

Special Ed FTE Rule 340.1733(i)

Work-Based Learning Experiences for Pupils with Disabilities

Paid or unpaid placement that requires an additional programming option delivered through a Special Education delivery system.

- Work placement must align with EDP. EDP and transition page of IEP must align and a measurable employment goal stated.
- Training Agreement on file at school and work site prior to pupil beginning work to be legally employed (see attached definition and criteria).
- Training Plan on file with school. The plan will include:
 1. Expectations and standards of attainment.
 2. Job activities.
 3. Time and duration of the program.
 4. Wages paid to the pupil, if applicable.
 5. Related instruction, if applicable.
- Verification that the employer provides proof of workers' disability compensation and general liability insurance (employers policy numbers are required).
- Job site safety inspection document on file.
- Documentation that student has had appropriate safety instruction provided by the school district or the employer.
- Pupil must be enrolled and assigned to a special education teacher.

Regular Ed FTE

Paid or Unpaid Work-Based Learning Experiences

- Work placement must align with EDP.
- Training Agreement on file at school and work site prior to pupil beginning work to be legally employed (see attached definition and criteria).
- Training Plan on file with school (see attached definition and criteria).
 - *Identification of the academic course(s) that the student was previously or currently enrolled that relates and prepares the pupil for job placement.
- Verification that the employer provides proof of workers' disability compensation and general liability insurance (employers policy numbers are required).
- Job site safety inspection document on file.
- Documentation that student has had appropriate safety instruction provided by the school district or the employer.
- The pupil must be monitored by a designated certificated teacher.
- The pupil must be enrolled in grades 9 to 12.
- Documentation that student has had appropriate safety

instruction provided by the school district or the employer.

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- Federal and state regulations regarding the employment of minors shall be followed (see work permit rule sheet - back side)
- The work-based learning experience shall not generate more than one-half of the pupil's FTE not to exceed .5
- The employment of the pupil shall not exceed the maximum hours set by the district. (May be nights or weekends).
- The coordinator must maintain and verify records of the pupil's attendance (Time Cards) throughout the duration of the training agreement.
- Certificated teacher must visit the pupil's work site at least once every 30 calendar days for the duration of the program to check attendance and pupil progress and assess the placement in terms of health, safety and welfare of the pupil..

ADDITIONAL REQUIREMENTS FOR UNPAID PLACEMENT

- Training experience must not be for more than a total of 45 hours per specific training plan.
- The work experience must occur during scheduled classroom time, unless a special exception is documented and certificated teacher must be available to monitor this experience during the pupil's training hours.

- Documentation that student has had appropriate safety instruction provided by the school district or the employer.
- The pupil must be eligible to receive credits towards a high school diploma for the work-based learning experience.
- Federal and state regulations regarding the employment of minors shall be followed (see work permit rule sheet - back side)
- The work-based learning experience shall not generate more than one-half of the pupil's FTE not to exceed .5.
- The employment of the pupil shall not exceed the maximum hours set by the district.(May be nights or weekends).
- The coordinator must maintain and verify records of the pupil's attendance (Time Cards) throughout the duration of the training agreement.
- A regular visitation plan, calling for at least one visit every nine week period to the site by the certificated teacher, after first visiting the employer to establish the training station, must be developed with employer.

ADDITIONAL REQUIREMENTS FOR UNPAID PLACEMENT

- Training experience must not be for more than a total of 45 hours per specific training plan.
- The work experience must occur during scheduled classroom time, unless a special exception is documented and certificated teacher must be available to monitor this experience during the pupil's training hours.

Special ED FTE
In-District Placement for Pupils with a Transition Services Plan

A pupil receiving special education under a transition services plan may be placed in the district.

- Placement must be directly related to the post-secondary career and employment goals and objectives.
- The district shall have an in-district placement agreement in lieu of a training agreement in place by the pupil membership count date. The transition plan must be attached to the agreement. Non compliance will result in a FTE deduction. The In-district agreement will contain:
 1. Pupil's personal information: name, address, phone number(s), birth date, and emergency contact information.
 2. Beginning and ending dates of placement.
 3. The daily hours to be worked that include beginning and ending times.
 4. A list of school and pupil responsibilities.
 5. Verification of appropriate safety instruction provided by the school.
 6. The signatures of the principal or designee, vocationally certificated teacher or coordinator, pupil, pupil's parent and/or guardian.
- The district will have a training plan (plan requirements are the same for everyone - 5P-2).
- Identification of the course(s) that relates to and prepares the pupil for job placement.
- Training must not be for more than a total of 45 hours per specific training experience.
- Different training experiences can occur at one location if there are multiple training plans with a whole set of separate skills. No duplication of tasks.
- Verification that the employer provides proof of workers' disability compensation and general liability insurance (employers policy numbers are required).
- A pupil is to work and go to school not more than 48 combined hours in one week.
- The work-based learning experience shall not generate more than one-half of the pupil's FTE, not to exceed .5.
- The employment of the pupil shall not exceed the maximum hours set by the district.