding a non-school day a minor may work until 12:30am and 2) a WEE student may obtain permission to work until 12:30am on an evening preceding a school day through an agreement signed by the parent/guardian, employer and school.

6. PAY STUBS: You are required to show one pay stub each month to the WEE coordinator.

7. WEEKLY TIME SHEETS: You are required to submit weekly records of hours worked. Forms must be signed by you and employer or supervisor.

8. RELATED CLASSROOM INSTRUCTION: Work Experience meets on campus the first class period of each week. Elective credits are earned for related classroom instruction, not only for working at your job.

9. EVALUATIONS: (4 total for the year) Each student is responsible for having the employer complete (2) written job performance evaluations. The quarter and semester (2) evaluations will be completed as part of the grade earned.

10. CHANGE OF JOB OR UNEMPLOYMENT: If a student has any problem(s) on the job, he/she must immediately notify the WEE coordinator. There may be a solution to the problem(s), which would allow the student to continue to be employed successfully.

A. If a student plans to change jobs, prior approval must be obtained from the WEE coordinator. A new work permit and "Work Site Agreement" must be completed.

B. If a student quits, he/she is required to give the employer reasonable notice; 2 weeks is usually considered reasonable. If a student quits a job without prior approval for the WEE coordinator the student may receive a "F" grade for the semester.

C. If a student's employment is terminated, the student must notify the WEE coordinator as soon as possible.

D. Any student fired for just cause will have his/her right to continue in WEE subject to review by school authorities and may fail WEE. Such determinations will be made on an individual basis.

11. DISCIPLINE POLICIES: The high school's discipline policies will be followed. Use or possession of any controlled substance on the job site, including alcohol, will result on revocation of the work permit and an "F" grade in WEE. Fraudulent / false signatures or figures on any report, assignment, evaluations, work permit, etc. shall result in the student being withdrawn from the WEE program with an "F" grade. This policy is enforced at all times throughout both semesters.

12. GRADING: Each students grade will be computed on points earned. Points earned will include the following categories:

Mandatory Weekly Meetings
Weekly Assignments

Non-discriminatory Statement:

"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. 5.3, Sub Ch. 1, Art. 1)

My parents / guardian and I have read and agree to follow the Work Experience Education Instructions/Expectations.

Printed Name & Signature of Parent/Legal Guardian

Date

Printed Name & Signature of WEE Student

Date

(Please return the above document intact. A copy will be provided if desired.)

AGREEMENT

WORK EXPERIENCE EDUCATION CLASS

ATASCADERO HIGH SCHOOL

Students enrolled in the Work Experience Education Class must sign this agreement indicating they have received a complete copy of the course requirements and understand the requirements to pass and earn credits in this work program. (Summary Below) Also this agreement must be taken home and signed by a parent or guardian then returned within the first week of your entrance into Work Experience.

WORK REQUIREMENTS:

1. All students must actually work at a job a minimum 78% of the weeks in the semester to be eligible for credits and a passing grade.

QUALIFYING EMPLOYMENT:

- a. You are an employee, not an independent contractor.
- b. You receive a paycheck stub showing that taxes are withheld from wages.
- c. Your employer has Worker's Compensation Insurance.
- d. If under age 18 you have a current Work Permit for each job held.
- e. The employer's business is within 20 miles of Atascadero High School.
- f. The employer's business is not located on or within private residential property.
- g. The business is open to the public and allows indiscriminate access to the visiting Work Experience Teacher during school hours (8am - 3pm Monday - Friday).
- h. Working conditions are safe, moral and legal.
- i. A supervisor is present at the business during school hours Monday - Friday.
- j. Students may not work at their job on a day that they are absent from school.
- k. If enrolled for one (1) period, the students works at least 10 hours a week.
- l. If enrolled for two (2) periods, the student works at least 20 hours a week.

Examples of non-qualifying employment include: working for temporary employment agencies, babysitting, housekeeping, home office work (does not allow residential site employment, door-to-door sales, pizza delivery, etc.)

WEEKLY CLASS REQUIREMENTS:

1. Students must attend the first class period of each week prepared with required assignments
2. Students will bring signed weekly time sheets to the first class period of the week
3. Students will complete an assignment each week in class.
4. Students will hand in "pay stubs" when due

By your signature below, you understand and agree to the Work & Class Requirements at Atascadero High School.

Student Signature

Date

Parent/Guardian Signature

Date

PRINT STUDENT NAME: _____



ATASCADERO HIGH SCHOOL

One High School Hill, Atascadero, CA 93422
Phone: (805) 462-4300 www.atascaderohigh.com

E.J. Rossi, Principal

Parent/Guardian Consent Form & Hold Harmless Agreement

WEE Course: Work Experience Education (WEE)

As a component of the Work Experience Education program (WEE), your son or daughter will be receiving vocational training at Community Classroom Training Sites, which are located at various locations throughout the community. Transportation will not be provided through WEE and you, along with your son/daughter, will need to make arrangements for private transportation to the Community Classroom Training Sites.

A. TERMS OF CONSENT

I understand that WEE does not provide transportation to the Community Classroom Training Sites and that I, along with my son/daughter, must make arrangements for transportation to such sites. I understand that it is my responsibility as the parent/guardian of a WEE student to ensure that my son/daughter rides only in insured and safely operated vehicles.

I further understand that neither WEE nor my child's school district of attendance has undertaken to provide transportation to and from the WEE site or the school premises to the Community Classroom Training Sites, and I understand that my child will not be under the direct supervision of any WEE or District employee while my son/daughter is being transported to or from a Community Classroom Training Site. (See Education Code section 44808)

I understand that drivers under the age of 18, during the first 12 months of issuance of a provisional license, may not transport individuals under age 20. (See Vehicle Code § 12814.6) I will ensure that my son/daughter is aware of and complies with these laws.

I further attest, if I am going to transport students, I have a good driving record and possess at least the minimum insurance on my vehicle as required by California law including coverage for Bodily Injury, Property Damage, Uninsured Motorists Bodily Injury Protection as well as Guest Medical Insurance.

I hereby consent to my son/daughter's participation in the WEE program at Community Classroom Training Sites and will ensure he/she is appropriately transported to such sites.

B. RELEASE OF LIABILITY, WAIVER OF LEGAL RIGHTS AND ASSUMPTION OF RISK

I hereby RELEASE AND DISCHARGE the WEE program and its agents (hereinafter collectively referred to as "Released Parties"), arising out of my son/daughter's transportation to/from off-campus WEE activities including, but not limited to, losses CAUSED BY THE NEGLIGENCE OF THE RELEASED PARTIES.

I further agree that I WILL NOT SUE OR MAKE A CLAIM against the Released Parties for damages or other losses sustained as a result of my son/daughter's transportation to/from off-campus WEE activities.

"Home of Scholars and Champions"



ATASCADERO HIGH SCHOOL

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E.J. Rossi, Principal

I also agree to INDEMNIFY AND HOLD THE RELEASED PARTIES HARMLESS, from all claims, judgments, and costs, including attorney fees incurred in connection with action brought as a result of my son/daughter's participation in off-campus WEE activities.

I have read and understand the above and acknowledge that the same constitutes a release of liability and a waiver of my legal rights and also acknowledgement of assumption of liability by me of all risks arising out of my son/daughter's transportation to/from off-campus WEE activities.

C. WORKERS' COMPENSATION

All WEE students are covered through the SIPE workers' compensation program while participating in off-campus vocational trainings at Community Classroom Training Sites. (See Labor Code § 3368; Education Code section 52317) I understand that should any injury occur to my son/daughter while participating in such activities, his/her exclusive remedy shall be through a workers' compensation claim. (See Labor Code § 3600)

Student Signature:

Parent/Legal Guardian Signature:

Print Student Name:

Print Parent /Legal Guardian Name:

Date: _____

Date: _____

Complete and return to Work Experience Education teacher

X

Atascadero Unified School District Work Experience Education (WEE) Training Agreement

<p>For Student to Complete:</p> <p>Student Name: _____ Home Address: _____ City: _____ Zip Code: _____ Phone: _____ Date of Birth: _____ Age: _____ Grade Level: _____</p> <p><input type="checkbox"/> General Work Experience Program <input type="checkbox"/> Exploratory Work Experience Program <input type="checkbox"/> Vocational Work Experience Education</p> <p>Work Permit Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 18+ yrs</p>	<p>As a student enrolled in the WEE program, I:</p> <p><input type="checkbox"/> will find a job that meets the class guidelines. <input type="checkbox"/> will obtain a work permit for each job held if under 18 years of age. <input type="checkbox"/> will attend weekly classes, submit weekly records of hours worked, provide pay stubs, complete assignments, and follow all the policies of this program. <input type="checkbox"/> understand if I am absent from school for any reason, then I am not allowed to go to work on the day of that absence. I will attend school regularly. <input type="checkbox"/> will inform the WEE teacher coordinator and seek advice BEFORE quitting my job.</p>
<p>For Parent/Guardian to Complete:</p> <p>Parent/Guardian Name: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____</p> <p>As parent/guardian of a student enrolled in WEE, I: <input type="checkbox"/> give permission for the student to be employed.</p>	<p>As parent/guardian of a student enrolled in WEE, I:</p> <p><input type="checkbox"/> give permission for the student to leave school during WEE. <input type="checkbox"/> assume responsibility for the safety and conduct of the student while traveling to and from school, job, and home. <input type="checkbox"/> assume responsibility for the student's supervision while off campus. <input type="checkbox"/> will assist my student in successful completion of this class.</p>
<p>For Employer to Complete:</p> <p>Employed by: _____ Address: _____ City: _____ Zip Code: _____ Phone: _____ Employer's Worker's Comp. _____ Student Job Title: _____ Job Duties: _____</p> <p>As the employment site, we will:</p> <p><input type="checkbox"/> not discriminate on the basis of race, color, national origin, sex, or disability, creed or religion. <input type="checkbox"/> ensuring working conditions do not endanger the health, safety, welfare, or morals of the student.</p>	<p><input type="checkbox"/> provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities. <input type="checkbox"/> provided an itemized statement of deductions with every paycheck. <input type="checkbox"/> complete student evaluations and time sheets. <input type="checkbox"/> consult with the WEE coordinator regarding student's performance. <input type="checkbox"/> release student from work when requested by the school. <input type="checkbox"/> adhere to all Federal and State regulations regarding employment. <input type="checkbox"/> provide the probability of continuous employment a minimum of 10 hours weekly through a semester. <input type="checkbox"/> notify the WEE coordinator immediately of any problems or concerns or if the student is terminated or quits.</p>
<p>For Work Experience Teacher Coordinator to Complete:</p> <p>Student's on-the-job objectives:</p> <p>(1) _____ (2) _____ (3) _____</p>	<p>Work Experience Education Coordinator Will:</p> <p><input type="checkbox"/> review and approve student job sites. <input type="checkbox"/> conduct a minimum of 2 site visits/semester. <input type="checkbox"/> maintain all program/student records per Ed Code. <input type="checkbox"/> consult with employer, student, and parent/guardian regarding job performance, progress in class, grade, etc.</p>
<p>Non-discriminatory Statement: "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. 5.3, SubCh. 1, Art. 1)</p>	
<p>Student Signature: _____ Date _____ Parent/Guardian Signature: _____ Date _____ Employer Signature: _____ Date _____ WEE Coordinator Signature: _____ Date _____</p>	

Work Experience Education

Course Quiz

Instructions: Read through your Work Experience packet to find the answers to these questions. Neatly write your answers in the space provided.

1. When should you attend the on-campus Work Experience class?
2. If you are missing assignments, when should you attend the on-campus Work Experience class?
3. Explain what should be done when you attend the Work Experience class
4. Explain how to keep track of your grade and assignments
5. Which students are required to have a work permit?
6. List the assignments you will be working on each week.
7. Explain how your employer/supervisor will be involved in your Work Experience class.
8. If you are experiencing problems on the job, who should you contact?
9. If you are thinking about quitting your job, whose approval should you seek first?

Signature

Printed name

Date