

## **WORK BASED LEARNING**

The Board of Trustees desires to facilitate school-to-career transitions by providing secondary school students with a program of work experience education (WEE) which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

(cf. [6000](#) - Concepts and Roles)  
(cf. [6011](#) - Academic Standards)  
(cf. [6143](#) - Courses of Study)  
(cf. [6178](#) - Career Technical Education)  
(cf. [6178.2](#) - Regional Occupational Center/Program)

Students enrolled in this program shall receive guidance and supervision designed to ensure maximum educational benefit from placement in suitable WEE courses. The program shall integrate the efforts of teachers, counselors, students, parents/guardians, and employers to assist students in selecting a career path and developing a positive work ethic and work habits.

(cf. [6164.2](#) - Guidance/Counseling Services)

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning
7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

(cf. [6142.4](#) - Service Learning/Community Service Classes)

## **WORK BASED LEARNING**

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.

The Superintendent or designee shall involve local businesses or business organizations in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

A minor student shall be allowed employment through a paid work-based learning program only if he/she has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

## **WORK BASED LEARNING**

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

(cf. 3530 - Risk Management/Insurance)  
(cf. [5143](#) - Insurance)

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

(cf. 4112.2 - Certification)

The Superintendent or designee shall maintain records related to each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and reports of the student's grade and credits earned.

(cf. 5125 - Student Records)

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

35208 Liability insurance

[46144](#) Minimum school day for work experience program

[46147](#) Exception for minimum day; students in last semester or quarter of grade 12

[46300](#) Method of computing ADA

[48402](#) Enrollment in continuation education, minors not regularly employed

[49110-49119](#) Permits to work

[49160](#) Permits to work, duties of employer

[51760-51769.5](#) Work experience education

[52300-52499.66](#) Career technical education

54690-54697 Partnership academies

## WORK BASED LEARNING

[56026](#) Students with exceptional needs

52372.1 Community classrooms and cooperative career technical education programs

### LABOR CODE

[1285-1312](#) Employment of minors

[1391-1394](#) Working hours for minors

[3070-3099.5](#) Apprenticeships

[3200-6002](#) Workers' compensation and insurance

### CODE OF REGULATIONS, TITLE 5

[1635](#) Credit for work experience education

[10070-10075](#) Work experience education

[10080-10090](#) Community classrooms

10100-10111 Cooperative career technical education programs

### UNITED STATES CODE, TITLE 20

[2301-2414](#) Carl D. Perkins Career and Technical Education Act of 2006

### CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a Work experience programs

### Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Work Experience Education Guide, ~~2005~~

California Career Technical Education Model Curriculum Standards, 2013

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

2008-2012 California State Plan for Career Technical Education, 2008

Career Technical Education Framework for California Public Schools: Grades Seven

Through Twelve, 2007

#### CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2013

#### WEST ED PUBLICATIONS

Work-Based Learning in California: Opportunities and Models for Expansion, 2009

#### WEB SITES

CSBA: <http://www.csba.org>

California Association of Work Experience Educators: <http://www.cawee.org>

California Department of Education, Work Experience Education:

<http://www.cde.ca.gov/ci/ct/we>

California Department of Industrial Relations: <http://www.dir.ca.gov>

Linked Learning Alliance: <http://www.linkedlearning.org>

WestEd: <http://www.wested.org>

Adopted: March 10, 2009