

Penney High School

Supervised Occupational Experience (SOE)

Program Description:

SOE is designed for senior high school vocational students interested in gaining practical on-the-job experience while receiving high school credit. Each student must be at work during regular school hours. Students will receive ¼ units of high school credit for every block the student works each semester. The employer and student trainee shall mutually agree upon wages that must be in accordance with applicable laws.

Course Objectives:

- Students will develop competencies needed by individuals engaged in or preparing to engage in a vocational agriculture or business career.
- Students will develop good attendance and punctuality habits necessary for successful employment.
- Students will develop personal traits and attitudes necessary for increased employability and enhanced self-esteem.
- Students will develop the ability to deal effectively with other workers and to accept supervision.

To be eligible, the student must:

- Have earned at least 22 high school credits prior to his/her senior year. If adding SOE second semester, the student must have at least 25 units of credit by the start of the last semester.
- Have satisfactory attendance and school discipline record. Students must have at minimum 90% attendance for their junior year to be eligible to participate their senior year. Students whose attendance falls below 90% at any time will immediately be pulled from the work program and enrolled in classes. If a student applies for the SOE program for the second semester their senior year, they must have had 90% or higher attendance for the previous semester and must maintain 90% attendance for the balance of the semester.
- Provide transportation to and from the job.
- Be enrolled in at least four regular classes per semester. One of these classes must be a Vocational Business class.
- Secure employment in a vocation class-related job prior to entering the SOE program. It is the student's responsibility to secure the job.
- Be released from school a minimum of one class period.
- Be working the specific school hours that the student would normally be in school. For example, if a student is released from school at 1:30, that student must go directly to work and stay at work until at least 3:00. It is acceptable to work longer hours, but the student must be at work during regular school hours.

To enroll:

Students must submit the application and other necessary paperwork in order to be considered for the program. Final acceptance into the program is at the discretion of the SOE staff.

The SOE Coordinator /Supervisor will:

- Keep track of applications and consent forms.
- May visit the student on the job to insure that the student gets the most out of the work experience.
- Work with the employer, student, and parents to provide best possible training for the student.
- Keep track of student reports and employer evaluations.
- Assign quarter and semester grades.

Student evaluation process:

- Each student will complete and turn in Weekly Reports and to his/her SOE coordinator.
- The employer will complete a student evaluation at least once per quarter and go over the evaluation with the student before turning it in to the SOE coordinator.
- Grades will be based upon the completion all of the above requirements. These grades will be pass/fail.

****Attendance at school is very important. Students in the SOE program whose attendance falls to an unsatisfactory level may be removed from the SOE program. This decision will be made by the principal.***

** Students who lose their job for any reason will have two weeks to obtain a new job. Students must return to a regular school schedule anytime they are without employment. Senior SOE students who fail any first-semester class may be required to return to a regular school schedule the second semester. For more information, see the high school counselor.*

**If a student is removed from the SOE program for any reason, whether it be for attendance falling below 90%, loss of employment for any reason, or any other possible reason, the student will be placed in credit bearing classes. The student's grade will be figured for the entire semester and coursework the student missed will be counted as zeroes when figuring his semester grade.*