

Helendale School District
WORK EXPERIENCE EDUCATION PROGRAM
“Where students explore, experience, and excel in the workplace”
 15350 Riverview Road Helendale, CA 95124 (760) 952-1760
 TEACHER, Instructor (760) 952-1760 [TEACHER EMAIL ADDRESS](#)
 District Office Phone (760) 952-1760

**EXPLORATORY WORK EXPERIENCE EDUCATION (EWE)
 WORK OBSERVATION AUTHORIZATION AND AGREEMENT**

The Exploratory Work Experience Education (EWE) program provides learning experience beyond the classroom that will enable students to make a better career decision. The program has been designed to enable both business and community organizations to participate in providing quality work-based education to students in the Helendale Elementary School District. Students enrolled in the program are covered by Worker’s Compensation Insurance (California Education Code 5992 and Labor Code 3368).

Business:		Address:		Zip Code:	
		E mail Address		Site Supervisor (Print clearly)	
				October 6, 2017	
Kind of work minor to perform (check one)				<input type="checkbox"/> Observation only	
				<input checked="" type="checkbox"/> Hands on	
Describe duties: Customer Service / Short Cook					
Student Title/Role				<input checked="" type="checkbox"/> Student Intern	
				<input type="checkbox"/> Student Volunteer	
				<input type="checkbox"/> Other	
Hours per day/Shift schedule (Maximum of 4 per day not to exceed 10 hours per week)					
Monday thru Friday : <u>4</u> Saturday: <u>4</u> Sunday: <u>2</u> Weekly Total: <u>10</u>					
Site Supervisor will:					
1. Adhere to all Federal and State laws relating to minors.					
2. Provide time for consulting with the Exploratory Work Experience Instructor concerning the student’s performance and evaluation and notify the teacher of any concerns.					
3. Assist the student in Career Exploration.					
Date: _____			Supervisor Signature _____		
Name of Minor (Last name, First)				Sex	Home Phone
Street Address				Zip	County
					San Bernardino
Age of Minor	Date of Birth	Proof of Age		School District	
		School Records		Helendale School District	
School of Attendance (check one)					
<input checked="" type="checkbox"/> ICA		<input type="checkbox"/> ACE		<input type="checkbox"/> RMS	
				<input type="checkbox"/> HES	
Student- I will:					
1. Keep regular attendance both in school and on my Exploratory Experience post. I will give my post advisor advance notice when I am not able to report to my post. I will not go to my post if I did not attend school that day.					
2. Let my teacher know if I am having problems with my placement.					
3. Turn in my weekly timecards on time.					
4. Attend all related classroom instruction meetings and do any assignments required for this course.					
5. Complete the objectives listed in my training agreement.					
Date: _____			Signature: _____		
Parent Signed Statement					
I hereby give my approval for this minor/student to participate in the Exploratory Work Experience program of Helendale Elementary School District.					
Date: _____			Signature: _____		
TEACHER, Exploratory Work Experience Teacher					
Date: _____			Signature: _____		

EXPLORATORY WORK EXPERIENCE (EWE) EDUCATION AGREEMENT

The purpose of Exploratory Work Experience Education (EWE) is to contribute to the career guidance of the student by affording them the opportunities to sample systematically under school supervision and with school credit, a variety of conditions of work for the purpose of ascertaining his or interest, aptitude, and suitability for the occupation being explored. The length of the exploratory placement may vary depending upon the aptitude of the student, the occupation being explored, and the facilities of the work station. The amount of credit earned depends upon the amount of time spent at the job station and the meeting of the requirements of this Agreement, with the maximum allowable of 20 EWE credits (up to 5 per semester).

THE STUDENT WILL:

1. Attend related training classes in order to obtain a grade and credit, and keep a log of daily activities and number of hours spent at each activity.
2. Complete all required paperwork. The student will not be accepted into the Work Experience Program until all paperwork is completed and returned into the Work Experience Instructor.
3. Notify employer and instructor in case of absence to class and at training site.
4. Notify the instructor immediately of any problems or situations which may affect the student continuing in the EWE program.
5. Not receive pay for like work in the same or similar work station during hours when he or she is not assigned as a EWE student.

THE WORK STATION WILL:

1. Inform regular employees that the high school needs their cooperation in assisting the student to succeed in the EWE program.
2. Not pay the student for his or her participation in EWE.
3. **Not use EWE student as a replacement for a paid employee.**
4. Understand that the student's learning takes precedence over production.
5. Reserve the right to discharge the student for just cause; however the instructor will appreciate consultation prior to such action.
6. Allow the instructor to make periodic visits to the job station for purposes of observing and evaluating the student.
7. Have the option of hiring the student for pay at any time. (New training agreement will take effect)
8. Offer training without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, creed, color, and mental or physical disability.

THE PARENT WILL:

1. Accept responsibility for the conduct of the student while involved with the activities of the Work Experience program.
2. Work out a plan for transportation of the student to and from the site, and class meetings once a week.

THE SCHOOL WILL:

1. Provide an instructor/coordinator to periodically visit the training station and to supervise the student by consulting with his or her manager.
2. Provide related classroom training which the student must attend.
3. Evaluate the student and report grades and credits earned.
4. Offer programs without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, creed, color, and mental or physical disability.
5. Provide Worker's Compensation Insurance for the student, Ed. Code 5992 and Labor Code 3368.
6. Though a work permit is not required, the school will issue a volunteer permit (Form B1-6) upon request.

▶▶▶ IN CASE OF ACCIDENT NOTIFY THE SCHOOL DISTRICT OFFICE IMMEDIATELY ◀◀◀

(FILL OUT AND SIGN ACCOMPANYING AUTHORIZATION AND AGREEMENT FORM AND RETURN ASAP)