

ADMINISTRATIVE CIRCULAR NO. 7
Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: August 23, 2005

To: Senior High School Principals

Subject: WORK EXPERIENCE EDUCATION

**Department and/or
Persons Concerned:** Head Counselors, School Counselors, Employer Outreach
Specialists

Due Date September 23, 2005

Reference: Education Code 46144, 51760.3, 51762, and 51762.5
California Administrative Code Title 5; District Procedure
No. 4126

Action Requested: Complete the attached form and return to Kathy Parker,
Revere Center, Room 3, by September 23, 2005

Brief Explanation:

If you will be offering a Work Experience Education (WEE) program at your school, you must provide the staff person and maintain the program within the legal requirements.

STAFFING

1. The WEE teacher must be someone with a valid secondary credential and two years of occupational experience outside the field of education.
2. The law states that the student-to-teacher ratio for WEE is 125 students for every FTE (full time equivalent) teacher/counselor.
3. If you choose a counselor or a resource teacher, he/she must have his/her caseload/ workload reduced by 20 percent for every 25 students you want enrolled in WEE.
4. If you choose a classroom teacher, he/she may enroll 25 students for every period he/she is assigned to teach WEE. An example of this would be a business teacher who teaches three periods of keyboarding and two periods of WEE. This teacher could have 50 students enrolled in WEE.

5. The certificated staff person chosen would also be required to make two personal supervision visits to each student's work site each semester.
6. California Education Code requires that each site offering WEE maintains all WEE records for a period of five (5) years.
7. It is recommended that the person assigned to teach WEE is also a work permit signer at your site. This will facilitate the teacher's ability to collect all required documentation for WEE enrollment.
8. If you would like to discuss implementing a WEE program at your school, please call Susan Avelar at (858) 627-7369.

SUPPORT SERVICES

School-to-Career will provide the following support services for Work Experience Education staff at your school.

1. Provide all required Work Experience forms (enrollment forms, contractual training agreements, grade letters, work permit applications, change notices, etc.).
2. Provide initial training, ongoing in-service activities and technical assistance.
3. Coordinate activities related to the Coordinated Compliance Review (CCR).
4. Provide Work Experience Education curriculum in the form of Related Instruction Packets (RIPs) masters for duplication and use in the weekly related instruction classes students are required to attend.
5. Provide mileage reimbursement to supervising teacher/counselor for performing duties related to WEE.
6. Issue Work Experience Education work permits for enrolled minors. These permits allow minors to work more and later hours than other students.

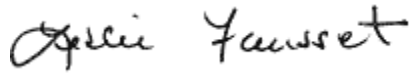
REMINDER: The Board of Education requires all students to be enrolled in a six-period day. Working students are not to be released early from school unless they are enrolled in a legal Work Experience Education program.

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Please complete the attached form and return to Kathy Parker, Revere
Center, Room 3, by September 23, 2005.

Rob Atterbury
Director
Office of Secondary School Innovation

APPROVED:

A handwritten signature in black ink that reads "Leslie Fausset". The signature is written in a cursive style with a large initial 'L'.

Leslie Fausset
Interim Superintendent

LF:RKA
blw

Attachment

Distribution: Lists B and F

SAN DIEGO CITY SCHOOLS
Office of Secondary School Innovation
School-to-Career

Please check one for the 2005-06 school year.

_____ We will be offering a Work Experience Education course(s) at our school. (General, Vocational and/or Exploratory Work Experience Education)

Please note: Unpaid internships for your students can only be offered through Exploratory Work Experience Education or ROP Community Classroom.

_____ We will not be offering any Work Experience Education programs at our school.

Principal's Signature

Date

School

Return to Kathy Parker, Revere Center, Room 3, by September 23, 2005.