Work-Based Learning

Adopted: 12/08/1998 **| Last Revised**: 05/05/2026 **| Last Reviewed**: 05/05/2026

The Board of Education desires to improve student educational outcomes and successes and support student workforce preparedness by facilitating 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.

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

1. Work experience education as defined in Education Code 51764
2. CTE community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships and externships
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.

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.

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 may collaborate with businesses, government agencies, postsecondary institutions, including universities and career technical schools, community organizations, and/or other employers in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the district's website.

In accordance with Board Policy 6178 - Career Technical Education, the district may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

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.

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 rule. All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs.

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 periodically provide updates 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.

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.

Legal References:

STATE
CALIFORNIA CODE OF REGULATIONS
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
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 average daily attendance
48402 Enrollment in continuation education; minors not regularly employed
48980.5 Notification of apprenticeship and pre-apprenticeship programs
49110-49119 Permits to work
49160 Permits to work; duties of employer
51760-51769.5 Work experience education
52055.770 Quality Education Investment Act of 2006
52300-52462 Career technical education

52372.1 Community classrooms and cooperative career technical education programs
54690-54697 Partnership academies
56026 Individual with exceptional needs; definition
LABOR CODE
1285-1312 Employment of minors
1391-1394 Working hours for minors
3070-3099.5 Apprenticeships
3200-6002 Workers' compensation and insurance
FEDERAL
UNITED STATES CODES
20 USC 2301-2414 Strengthening Career and Technical Education for the 21st Century Act
29 CFR 570.35a Work experience programs
MANAGEMENT RESOURCES
CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATION
Child Labor Laws, 2013
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California State Plan for Career Technical Education, 2023
Work Experience Education Guide
California Career Technical Education Model Curriculum Standards, 2013
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
WESTED PUBLICATION
Work-Based Learning in California: Opportunities and Models for Expansion, 2009
WEBSITES
California Division of Apprenticeship Standards https://www.dir.ca.gov/das/
CSBA District and County Office of Education Legal Services https://legalservices.csba.org/
Linked Learning Alliance http://www.linkedlearning.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/
WestEd http://www.wested.org/
CSBA http://www.csba.org/

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