

Special Education Vocational Training Program  
for Students with Disabilities  
\_\_\_\_\_ School

Welcome to the world of work! This program will be a rewarding experience for parents and students alike. To provide a proper record of the student's employment, please read the guidelines below, and complete and return the attached paperwork. If you have any questions or concerns, please call \_\_\_\_\_ at \_\_\_\_\_.

**Guidelines**

Vocational training during school hours is a privilege. Students are expected to show respect and demonstrate responsibility not only on the job site, but also during school classroom hours. Students must keep up with all classroom assignments, quizzes, tests, and other projects as required by all of their classroom teachers (including study skills) and case managers.

Students will receive a starting stipend of \$ starting per hour with an increase of \$ minimal per hour after each successful     weeks on the job. Increases are subject to satisfactory reviews by the business, job coach, and case manager. The maximum stipend is \$2.00 per hour. (\*\*Occasionally, school budget restraints may limit or prevent monetary stipends and/ or increases.)

Student will be subject to a two-week probationary period. Students will understand the rules and responsibilities governing transportation in accordance with school policy. Students are subject to the tardy and attendance policies of the school during work and school hours.

In the event of an absence, pre-arranged or unplanned, the student must notify the special education teacher and **job supervisor (optional dependent on your program)**. A card will be provided with the appropriate names and phone numbers. If the student fails to notify the appropriate parties, the following consequences are imposed:

- 1<sup>st</sup> offense – Verbal warning to the student
- 2<sup>nd</sup> offense – Written warning to be placed in the student's file
- 3<sup>rd</sup> offense – Employment privileges are subject to suspension/ termination

Note: Stipends are not paid for time not worked.

Students are responsible for completing daily timesheets for the vocational training program. Students must complete and submit these timesheets immediately following the time worked, or on the next school day in the event that the work extends to the end of the school day. Stipends may be withheld for the days which the timesheet is late and/or not completed. During the first two weeks of employment, a grace period is provided wherein students may receive a verbal reminder from (insert name/position of staff). After this probationary period, students must submit a daily timesheet promptly when due or stipends will not be paid. Timesheets are due on the 15<sup>th</sup> of every month.

The student and guardian are expected to complete all attached required paperwork prior to the start of the program.

Please acknowledge your receipt and acceptance of the Special Education Vocational Training Program expectations. Thank you for participating in the program!!

\_\_\_\_\_  
Parent/ Guardian                      Date

\_\_\_\_\_  
Student                                      Date