

Work Experience (SSS-P132)

1.0 SCOPE:

- 1.1 This procedure describes the Student Support Services Work Experience Program in which high school students receive elective credit for employment or volunteer service.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Student Support Services Officer, Student Support Services

3.0 APPROVAL AUTHORITY:

- 3.1 Transition Programs Consultant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 Case Manager - Special Education Teacher assigned to a specific student.
- 4.2 IEP – Individualized Educational Program as defined by the Department of Education.
- 4.3 IEP Team – Required participants in attendance at the IEP meeting.
- 4.4 Employment – gainfully compensated for work performed at an established business. Established businesses must be covered under Worker's Compensation and be able to issue a legitimate company check stub.
- 4.5 Volunteer Service / Community Service - unpaid services rendered to an approved organization.
- 4.5.1 Approved organization – an organization that has an established volunteer program and/or a non-profit organization.
- 4.5.2 Unpaid Community Service – volunteer work at a non-profit organization (i.e. hospitals, schools, churches, animal shelters, Crisis Line, etc.).
- 4.6 Credits: Students earn a half credit (0.5) for every sixty (60) hours worked. The maximum credit standard per semester is 3.0 = 360 hours.
- 4.7 Grades
- 4.7.1 A "Pass" (With Credit) grade is issued to a student who completes 60 hours worked.
- 4.7.2 A "Withdrawn" (No Credit) grade is issued to a student who does not meet the minimum criteria of sixty hours worked.
- 4.7.3 Credits are issued by the Transition Programs Staff under the authority of the Student Support Services. Notification of Enrollment is sent to the Special Education Facilitator or School Registrar to be entered on the grade sheet.
- 4.8 Late Enrollment – any Work Experience application turned in after the first nine weeks of the Fall or Spring semester. Some examples are: a student enrolls late from out-of-state,

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a student whose Case Manager leaves, changes, and/or loses the paperwork, an employer loses the application, or a student returns from a detention facility.

- 4.9 Early Fall Enrollment (counting summer hours) – An opportunity for the student to work more hours not available during the regular school year. Hours are counted from the day after school is out through the Fall semester. Credit is awarded at the end of the Fall semester.
- 4.10 Semester – (eligibility time period) a student can only earn credits during two semesters, Summer/Fall and Spring.
- 4.11 LEA – Local Educational Agency (LEA) representative. Generally the site administrator or a designee who is qualified to provide or supervise the provision of special education, has knowledge about the general curriculum and availability of resources, and has the authority to commit agency resources and ensure services will be provided.
- 4.12 WCSD – Washoe County School District

5.0 PROCEDURE:

Elective Credit

- 5.1 The Special Education Work Experience Program allows students to receive elective credit for employment or community service. Depending on the student's IEP, they may earn credit during or after school, weekends, or holidays.
 - 5.1.1 A notation indicating that the student plans to seek employment or community service credit must be documented in the IEP.
 - 5.1.2 The student must be employed or volunteering at the time the application is submitted.
 - 5.1.3 Paid employment, according to the WCSD, requires eligible students to be 16 years old or turn 16 in the semester in which they are enrolled.
 - 5.1.4 The Transition Programs Consultant must approve the organization(s) selected for community service credit.
 - 5.1.4.1 The Case Manager submits the application with the Transition section of the IEP that clearly states the intent to use volunteer work for credit.
 - 5.1.4.2 High school students at any age may apply for community service and be awarded Work Experience credit.
 - 5.1.5 A student not able to produce a copy of a check stub must use the Transition Program's "Community Service Hours Tracking Log" (SSS-F138) or "Work Experience Hours Tracking Log" (SSS-F139).

Enrollment Procedure

- 5.2 The student obtains a Work Experience Application (SSS- F140) from the high school Case Manager.
 - 5.2.1 The student completes the appropriate sections of the Work Experience Application and signs.

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- 5.2.2 The parent and employer must sign the application.
- 5.2.3 The Case Manager completes the Request for Credit section of the Work Experience Application and is sure all the information is complete.
- 5.2.4 The Case Manager sends the completed application to the Transition Program office.
- 5.2.5 A copy of the IEP Transition pages 1,4, and 5 must be attached to the Work Experience Application.
- 5.2.6 Applications are accepted during the first nine weeks of a semester.
- 5.2.7 Late enrollment or changes to the "Request for Credit" (SSS-F140) must go through the School Principal and the Transition Programs Consultant for approval.
- 5.2.8 Applications are date stamped upon receipt in the Transitions Programs office.
- 5.2.9 The Transition Programs Work Experience Secretary verifies the student's employment.
- 5.2.10 The student's verified information is documented onto the Work Experience Worksheet (SSS-F141).
- 5.2.11 Notification of Enrollment (SSS-F137) is sent to the school's Special Education Facilitator and School Registrar.
 - 5.2.11.1 It is the responsibility of the school to put "Work Experience" on the student's class schedule and on their progress reports.
 - 5.2.11.2 The Notification of Enrollment is sent at the close of the first and third quarters.
- 5.2.12 The Transition Programs Work Experience Secretary inputs the student's information on the computerized Student Work Experience Log Sheet (SSS-F143) to track the student's hours worked during the semester.
 - 5.2.12.1 A copy of the Log Sheet is saved on the computer. A hard copy is attached to the student's application and filed in the school Work Experience files.
- 5.2.13 The student's information is recorded by school name on the WE Spread Sheet (SSS-F147) on the Transition Programs Work Experience computer.
- 5.2.14 Each semester the student must reapply for Work Experience.
 - 5.2.14.1 A student continuing in the same job with the same employer, will use the Work Experience Continuation Application (SSS-F144), a one page application, and follow procedures 5.2.1 through 5.2.4.

Early Fall Enrollment – Counting Summer Hours

- 5.2.15 A completed Work Experience Application will be accepted two weeks before school is dismissed in June until the second Friday of the new school year. THIS REQUIREMENT IS NON-NEGOTIABLE.

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- 5.2.16 The Case Manager must clearly state in the student's IEP that the student will be working during the summer for Fall credit and must specifically state the number of credits to be earned.
- 5.2.17 A copy of the IEP Transition pages 1 and 5 must be attached to the Work Experience Application.
- 5.2.18 The student must receive verifiable check stubs.
- 5.2.19 The Case Manager must clearly state on the Work Experience Application that the student is enrolling for Summer/Fall and must specifically state the number of credits to be earned.
- 5.2.20 Applications submitted after summer break must include the following documentation:
 - 5.2.20.1 A completed Work Experience Application.
 - 5.2.20.2 Paycheck stubs or copies from summer hours.
 - 5.2.20.3 A copy of the IEP Transition pages 1,4 and 5.
- 5.2.21 Steps 5.2.6 – 5.2.9 will be completed.
- 5.2.22 The student does not need to send a new application in for Fall semester. He/she is already enrolled in the Fall semester.
- 5.2.23 A student changing jobs must resubmit the Work Experience Application (SSS-F140-p 1), with new information, to the Transition Programs office.

Reporting Hours

- 5.3 It is the student's responsibility to submit a check stub to the Case Manager every pay period.
 - 5.3.1 The Case Manager is responsible to mail the check stubs to the Transition Programs office.
 - 5.3.2 The Transition Programs Work Experience Secretary dates and logs the check stubs on the Work Experience Worksheet kept in the Office Manager's desk.
 - 5.3.3 The Transition Programs Work Experience Secretary logs the information from the Student's Work Experience Log Sheet to the computer file kept for each student.
 - 5.3.3.1 This information is handwritten on the Student's Log Sheet that is attached to the application. The student's check stubs are filed in this location. These files are arranged by school in the Work Experience file cabinet.
 - 5.3.4 The WE Spreadsheet is updated.
 - 5.3.4.1 Biweekly e-mails are sent to each Case Manager with the updated information from the WE Spread Sheet.

Reporting Credits

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5.4 The IEP team determines the amount of credit the student can work toward.

5.4.1 If hours do not meet the minimum for 0.5 credit (60 hours), the student is withdrawn from the program and receives no credit(s).

5.4.2 Credits are determined from the total hours on the student's check stubs received each semester.

1. Credits are determined using the following scale:

0.5 credit = 60 hours worked

1.0 credits = 120 hours worked

1.5 credits = 180 hours worked

2.0 credits = 240 hours worked

2.5 credits = 300 hours worked

3.0 credits = 360 hours worked

5.4.3 Requests exceeding 3 credits, but no more than 4, require the following:

5.4.3.1 It must be written in the IEP. The IEP Team should base its decision on the following guidelines:

5.4.3.1.1 The Case Manager/LEA informs the Curriculum Assistant Principal when the IEP Team is requesting over 3.0 credits.

5.4.3.1.2 The IEP Team carefully considers the request and justification for additional credits.

5.4.3.1.3 The IEP Team documents how the IEP Transition Plan will prepare the student for the adult world.

5.4.3.2 This process must include an individualized plan that balances academic and applied learning courses with vocational training opportunities.

5.4.3.3 Written permission from the Principal must be written on the Request for Credit (SSS-F140 – p 2).

5.4.3.4 WCSD Policy states that a student may earn no more than four (4) credits by alternative means. Thus,

5.4.3.4.1 A student receiving a Regular Diploma may not exceed a total of four (4) supplemental credits during their 4 years of high school, including Work Experience.

5.4.3.4.2 For a student on an Adjusted Diploma track, the IEP Team determines the maximum number of Work Experience credits to be earned (not to exceed 4 per semester).

5.4.4 All hours for the Fall semester must be received by the Transition Programs office before 3:00 pm on the last day of the semester.

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- 5.4.5 All hours for the Spring semester must be received by the Transition Programs office by 3:00 pm on the Friday before finals.
- 5.4.6 The enrollment is documented on the student's progress report for the quarter grading period, indicating that the student is enrolled in the Work Experience Program. The enrollment verification is sent to the schools on the Enrollment Progress Report (SSS-F145).
- 5.4.7 The Final Credit Earned (SSS-F146) is sent to the school registrar and case manager documenting the credits for the semester.

Grades

- 5.5 Notification of Enrollment (SSS-F137) is sent to each school after the first quarter of each semester verifying student enrollment. The Registrar/Facilitator is responsible to input the students on the progress report.
- 5.6 The Transition Programs Work Experience Secretary records the grade on the Final Credit Earned (SSS-F146) and sends it to each school.
 - 5.6.1 The credits are sent to each school two days after the grading period ends.
 - 5.6.2 The Transition Programs Work Experience Secretary e-mails the Final Credit Earned (SSS-146) to the Facilitator / Registrar at each high school and sends the hard copy through school mail.
 - 5.6.3 The school is responsible to record the credit on the student's transcript.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 SSS-F137 Notification of Enrollment
- 6.2 SSS-F138 Community Service Hours Tracking Log
- 6.3 SSS-F139 Work Experience Hours Tracking Log
- 6.4 SSS-F140 Work Experience Application
- 6.5 SSS-F141 Work Experience Handwritten Worksheet
- 6.6 SSS-F143 Student's Log Sheet
- 6.7 SSS-F144 Work Experience Continuation Application
- 6.8 SSS-F146 Final Credit Earned
- 6.9 SSS-F147 Excel Spread Sheet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student File containing all pertinent forms	Transition Programs Office File	3 years	Destroy all paper work after 3 years.	Standard file cabinet in secured office

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and information

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/1/05	A	Initial Release
11/27/07	B	Entire document was revised and submitted by department lead.
12/14/10	C	New Logo, changed 3.0, added "S" in section 4.7.3, added 4 to 5.2.5, added "Programs" in 5.2.7, added "S" in 5.2.8, deleted office manager and added "Programs Work Experience Secretary" to section 5.2.9, 5.2.12, 5.2.13, 5.3.2 and 5.3.3. Added #4 to section 5.2.20.3, added "s" to sections 5.2.23 and 5.3.1. Capitalized "W" & "E" in section 5.4.3.4.1, added "s" to section 5.4.4 & 5.4.5. Added "Programs Work Experience Secretary" to sections 5.6 & 5.6.2 and "Programs" to 7.0 Table.

***** End of procedure *****