

Elective Credit for Paid Work Experience

Eligible high school students may earn elective high school credit through verified paid work experience that connects classroom learning, financial education, career exploration, employability skills, and the student's High School and Beyond Plan. Supervised employment gives students the opportunity to apply academic and financial learning in an authentic setting while developing responsibility, communication, problem-solving, workplace behavior, financial decision-making, and career readiness.

The Superintendent or designee shall implement this policy and the accompanying administrative procedure consistent with RCW 28A.600.270, WAC 392-410-316, WAC 392-121-139, and applicable guidance from the Office of Superintendent of Public Instruction. Nothing in this policy modifies or eliminates any legal requirement governing the employment of minors.

Student Eligibility

To participate in the paid work experience elective credit program, a student must:

1. Be enrolled in a district high school.
2. Be at least 16 years of age.
3. Be legally eligible for paid employment.
4. Attend a high school that provides the opportunity to learn and demonstrate growth in proficiency in meeting the Washington State financial education learning standards.
5. Have an approved High School and Beyond Plan that reflects the paid work experience.
6. Obtain required district approval before beginning the paid work experience for which credit will be requested.
7. Remain on time with graduation credits and other graduation requirements and maintain eligibility to graduate with their class. Modifications to a student's graduation plan are proactively managed by the principal and counseling team.
8. Complete the Student Educational Plan described below.

Advance Approval

Paid work experience for elective credit must be approved in advance and in writing by the school counselor, principal, or principal's designee. The approval process shall identify the work-based sponsor or employer who will serve as the point of contact and participate in supervising the student during the employment experience.

Credit shall not be awarded for paid work experience completed before the required district approval has been granted.

Student Educational Plan

Before approval, the student shall submit a written narrative explaining how the paid work experience will contribute to the student's educational and career goals. The narrative shall address how the work experience will help the student develop knowledge and skills related to:

1. The goals of basic education.
2. The importance of work and finance.
3. Workplace responsibility and employability.
4. Career and educational planning.
5. The relationship between performance, effort, decision-making, and future educational and career opportunities.

Financial Education Learning Standards

The district shall establish a process for assessing student proficiency in applicable Washington State financial education learning standards related to employment, income, and financial decisions.

Students shall be assessed before and after the paid work experience to document growth in proficiency. Administration of the assessment shall be managed by principals, counselors, or their designee.

Credit Award

Elective credit is awarded based on verified paid work hours and successful completion of the district's educational requirements, according to the following schedule:

Verified Paid Work Hours	Elective Credit Earned
180 hours	0.5 credit
360 hours	1.0 credit
540 hours	1.5 credits
720 hours	2.0 credits (maximum)

No student may earn more than two elective high school credits through this pathway. Credit is granted on a Credit/No Credit (CR/NC) basis to minimize impact on cumulative grade point average.

Verification of Employment and Hours

The student shall provide documentation verifying paid employment and identifying the employer or work-based sponsor. Work hours shall be documented and verified by district personnel no less than once per academic term.

The district shall maintain documentation sufficient to demonstrate student eligibility, prior approval, employment verification, work hours, required assessments, and completion of the

educational requirements for credit.

High School and Beyond Plan

The student's High School and Beyond Plan shall be updated to reflect the paid work experience and its relationship to the student's educational, career, and/or postsecondary goals.

School-Day and Non-School-Day Employment

Paid work experience occurring during the school day shall be administered in accordance with applicable state enrollment and apportionment requirements, including WAC 392-121-139.

Student Safety and Employment Requirements

Nothing in this policy modifies or eliminates any legal requirement governing the employment of minors. All participating employers and students shall comply with applicable Washington requirements concerning employment of minors, occupational health and safety, discrimination, harassment, and worker and employer rights and responsibilities.

The district reserves the right to deny or discontinue an approved work experience when the placement does not provide an appropriate educational experience or when student safety or legal compliance is in question.

Administrative Responsibility

The Superintendent or designee shall establish administrative procedures necessary to implement this policy. Administrative procedures shall address:

1. Student application and approval procedures.
2. Required parent/guardian documentation, when applicable.
3. Employer/work-based sponsor verification.
4. Student narrative requirements.
5. High School and Beyond Plan documentation.
6. Pre-work and post-work financial education assessment.
7. Work-hour verification.
8. Student monitoring and communication.
9. Credit determination and transcript recording.
10. State reporting requirements.
11. Documentation retention requirements.
12. Procedures for addressing changes in employment, termination, or unsafe work conditions.

Fiscal and Operational Considerations

Implementation shall use existing district personnel and systems to the greatest extent practical. The Superintendent or designee shall monitor staff workload, student participation, employer participation, and any state reporting or apportionment implications associated with the program, and shall report to the Board as appropriate.

Participation shall be administered in a manner that promotes equitable access for eligible students while maintaining appropriate supervision, documentation, and compliance. The Board shall review this policy in accordance with district policy-review practices and applicable law.

Cross References:

Policy 2409 - Credit for Competency-Proficiency

Policy 2410 - High School Graduation Requirements

Policy 2413 - Equivalency Credit Opportunities

Legal References:

RCW 28A.600.270 - Elective high school credit through paid work experience

RCW 28A.300.469 - State financial education learning standards

WAC 392-410-316 - Equivalency course of study—Elective credit for paid work experience

WAC 392-121-139 - Full-time equivalent enrollment for paid work experience for elective credit

WAC 180-51-050 High school credit—Definition

Grandview School District

Adoption Date: September 22, 2026

Revised: