

WORK-BASED LEARNING

The Governing Board desires to facilitate work based learning opportunities by providing secondary school students with a program of work experience education (WEE) which links the academic curriculum with real world experiences. The Superintendent or designee shall design a program which provides paid and/or unpaid on-the-job experiences as well as instruction in the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE).

(cf. 5147 - Dropout Prevention)

(cf. 6000 - Concepts and Roles)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

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)

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)

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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.

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)

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

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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

- 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*
- 56026 Students with exceptional needs*

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*
- #### *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 Permit Handbook for California Schools: Laws and Regulations Governing the Employment of Minors, 2007*
- Work Experience Education Guide, 2005*

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

- Child Labor Laws, 2000*

WEB SITES

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

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*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>*

Policy
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VACAVILLE UNIFIED SCHOOL DISTRICT
Vacaville, California