

**STATEMENT OF UNDERSTANDING**  
**for**  
**Students Enrolled in the Occupational Course of Study (OCS)**

*I*, \_\_\_\_\_, *understand* that successful completion of the Occupational Course of Study requires that the following expectations be met:

**Passing grades in all required OCS Coursework: (\*NC End of Course Exam)**

English I, Mod English, English II\*, English III,  
English IV

Introduction to Math, Pre-Algebra, Math I\*,  
Financial Management

Occupational Prep I, II (2 credits), III (2 credits), IV

Applied Science, General Science, Biology\*

American History I, American History II

Health/Physical Education

**Passing grades in elective courses**

**Passing grades in four (4) Career Technical Education courses**

**Completion of the following hours:**

**First time 9<sup>th</sup> grade students entering 2013-2014 or before:**

300 hours of successful School-Based work training  
240 hours of successful Community-Based training  
360 hours of successful Competitive (paid) employment

**First time 9<sup>th</sup> grade students entering 2014-2015 or after:**

150 hours of successful School-Based work training  
225 hours of successful Community-Based training  
225 hours of successful Competitive (paid) employment

**Completion of a Career Portfolio containing all required components**

**Completion of Individual Education Program (IEP) goals & objectives**

**Presentation of Career Portfolio before a Review Panel**

**Completion of computer skills proficiency requirement established by the IEP Team**

**Other Local Requirements:**

Mod English, Pre-Algebra, General Science

***I understand*** that in order for competitive employment hours to be counted towards meeting the required 360 hours (*First time 9<sup>th</sup> grade student entering 2013-2014 or before*) **or** 225 hours (*First time 9<sup>th</sup> grade student entering 2014-2015 or after*), the placement must meet the following guidelines:

All employment placements must have prior approval from the Transition Specialist or designated person.

All employment placements must be in an integrated setting in the community.

All employment placements must involve the student actually being hired by a company and being included on the company payroll.

Student must be paid at or above minimum wage for all work performed

Employment placement must meet Child Labor regulations under the FLSA

Employment placements must be open to evaluation of student performance by the Transition Specialist or other designated person

Employment which takes place during the summer must be pre-approved by the Transition Specialist

Employment should be aligned with the student's areas of interest and their post-school employment goals

Students may receive supported employment as needed via community service organizations.

To be counted as "successful" competitive employment, the student must receive average or above average evaluations on job performance and the required hours

must be completed at no more than two different job sites.

Students with work schedules must turn in paycheck stubs within five (5) days after receiving it. All paycheck stubs for summer employment must be turned in within the first five (5) days of new school year. If you fail to follow these procedures, you could be at risk for losing work hours credit.

***I understand*** that the work training hours for OCS are expected to be completed in a manner that involves moving from school-based to community-based and culminating with the competitive employment during the last two years of high school.

***I understand*** that students and their family members are expected to work collaboratively and cooperatively with school personnel in obtaining and maintaining a competitive employment position. This may involve but is not limited to:

- Participation in transition planning meetings
- Follow-up on referrals to outside agencies
- Provision of transportation outside of school hours, and
- Completion of all required paperwork for the school and service providers.

***I understand*** that in order to obtain competitive employment a valid social security number or appropriate work permits from U.S. Immigration will be required.

***I understand*** that a work permit from the Department of Social Services will be required if student is under 18 years of age when employed.

***I understand*** that the school provides a liability insurance policy free of charge to cover students while participating in the school-based and community –based training work hours. For students employed, they should be covered under Workmen’s Compensation. Optional, parents may purchase the school insurance as additional coverage.

***I understand*** that appropriate documentation will be required to verify the employment placement including pay stubs, time cards, or other official documents that can provide information regarding the per hour wage and the number of hours worked.

***I understand*** that obtaining a competitive employment placement may require collaboration with the following agencies:

- Social Security Administration if SSI or SSDI payments are being received

- Vocational Rehabilitation if Supported employment, Community-based work adjustment, or any other service related to competitive employment is needed
- Department of Social Services if WorkFirst services are needed

***I understand*** that successful completion of the Occupational Course of Study will result in the awarding of a North Carolina High School Diploma that is based on completion of an adapted course of study. OCS is designed to prepare students for employment and is not considered appropriate for any student who plans to enroll in a curriculum major at a community college or four year university. However, students may still be eligible for other non-curriculum programs at community colleges such as Compensatory Education, Continuing Education, and Adult Basic Education classes.

***I understand*** that successful completion of the requirements for the Occupational Course of Study may require enrollment in high school longer than the traditional four years.

***I understand*** the following options are available to students who have completed all graduation requirements of the Occupational Course of Study except their competitive paid employment.

- Option #1  
The student may exit school with a Graduation Certificate and transcript. The student shall be allowed by the LEA to participate in graduation exercises. If the student chooses to participate in graduation ceremonies at the time he/she receives a Graduation Certificate, participation in future graduation ceremonies will not be allowed. If the student later secures employment and completes 360 hours (*First time 9<sup>th</sup> grade student entering 2013-2014 or before*) or 225 hours (*First time 9<sup>th</sup> grade student entering 2014-2015 or after*) of successful employment, he/she would then be granted a North Carolina High School Diploma. Students will have a maximum of 2 years past their 21<sup>st</sup> birthday to complete the competitive employment hours required for the receipt of a high school diploma if they exit with a Certificate of Achievement.

Union County Public Schools  
PROGRAMS FOR EXCEPTIONAL CHILDREN

Revised 9-14-15

➤ Option #2

The student may choose not to exit high school and, instead return in the Fall to complete his/her competitive employment requirement with the assistance of school personnel. This option is available to students who have not yet reached their 21<sup>st</sup> birthday. The student must be enrolled in school and have an Individualized Education Plan (IEP) that addresses seeking and securing competitive employment as part of the transition component. If the student successfully completes the 360 hours (*First time 9<sup>th</sup> grade student entering 2013-2014 or before*) **or** 225 hours (*First time 9<sup>th</sup> grade student entering 2014-2015 or after*) of competitive employment, he/she would then receive a North Carolina High School Diploma and be eligible to participate in graduation exercises.

***I understand*** that the Transition Specialist and/or representatives from the NC Department of Public Instruction may make yearly contacts with former students for a period of three years through the exit follow-up process.

The above information was explained on \_\_\_\_\_ by \_\_\_\_\_ and all parties have indicated their understanding by signing below:

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

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

OCS Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_