

# **OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6178.1(1)*

## 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 the 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 and at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any student who is 16 years of age 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

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6178.1(2)*

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
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 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 at least 14 years of age 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)

# OAK PARK UNIFIED SCHOOL DISTRICT

## ADMINISTRATIVE REGULATION

*Series 6000*

*Instruction*

*AR 6178.1(3)*

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)

### Cooperative CTE Program

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 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)

Adopted: 3-08

Amended: 3-12, 10-14-25

---

Policy Reference:

#### **State**

5 CCR 10070-10075

#### **Description**

[Work experience education](#)

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6178.1(4)*

|                                                   |                                                                                                                               |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 5 CCR 10080-10092                                 | <a href="#">Community classrooms</a>                                                                                          |
| 5 CCR 10100-10111                                 | <a href="#">Cooperative vocational education</a>                                                                              |
| 5 CCR 1635                                        | <a href="#">Credit for work experience education</a>                                                                          |
| Ed. Code 35208                                    | <a href="#">Liability insurance</a>                                                                                           |
| Ed. Code 46144                                    | <a href="#">Minimum school day for work experience program</a>                                                                |
| Ed. Code 46147                                    | <a href="#">Exception for minimum day; students in last semester or quarter of grade 12</a>                                   |
| Ed. Code 46300                                    | <a href="#">Method of computing average daily attendance</a>                                                                  |
| Ed. Code 48402                                    | <a href="#">Enrollment in continuation education; minors not regularly employed</a>                                           |
| Ed. Code 48980.5                                  | Notification of apprenticeship and pre-apprenticeship programs                                                                |
| Ed. Code 49110-49119                              | <a href="#">Permits to work</a>                                                                                               |
| Ed. Code 49160                                    | <a href="#">Permits to work; duties of employer</a>                                                                           |
| Ed. Code 51760-51769.5                            | <a href="#">Work experience education</a>                                                                                     |
| Ed. Code 52055.770                                | Quality Education Investment Act of 2006                                                                                      |
| Ed. Code 52300-52462                              | <a href="#">Career technical education</a>                                                                                    |
| Ed. Code 52372.1                                  | <a href="#">Community classrooms and cooperative career technical education programs</a>                                      |
| Ed. Code 54690-54697                              | <a href="#">Partnership academies</a>                                                                                         |
| Ed. Code 56026                                    | <a href="#">Individual with exceptional needs; definition</a>                                                                 |
| Lab. Code 1285-1312                               | <a href="#">Employment of minors</a>                                                                                          |
| Lab. Code 1391-1394                               | <a href="#">Working hours for minors</a>                                                                                      |
| Lab. Code 3070-3099.5                             | <a href="#">Apprenticeships</a>                                                                                               |
| Lab. Code 3200-6002                               | <a href="#">Workers' compensation and insurance</a>                                                                           |
| <b>Federal</b>                                    | <b>Description</b>                                                                                                            |
| 20 USC 2301-2414                                  | <a href="#">Strengthening Career and Technical Education for the 21st Century Act</a>                                         |
| 29 CFR 570.35a                                    | Work experience programs                                                                                                      |
| <b>Management Resources</b>                       | <b>Description</b>                                                                                                            |
| CA Department of Industrial Relations Publication | <a href="#">Child Labor Laws, 2013</a>                                                                                        |
| California Department of Education Publication    | <a href="#">California State Plan for Career Technical Education, 2023</a>                                                    |
| California Department of Education Publication    | <a href="#">Work Experience Education Guide</a>                                                                               |
| California Department of Education Publication    | <a href="#">California Career Technical Education Model Curriculum Standards, 2013</a>                                        |
| California Department of Education Publication    | <a href="#">Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007</a> |
| U. S. Department of Labor                         | <a href="#">Training and Employment Guidance Letter, No. 10-23, Change 2, July 2025</a>                                       |
| Website                                           | <a href="#">California Division of Apprenticeship Standards</a>                                                               |

**OAK PARK UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE REGULATION**

*Series 6000*

*Instruction*

*AR 6178.1(5)*

---

|                    |                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------|
| Website            | <a href="#"><u>CSBA District and County Office of Education Legal Services</u></a>                     |
| Website            | <a href="#"><u>Linked Learning Alliance</u></a>                                                        |
| Website            | <a href="#"><u>California Association of Work Experience Educators</u></a>                             |
| Website            | <a href="#"><u>California Department of Education, Work Experience Education</u></a>                   |
| Website            | <a href="#"><u>California Department of Industrial Relations</u></a>                                   |
| Website            | <a href="#"><u>WestEd</u></a>                                                                          |
| Website            | <a href="#"><u>CSBA</u></a>                                                                            |
| WestEd Publication | <a href="#"><u>Work-Based Learning in California: Opportunities and Models for Expansion, 2009</u></a> |