

Policy 6178.1: Work-Based Learning

Status: DRAFT

Original Adopted Date: 09/20/2001 | Last Reviewed Date: 09/20/2001

The Governing Board desires to facilitate work-based learning opportunities 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. ~~believes that work experience education programs can provide students with valuable instruction in the skills, attitudes and understandings they need in order to be successfully employed.~~

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

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 and may also work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.

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 the student has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

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.

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)

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.

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.

In order that they may strike a proper balance between work experience and academic instruction, students may earn up to 40 semester credits for the satisfactory completion of a work experience program. No more than 10 credits may be earned in any one semester.

The Superintendent or designee shall ensure that students in work experience programs receive at least the equivalent of one instructional period a week of related classroom instruction or counseling. Such instruction shall occur in sessions scheduled intermittently throughout the semester.

The Superintendent or designee shall ensure that the work experience education program meets all of the requirements of law governing these programs.

(cf. 5147 – Dropout Prevention)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 10070-10075

Description

[Work experience education](#)

5 CCR 10080-10092

[Community classrooms](#)

5 CCR 10100-10111

[Cooperative vocational education](#)

5 CCR 1635

[Credit for work experience education](#)

Ed. Code 35208

[Liability insurance](#)

Ed. Code 46144

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

Ed. Code 46147

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

Ed. Code 46300

[Method of computing average daily attendance](#)

Ed. Code 48402

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

Ed. Code 49110-49119

[Permits to work](#)

Ed. Code 49160

[Permits to work; duties of employer](#)

Ed. Code 51760-51769.5

[Work experience education](#)

Ed. Code 52300-52462

[Career technical education](#)

Ed. Code 52372.1

[Community classrooms and cooperative career technical education programs](#)

Ed. Code 54690-54697

[Partnership academies](#)

Ed. Code 56026

[Individual with exceptional needs](#)

Lab. Code 1285-1312	Employment of minors
Lab. Code 1391-1394	Working hours for minors
Lab. Code 3070-3099.5	Apprenticeships
Lab. Code 3200-6002	Workers' compensation and insurance

Federal References

20 USC 2301-2414	Strengthening Career and Technical Education for the 21st Century Act
29 CFR 570.35a	Work experience programs

Description

Management Resources References

CA Department of Industrial Relations Publication	Child Labor Laws, 2013
California Department of Education Publication	Multiple Pathways to Student Success: Envisioning the New California High School, 2010
California Department of Education Publication	Work Experience Education Guide
California Department of Education Publication	2008-2012 California State Plan for Career Technical Education, 2008
California Department of Education Publication	California Career Technical Education Model Curriculum Standards, 2013
California Department of Education Publication	Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007
Website	CSBA District and County Office of Education Legal Services
Website	Linked Learning Alliance
Website	California Association of Work Experience Educators
Website	California Department of Education, Work Experience Education
Website	California Department of Industrial Relations
Website	WestEd
Website	CSBA
WestEd Publication	Work-Based Learning in California: Opportunities and Models for Expansion, 2009

Description

Cross References

0000	Vision
0000	Vision
0000-E PDF(1)	Vision
0200	Goals For The School District
0500	Accountability
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1700	Relations Between Private Industry And The Schools
3530	Risk Management/Insurance
3530	Risk Management/Insurance
4112.2	Certification
4112.2	Certification

Description

5113.1	Chronic Absence And Truancy
5113.1	Chronic Absence And Truancy
5113.2	Work Permits
5113.2	Work Permits
5125	Student Records
5125	Student Records
5147	Dropout Prevention
6000	Concepts And Roles
6011	Academic Standards
6020	Parent Involvement
6020	Parent Involvement
6115	Ceremonies And Observances
6115	Ceremonies And Observances
6142.4	Service Learning/Community Service Classes
6143	Courses Of Study
6143	Courses Of Study
6146.1	High School Graduation Requirements
6146.11	Alternative Credits Toward Graduation
6159	Individualized Education Program
6159	Individualized Education Program
6164.5	Student Success Teams
6164.5	Student Success Teams
6177	Summer Learning Programs
6178	Career Technical Education
6178	Career Technical Education
6184	Continuation Education
6184	Continuation Education