

UNPAID IN-DISTRICT PLACEMENT AGREEMENT

District: _____ School: _____ School Year: _____

IMPORTANT: In-District (In-School) Placements MUST be directly related to one of the following (check one):

- STATE-APPROVED CAREER AND TECHNICAL EDUCATION (CTE) WORK-BASED LEARNING

Program serial number (PSN) of related state-approved CTE program: _____

Name of Related State-Approved CTE Program: _____

If the PSN and CTE Program Name are not filled in, this WILL result in an FTE deduction

- POSTSECONDARY CAREER AND EMPLOYMENT GOALS AND OBJECTIVES IN THE PUPIL'S TRANSITION SERVICES PLAN DEVELOPED FOR A PUPIL RECEIVING SPECIAL EDUCATION SERVICES

A copy of the pupil's transition services plan must be attached to this agreement and must directly relate to the placement. Failure to meet this criteria WILL result in a FTE deduction

Student/Learner Information

Last Name: _____ First Name: _____ Middle Initial: ____ Grade (11-12 Only): _____

Home Address: _____ Telephone Number(s): _____

Birth Date: _____ Emergency Contact Information: _____

In-District Assignment Information

In-District Placement/Assignment: _____ Class Period: _____

Certificated Teacher/Coordinator (If Related to State-Approved CTE Program, Teacher Must Be Vocationally Certificated) _____

This assignment is: (check one)

- for the marking period for the semester for the school year

Beginning Date: _____ Ending Date: _____

Hours to be worked:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Beginning Time					
Ending Time					

Hours per week: _____ Number of High School Credits Granted: _____

Placement coordinator verification that safety instruction has been provided: _____ (initials)

Date of Safety Training: _____

Training Plan

IN ORDER FOR THIS AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE ATTACHED OUTLINING THE SPECIFIC PERFORMANCE ELEMENTS/JOB SKILLS THAT THE STUDENT WILL BE LEARNING. Attached

Student Responsibilities [Local district determines these responsibilities]

1. Complete work assignments in a timely manner.
2. Complete activity log sheets on a regular basis.
3. Complete work hours verification on a regular basis.
4. Be in assigned location on days and times scheduled.
5. Follow school's health and safety work rules.
6. Abide by all policies and procedures of the program, school district, and the school building.
7. Maintain good attendance in school.
8. Maintain grades in all subject areas.
9. Bring assignment/work problems to attention of the vocationally certificated teacher/coordinator.

School Responsibilities [Local district determines these responsibilities]

1. The placement relates to the student's career/education goals as outlined in their education development plan (EDP).
2. Program operates during the school day on school premises.
3. The vocationally certificated teacher/coordinator makes at least one visit, every nine weeks, to the in-district placement training site.
4. Student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
5. The pupil is eligible to receive credit towards a high school diploma for the work-based learning experience
6. Daily attendance is recorded.
7. The program must not violate the Fair Labor Standards Act and the Youth Employment Standards Act.
8. The program is designed primarily for the benefit of the student; assignments are progressive in nature; no wage entitlement; students do not displace district employees.
9. Students may not assist or work for independent contractors or vendors of the school district.

Student Signature

Date

Parent or Legal Guardian Signature

Date

Certificated Teacher/Coordinator Signature (If Related to State-Approved CTE Program, Teacher Must Be Vocationally Certificated)

Date

Principal or Designee Signature

Date

NOTICE OF NONDISCRIMINATION: It is the policy of the _____ School District not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: _____

Required Attachment: Training Plan

Optional Attachment: Student Schedule