

WEE First Week Orientation Notes

Period: 0 5 6 7



Does everyone have a JOB?

- Ask all the students where they work. By doing this you should recognize any questionable jobs.



Work Permits Expire! Must RENEW by Friday

- Ask all the students if they have renewed their work permit for the current year. If they have not, give them a blank B1-1 permit application and tell them to get it in ASAP.



Work Experience Work Permits Benefits

- Explain the limitations of a Regular work permit. Four hours a school day, 30 hours per week maximum. Then explain the benefits of the work experience work permit. Eight hours a day, 40 hours maximum. Students and/or employers can request an extended work permit past 10 pm on a school night if grade and attendance is satisfactory, parents, counselor and work experience teacher agree. CJUSD offers permits in one half hour increments until 12:30 AM.



Pass out Outline. Review outline.

- Cover how grades are earned
- Cover how credits are earned



Pass out Student Data Sheet. Have students fill out. Collect.

- Students are to fill in Black Box area only



Pass out Training Agreement. Review Training Agreement. Due NEXT session.

- Review the most important clauses
 - B. Students must be passing all classes and attend regularly
 - F. Students must turn in pay check stubs to verify hours worked
 - G. Student must notify the teacher when they quit, are laid off or are terminated from their job.
 - Must obtain all signatures before the WEE teacher signs.



Pass out Training Plan. Review Training Plan. Due Next Session.

- The student must fill out the top part of the Training Plan. The student must explain to the employer that they are to pick two or more goals for the student to work toward during the semester. Once the goals are agreed to (picked) the employer and the student must sign the training plan. The training plan must be returned ASAP.



Fall News Letter (handout)

- Explain make up work,
- grade check
- website



Student Contract (handout)

- Classroom Rules
- Student expectations



Reasons for Progress Reports (handout)



Credit and Grading Chart (handout)