

**WORK-BASED LEARNING**

The Board of Education desires to facilitate work-based learning opportunities ~~the preparation of secondary school students for college and career by providing work-based learning opportunities~~ which link classroom learning with real-world experiences. ~~Work-based learning opportunities offered by the district~~ 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.

~~Work-based learning opportunities offered by the district may include paid and/or unpaid work experiences, including, but not limited to, work experience education as defined in Education Code 51764, cooperative CTE or community classrooms as defined in Education Code 52372.1, job shadowing as defined in Education Code 51769, student internships, apprenticeships, service learning, employment in social/civic or school-based enterprises, and technology-based or other simulated work experiences.~~

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)

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)

District staff shall coordinate with the workplace supervisor or mentor to ensure appropriate guidance and supervision of participating students and maximum educational benefit from placement in any work-based learning program.

A minor student shall be allowed ~~issued a work permit before beginning~~ 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.

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 for each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, his/her 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 the 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.

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-based learning*

52300-52499.66 *Career technical education*

54690-54697 *Partnership academies*

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 *Apprenticeship*

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  
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>

**Policy**  
**adopted: August 19, 2009**  
**revised: July 18, 2012**

**SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT**  
**Santa Monica, California**