

Downingtown High School Career Work Experience Program

Program Description and Application Packet

Downingtown High School East Campus
50 Devon Drive
Exton, PA 19341

Downingtown High School West Campus
445 Manor Avenue
Downingtown, PA 19335

Dr. Troy Podell
Supervisor of Teaching & Learning
tpodell@dasd.org
[610-269-8460](tel:610-269-8460)

In order to have an accurate schedule the first day of school, completed applications are due to your school counselor by August 3, 2025.

Applications received after August 3, 2024 will be considered, but your schedule will not be changed until after school begins.

You are not allowed to leave school early until your schedule has officially been changed.

Career Work Experience Program Description:

The Downingtown Area School District provides Career Work Experience opportunities (CWE) for high school juniors and seniors to explore career opportunities not included in the traditional school curriculum. This program allows students to complete their academic requirements as well as participate in a work experience for credit. When participating in CWE, students work at an off-campus location in the community, to help make informed decisions regarding their future career choices. To apply for this program, students must obtain an application, complete one of the career interest/aptitude inventories in Smart Futures, secure a work site within the community that ties to their career interests, and submit a completed application.

Program Goals:

- Students will apply the knowledge and skills they have gained in school to real-life careers.
- Students will become involved in and better understand the working community.
- Students will learn the importance of various skills such as punctuality, initiative, adaptability, courtesy, dependability and honesty.
- Students will develop a sense of responsibility, self-respect and personal satisfaction.

To be eligible students should: (Exceptions to the eligibility requirements may be granted by the high school administration.)

- Be a high school junior or senior
- Be passing all classes required for graduation
- Have good discipline and attendance records
- Be responsible for providing their own transportation to the work site
- Have a valid work permit if under 18
- Have parental permission
- Complete one of the career interest/aptitude inventories in Smart Futures
- Obtain an appropriate job placement that ties to career goals and personal interests
- Complete all other school related obligations including fines, textbooks and graduation project proposal

- Agree to comply with the same rules and regulations of the school's student discipline policies while at your work site

To apply, a student must:

- 1) Make an appointment with your School Counselor, preferably before summer break, to obtain a CWE application, verify that sufficient credits have been earned, a reasonable record of discipline and attendance have been maintained and for preliminary approval to enter the CWE program. Plan for which courses would be dropped if officially accepted into CWE.
- 2) Complete one of the career interest/aptitude inventories in Smart Futures. Attach the results and matching occupation lists to your application. Applications will not be considered without these attachments.
- 3) Obtain a work site that directly ties to your career/post-secondary goals.
- 4) Complete and sign the CWE application.
- 5) Have parents and the employer complete all necessary paperwork and agreements.
- 6) Submit your paperwork to your counselor who will review it and pass it along to the appropriate Curriculum Supervisor and Building Administrator.

The student will be notified of acceptance and their schedule changed once Career Work Experience has been approved.

Downingtown High School
Career Work Experience Program
Counselor Evaluation / Coordinator Approval / Principal Approval

Part I: Counselor Approval:

Student Name: _____

Current GPA: _____

Total Credits Earned 9th-11th : _____ Total Credits (including 12th & CWE): _____

Attendance Record: Days Tardy Days Absent

11th Grade _____ _____

Discipline Record Checked (check once complete): _____

Credit To Be Awarded (circle): ___1___2___3___ Period(s) for CWE: _____

CWE: (6+ hours of work/week = 1 credit)

CWE: (12+ hours of work/week = 2 credits)

CWE: (18+ hours or work/week = 3 credits)

Courses To Be Removed: _____

Counselor Signature: _____

Part II: Supervisor of Teaching & Learning Approval:

Approval: _____

Not Approved: _____

Supervisor Signature: _____

Part III: Principal Approval:

Approval: _____

Not Approved: _____

Principal Signature: _____

Downingtown High School Career Work Experience Contract

General Requirements:

- I understand that if I am accepted into the CWE Program, it involves a partial school day of classroom courses and a partial school day of approved work experience. Maintaining status as a student and an employee is a major responsibility and I will be accountable to my school and employer.
- I understand that I must sign out every day with attendance when leaving the building and immediately leave the school's campus.
- I understand that any changes in employment must be communicated to my school counselor, the Curriculum Supervisor, and the approving Building Administrator within 3 school days.
- I understand that appropriate DASD personnel will maintain contact with my employer throughout the school year.
- I understand that I have three weeks to find a new job that ties into my career interests if I quit or am fired from my current job placement. I must also complete and hand in the interview log in order to document my effort in finding a new job. Failure to do so may result in a failing grade for the marking period.

School Attendance:

- I understand that regular school attendance is necessary in my participation in the CWE Program.
- I understand that if I am absent from school on any school day, I am not permitted to go to work on that day and I must notify my employer.

School to Work Transition:

- I understand it is my responsibility to make arrangements for transportation from school to work.
- I understand that upon completion of my last assigned school class, I am required to sign out and leave the school building and property.

Inclement Weather and Modified Bell Schedules:

- I understand that it is my responsibility to attend all scheduled academic classes every day before signing out for CWE. For days when the bell schedule is modified due to circumstances such as weather related delays, Keystone testing, early dismissals or assemblies, I still must attend all classes before signing out. Class absences will not be excused. If this conflicts with my usual work schedule I must notify my employer as soon as possible in order to adjust my work schedule so I can attend my classes.

Grade and Credits:

- I understand my grade and ability to obtain credits for the CWE Program will be based upon the submission of a manager-signed weekly work log to the CWE Schoology Course.

Code of Conduct:

- I understand that as a student, I must follow the Downingtown Area School District Code of Student Conduct even while engaged in my Career Work Experience employment. Failure to do so may result in disciplinary action and I could be discontinued from the CWE Program.

Work Performance:

- I understand I am responsible for reporting to my work site on time as determined by the rules of my employer.
- I understand as a student and employee I will exercise proper conduct at work and dress appropriately at work.
- I understand that there may be certain confidentiality that occurs between an employee and an employer. I agree that this confidentiality is waived in the event the information is necessary for the successful administration of the CWE Program.

Termination from CWE Program:

- I understand that if I am terminated from my work site by my employer, I am at risk for possibly losing CWE credits which could ultimately result in my not graduating from the Downingtown Area School District on time.
- If I am terminated from the CWE Program due to reasons such as poor conduct or attendance at school, poor conduct or attendance at work, failure to secure and maintain a work placement, etc., I understand that I can not only lose credits towards high school graduation but I will have to return to a full day of regular classes. In this event, I understand that my graduation from high school could be affected by having insufficient credits.

I have read this contract, understand the terms of this contract and agree to fully abide by the requirements of this contract.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Downingtown High School
Career Work Experience Program Application

Name: _____ Grade: _____ Age: _____ Date of Birth: _____

Email Address: _____

Parent/Guardian Full Name: _____

Parent/Guardian Phone Number: (H) _____ (C) _____

Student's Place of Employment: _____

Name of Supervisor: _____ Supervisor's Work Phone Number: _____

Address of Employment: _____

What are your career/post-secondary goals for after high school?

How does your job placement relate to the work/career goals you have?

I hereby apply for acceptance into the Downingtown Area School District's CWE Program for the _____ - _____ school year. I have read and I understand the terms of the CWE Contract. If accepted into the CWE Program I agree to abide by the terms of the CWE Contract.

Student Signature: _____ Date: _____

As the parent/guardian of _____, I understand that my son/daughter is applying for the CWE Program for the _____ - _____ school year. I have read and understand the terms of the CWE Contract. I agree to have _____ abide by the terms of the CWE Contract.

Parent Signature: _____ Date: _____

**Downingtown High School
Career Work Experience Program
Employer Agreement
(To be completed by Student's Employer)**

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Workman's Compensation #: _____

Supervisor's Name: _____

Supervisor's Work Email: _____

Employer Agreement:

- As the supervisor of the student employee named above, I will be able to provide the student with a minimum of ____ hours of work each week beginning _____ (date).
- The student named above has the proper work permit as mandated by the Commonwealth of Pennsylvania and will be employed in accordance with the Child Labor Laws of Pennsylvania.
- I agree to verify the hours of employment for the student on the activity log form given to me by the student each week.
- I understand that the Downingtown Area School District may be unable to provide certain information regarding the student as a result of state and federal confidentiality laws.
- I will provide the Downingtown Area School District with copies of my updated and current clearances before permitting the student to begin work for school credit. (PA State Criminal History, PA Child Abuse, FBI Clearance). Clearances may be sent to the address below or arranged to be picked up by the CWE Coordinator. Expired clearances cannot be accepted.

Dr. Troy Podell
540 Trestle Place
Downingtown, PA 19335
610-269-8460
tpodell@dasd.org

Employer Signature: _____

Date: _____

**Downingtown High School
Career Work Experience Program
Informed Consent and Release Form**

I, _____, parent or legal guardian of _____, hereby give permission for my son/daughter to participate in the Career Work Experience Program. I understand that the primary objective of the program is to provide my child with the enrichment opportunity of learning in both the traditional academic setting as well as community and working environment. I understand that transportation to and from the site of work will be the sole responsibility of the participant.

I hereby understand that if my son/daughter is injured as a result of his/her participation in the Career Work Experience Program, I, and on behalf of my child, hereby waive, release and discharge any and all claims, including those for damages for death, personal or physical or psychological injury or property damage, or economic damages which I or my child may have, or which hereafter accrue to me or my child against the Downingtown Area School District. This release is intended to discharge DASD and its officers, directors, administrators, employees, agents or representatives from and against any and all liability arising out of or connected in any way with my child's participation in this program.

It is further understood that accidents and injuries can arise out of participation in the Career & Work Experience Program. Knowing those risks exist, nevertheless, I hereby agree to assume those risks and to release harmless all persons or agencies participating in the Career Work Experience Program.

Parent/Guardian's Name Printed: _____

Parent/Guardian's Address: _____

Parent/Guardian's Signature: _____

Student's Signature: _____

Emergency Phone Number: _____

Date: _____

**Downingtown High School
Career Work Experience Program
Insurance Waiver Form**

Student Name: _____

The above mentioned student is covered by existing insurance or is enrolled in the school insurance program. It is also realized that the Downingtown Area School District or any of its representatives cannot be held liable for any accident or injury to the above named student during any Career Work Experience Program activities.

Parent/Guardian Signature: _____

Date: _____

**Downingtown High School
Career Work Experience Program
Interview Log**

Date of Interview: _____

Time of Interview: _____

Name of Business: _____

Address: _____

Interviewed By: _____

Interview Reflection:

Print Name: _____

Sign Name: _____

Only to be completed if you become unemployed during the school year