

Liberty Union High School District

Administrative Regulation

Classification: Instruction

Policy No. AR 6178.1

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Effective 12/13/23

Revised 11/12/25

Subject: Work-Based Learning

Work Experience Education

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (5 CCR 10071)

1. Exploratory WEE which provides students with a combination of related classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

The length of exploratory WEE assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory WEE assignment if student receives pay for like work at the same work station or similar job outside of the WEE program.

2. General WEE which has as its purpose the application of basic skills of reading, writing, and computation and which provides students an opportunity to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE
3. Career technical WEE which reinforces and extends career learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

The student-teacher ratio in any WEE program shall not exceed 125 students per full-time equivalent certificated teacher coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

Each WEE program shall operate under the supervision of a teacher-coordinator. The teacher-coordinator shall prepare individual training plans, observe and consult with students, and make at least two on-site contacts per semester with each work supervisor or at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any student who is age 16 years or older and who satisfactorily completes a WEE program with a minimum of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester, shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.

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2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

Any student who satisfies the above requirements but is under age 16 years of age may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher.
2. The principal certifies that the student is in need of immediate work experience education in order to pursue employment opportunities.
3. The principal certifies that, without being provided an opportunity to enroll in the WEE program, there is a high probability that the student will no longer be enrolled as a full-time student.
4. The student is age 14 years or older and the principal certifies that such credit is necessary for the student's participation in a career technical education (CTE) program.
5. The student has an individualized education program that prescribes the type of training for which participation in a WEE program is deemed appropriate.

Cooperative Career Technical Education Program/Community Classrooms

To be eligible for program participation, a student shall be concurrently enrolled in a CTE course or program approved by the California Department of Education. (5 CCR 10082, 10103)

Additionally, to be eligible for participation in the cooperative CTE program, a student shall: (5 CCR 10103)

1. Be at least 16 years of age, unless the principal determines that the program is appropriate for a younger student due to the student's financial, motivational, or other exceptional needs
2. Be a full-time student, as defined
3. Have parent/guardian consent if under 18 years of age

At least one instructional period per week of formal CTE classroom instruction shall be provided to participating students. A minimum of three CTE instructional periods shall be provided per week. Each of the CTE instructional periods shall be at least 50 minutes. (5 CCR 10085, 10106)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

Formal related vocational classroom instruction shall be concurrent and directly related to the paid on-the-job training of students and organized to ensure that each student will have sufficient number of hours of related classroom instruction and on-the-job training experience to provide the student with those competencies necessary for employment and advancement

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in the occupational area for which training is offered. (5 CCR 10106)

The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

Participating students may attend job shadowing opportunities for three to 25 hours in one semester, intersession, or summer school session. However, a student may be permitted to participate for up to 40 hours in one semester, intersession, or summer school session, if the principal certifies that it is necessary for the student's participation in a CTE program. (Education Code 51769)

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.

<u>State</u>	<u>Description</u>
5 CCR 10070-10075	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 48980.5	Notification of apprenticeship and pre-apprenticeship programs
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 52055.770	Quality Education Investment Act of 2006
Ed. Code 52300-52462	Career technical education
Ed. Code 52372.1	Community classrooms and cooperative career technical

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Ed. Code 54690-54697	education programs
Ed. Code 56026	Partnership academies
Lab. Code 1285-1312	Individual with exceptional needs
Lab. Code 1391-1394	Employment of minors
Lab. Code 3070-3099.5	Working hours for minors
Lab. Code 3200-6002	Apprenticeships
	Workers' compensation and insurance

Federal

Description

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

Management Resources

Description

CA Department of Industrial Relations Publication	Child Labor Laws, 2013
California Department of Education Publication	California State Plan for Career Technical Education, 2023
California Department of Education Publication	Work Experience Education Guide
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
U.S. Department of Labor	Training and Employment Guidance Letter, No. 10-23, Change 2. July 2025
Website	California Division of Apprenticeship Standards
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

Cross References

Code

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0500	Accountability
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1220	Citizen Advisory Committees
1312.3	Uniform Complaint Procedures
1312.3	Uniform Complaint Procedures
1312.3-E(1)	Uniform Complaint Procedures
1312.3-E(2)	Uniform Complaint Procedures
1700	Relations Between Private Industry And The Schools
3530	Risk Management/Insurance
3530	Risk Management/Insurance
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5113.1	Chronic Absence And Truancy

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6020	Parent Involvement
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