

Condon School District 25J

Code: **IIC-AR**
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Orig. Code(s): IIC

Work Experience Program

The following guidelines and procedures will govern the district's work experience program:

Implementation

Off-campus experiences may generally be divided into these categories:

1. Enrollment in courses of other educational institution;
2. Training internships in community or government;
3. Work-training programs in business enterprises;
4. Participation in training or performance groups;
5. Travel or other unique enrichment experiences.

In order for credit to be awarded, an off-campus experience (outside the regular school setting), shall meet the following provisions:

1. Learning activities shall be integrally related to the regular school curriculum and subject to the same standards of quality;
2. The student's activities shall be supervised by a designated person in the participation agency;
3. In approving a student's off-campus proposal for credit, consideration shall be given to the student's interests, abilities, educational goals and objectives;
4. Work training programs may be either paid and/or unpaid.

Credits

1. Depending upon the student's age and maturity, he/she may be permitted to earn three units of credit in an approved off-campus program while regularly enrolled in high school. For a full credit to be awarded for any off-campus activity, the student's off-campus program shall meet the time requirements established by the State Minimum Standards (130 clock hours). Credit shall be granted only when the written agreement among a parent, school, outside agency and student is completed prior to embarking on the off-campus activity.

2. Off-campus experience allowed from other educational institutions shall be pre-arranged. Credit will be granted consistent with state guidelines from state accredited colleges. Credit may be granted on the above written agreement basis from non-accredited unsteadiness. Agreements to attend these institutions shall conform to the accepted guidelines for off-campus experience.
3. The outside experience may occur at any time during the student's high school career, depending upon the same considerations affecting admission of students to other courses of the school such considerations as student's interests abilities, maturity, goals and objectives.

Procedures for Enrollment

1. Off-campus opportunities will be included in forecast materials.
2. The interested student will be responsible for developing and negotiating a tentative proposal for an off-campus program in relation to a specific setting. In developing the proposal, the student will indicate the proposed location of off-campus experience, the types of activities in which he/she will engage, the expected learning outcomes and how they relate to his/her educational goals and objectives, the tentative schedule for such activities and other factors which the district may deem necessary.
3. The proposal shall be reviewed and the student counseled by a designated faculty member in the area most directly related to the type of activity proposed. When the proposal is satisfactory to the faculty member, it shall receive tentative approval.
4. The student shall present the proposal to the off-campus agency, arrange any modifications in the proposal if necessary and obtain written approval by the person in that agency who is designated to be his/her supervisor.
5. When the proposal is approved by the parent, the off-campus agency and the school, a copy shall be filed in the office of the principal and copies sent to all parties to the written agreement.

Experience Validation

The off-campus agency shall evaluate the student's progress and verify his/her termination or completion of the written agreement. Such verification and evaluation should be reviewed and filed in the student's progress records. Credit and grade shall be determined by the school and recorded on the permanent transcript.

Outside Experience Credit as a Substitute for Required Units

Credit may be granted for required units subject to prior agreement and consistent with normal progress toward meeting district requirements. It is essential that required skills be considered during the planning stage of the off-campus experience.

Transportation

Students shall be responsible for their own transportation to and from off-campus learning settings.

SAIF Insurance Coverage

SAIF coverage shall be provided by the district pursuant to law if the following three conditions are met by the off-campus activity:

1. The duties performed by the student at the time of injury are:
 - a. Among those required of similar full-time employees; and
 - b. Described on the district's application for coverage.
2. The student earns no wages (if wages are earned, workers' compensation coverage is the responsibility of the participating agency, assuming the Workers' Compensation Act is otherwise applicable);
3. The student's name and description of his/her duties have been sent to SAIF. The principal or his/her designee shall be responsible for filing the necessary form at least five days prior to the commencement of the student's participation.