



Administrative Procedure 6131  
**WASHOE INNOVATIONS HIGH SCHOOL JOB TRAINING**  
(Formerly Work Experience)

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**Responsible:** Office of School Performance, Options Department

**PURPOSE**

This administrative procedure shall establish the guidelines related to non-specialized work experience at Washoe Innovations High School (WIHS) and does not refer to work experience in specialized programs such as special education, gifted and talented, and career and technical education. For those WIHS Work Experiences and work experience guidelines, please refer to the specialized program for more.

**PROCEDURE**

1. Eligibility Requirements

- a. Students must be enrolled as a full-time student in a Washoe County School District High School Program to participate in a WCSD-sponsored WIHS Work Experience program.
- b. The student must choose a career field of interest and should apply with a WIHS Work Experience opportunity in that career field. The student should solidify the possibility of the WIHS Work Experience with the employer prior to beginning the application process.
- c. Students must meet the following qualifications:
  - i. Student must be enrolled in grade 11 or 12 or be at least 16 years old.
  - ii. Current enrollment in a WCSD high school program.
  - iii. Student must include contact information for two (2) District employees as references.
  - iv. Because students are WCSD "ambassadors" to the local business community, attendance and citizenship records are considered as part of the application.
  - v. Students must provide their own transportation to and from WIHS Work Experience.
  - vi. Students should have the ability to work well independently as contact with teacher is less frequent than with regular classroom teachers.
  - vii. Students need to be available 60 hours outside of school time (6-8 hours weekly) during the business hours of the career field during the course of the semester.

- d. Students' schedule will reflect "WIHS Work Experience" as part of their academic load or in addition to the academic load.

## 2. Enrollment Procedure

- a. The counselor plays an important role in this program and must be included in conversations regarding WIHS work experience. Students' registration in the course does not guarantee acceptance into WIHS work experience.
  - i. The WIHS Work Experience class counts towards the required 6 classes in which a student is enrolled. It is an elective course and students earn .5 credits per semester. WIHS Work Experience course may be taken up to four semesters.
  - ii. Students must complete a WIHS work experience application which may be obtained from their school counselor or appropriate school personnel. The application and contract must be signed by both the student and his/her parent. The parent may "sign" via email or phone call.
  - iii. Students must submit a resume which includes address, phone number, any paid jobs, volunteer work, school activities, extracurricular activities, advanced coursework, and other relevant information.
  - iv. Completed application and resume are due before or during the semester the student wishes to intern. Late applications may be considered or approved by WIHS.
  - v. Students must know who his/her supervisor will be for the WIHS Work Experience prior to applying to the program. This information must be included in the application. Student, supervisor, and counselor (or appropriate personnel) will meet for an intake interview prior to the beginning of any WIHS Work Experience. This meeting may occur in person or over the phone.
  - vi. Written agreements will be established between WCSD and employers. Contracts and/or hold harmless agreements shall be utilized. Employers must have a certificate of liability approved through the Risk Management Office.
  - vii. Parents must sign off on the course that they acknowledge where the student will be working and who the student will be working with and hold WCSD harmless. Parents may sign off via email or over the phone.

### 3. Grades, Incompletes, and Drops

- a. Final grade will be an S/U and determined by a counselor or appropriate staff member with input and evaluation from the supervisor at WIHS Work Experience site.
- b. The counselor or appropriate staff person will notify the registrar who will post grades in a timely manner to the transcript. If possible, appropriate staff may post a grade to IC, but not to the transcript. Those grades will be rolled to the transcript by the registrar.
- c. Students who do not complete 60 documented hours (signed by mentor) at WIHS Work Experience will receive an incomplete in the course. Per WCSD policy, students have three weeks after end of the semester to complete these requirements.
- d. Should the student choose to drop the course, WCSD drop policy will be followed. Both the student and the counselor or appropriate staff will inform the supervisor of the student's decision. Counselors or appropriate staff will maintain communication with mentors during the WIHS Work Experience. Supervisors may also choose to terminate the WIHS Work Experience at any time based upon his/her evaluation of student's performance at worksite

### 4. Legal Status of Intern

- a. Although Washoe County School District serves all students, regardless of immigration status, many employers require background checks based on a valid social security number. Federal and state agencies require volunteers to be U.S. Citizens. These are issues that need to be resolved prior to starting a WIHS Work Experience.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

## **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in the year opposite the regular session of the Nevada Legislature.

**REVISION HISTORY**

Date	Revision	Modification
		Established Accepted Practice
04/01/2012	1.0	Latest Revision: Accepted Practice
01/03/2014	2.0	Revised
9/10/2014	3.0	Revised: converted to Administrative Procedure