

## Chapter PI 23

### YOUTH INITIATIVES PROGRAM

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**Note:** Chapter PI 23 was created as an emergency rule effective October 30, 1985.

**PI 23.01 Purpose and applicability. (1)** The purpose of the Wisconsin youth initiatives program is to provide education and training programs for youth ages 14 through 21 who are high school dropouts, or are in a high risk group of students likely to drop out of high school, so that they may advance in their educational standing or graduate from high school or the equivalent, and develop vocational or other skills that will increase their employability or future success in more advanced education or training programs. These programs are operated by local community organizations under contracts with a public school district operating under ch. 119, Stats.

**(2)** The purpose of this chapter is to establish performance standards for projects funded by WYI grants, and criteria and procedures for awarding and monitoring the grants.

**History:** Cr. Register, September, 1986, No. 369, eff. 10–1–86.

**PI 23.02 Definitions.** In this chapter:

**(1)** “Department” means the Wisconsin department of public instruction.

**(2)** “Eligible participant” means a youth ages 14 through 21 who is one of the following:

(a) At least one year behind his or her high school entering class in academic credit.

(b) Excused from compulsory attendance under s. 119.04 (1) as specified in s. 118.15 (1) (c), Stats.

(c) A child at risk under s. 118.153 (1) (a), Stats.

**(3)** “Handicapped youths” means children who have been identified by a school district as having exceptional educational needs under ch. 115, subch. V, Stats.

**(4)** “Job shadowing” means an activity designed to familiarize pupils with a particular job by allowing the pupil to follow an individual over an extended time period as the individual performs the job.

**(5)** “Job training partnership act” means the job training partnership act under Title 29 USC 1501 et seq.

**(6)** “Pupil retention” means the pupil remained enrolled through completion of the school year or graduated from high school.

**(7)** “State superintendent” means the state superintendent of public instruction.

**(8)** “Wisconsin information management system” means the automated data retrieval system, operated by the division of employment and training programs of the department of industry, labor, and human relations.

**(9)** “WYI program” means the Wisconsin state youth initiatives program.

**(10)** “WYI project” means a school district project operating under a Wisconsin youth initiatives program grant.

**History:** Cr. Register, September, 1986, No. 369, eff. 10–1–86.

**PI 23.03 Goals and objectives.** The goals and objectives of the WYI program are as follows:

**(1)** To keep eligible participants in school and enable them to earn a high school diploma under s. 118.33, Stats.

**(2)** To identify and provide school supervised work sites in local communities for eligible participants to provide them with job experience in preparation for employment.

**(3)** To provide academic support programs to eligible participants, including assessment services, academic counseling, and basic education to enable them to succeed in job skill training.

**(4)** To assist eligible participants in the identification of services for which they may qualify under federal, state, and local programs.

**(5)** To develop linkages with federal, state and local agencies capable of providing support services, including transportation, vocational and guidance counseling, and social services, needed by eligible participants in order to take part in job skill training programs.

**(6)** To provide technical assistance and coordination services to business and industries serving eligible participants.

**(7)** To develop programs that will result in the development of competency based curriculum for reading and mathematics and vocational preparation programs for eligible participants.

**History:** Cr. Register, September, 1986, No. 369, eff. 10–1–86.

**PI 23.04 Department responsibilities.** The department shall:

**(1)** Develop WYI program guidelines to assist a school district operating WYI projects.

**(2)** Annually review and approve proposals from a school district which is authorized to contract with local community organizations under Wisconsin statutes. The department shall make grant awards to a school district which shall then contract with local community organizations to provide services to eligible participants.

**(3)** Twice a year, conduct an on–site review of each WYI project for the purpose of monitoring the compliance with program and financial requirements of applicable statutes and rules.

**History:** Cr. Register, September, 1986, No. 369, eff. 10–1–86.

**PI 23.05 Project requirements.** A WYI project shall meet all of the following requirements:

**(1)** The school district, in cooperation with a local community organization, shall submit the proposed WYI project to the department for approval. The proposal shall include a narrative description of the WYI project, the number of eligible participants expected to be served, the number and qualifications of staff who will be involved in the project, and the budget for the project.

**(2)** All WYI projects shall be consistent with the goals and objectives under s. PI 23.03.

**(3)** Each pupil enrolled in the WYI project shall be an eligible participant as defined under s. PI 23.02 (2).

**(4)** The school district shall enter each eligible participant enrolled in a WYI project on the Wisconsin information management system.

**(5)** Annually, the school district and the department shall jointly establish equitable levels of service for the following spe-

cial populations, based on the representation of the special population in the total population of the school district:

- (a) Female youths.
- (b) Minority youths, including Black, Hispanic, American Indian and Eskimo, and Asian and Pacific Islander.
- (c) Handicapped youths.

(6) The school district shall test each eligible participant enrolled in a WYI project to assess basic skills in reading and mathematics prior to beginning the program and upon completion of the program.

(7) The school district shall contract with local community organizations to provide the following:

- (a) Instruction in reading and mathematics and employability skills in a competency based system.
- (b) One or more of the following in order to provide the student with a work history and to assist the student in attaining work maturity competencies:
  1. Career exploration and planning.
  2. Job shadowing.
  3. Instruction designed to prepare a student for a job.
  4. Supervised work experience.
  5. Occupational training.
- (c) Assistance to each eligible participant enrolled in a WYI project to develop an individual educational training plan which lists achievable short-term and long-term education goals and objectives.

(8) The school district shall coordinate services to eligible participants enrolled in WYI projects with technical college system district schools; the private sector; local community organizations; county offices of the department of health and social services; cooperative educational service agencies; services provided under the job training partnership act, and other youth providers as appropriate.

(9) The school district shall provide each teacher teaching in a WYI project the opportunity to attend at least one training session each year which focuses on programming for eligible participants.

(10) The school district shall match 40% of the WYI grant with local cash funds or in-kind services.

(11) The school district shall follow the fiscal and reporting requirements under s. PI 23.06.

(12) The school district shall provide for evaluation of the project at least annually. Copies of the evaluation shall be submitted to the department. The evaluation shall include whether:

- (a) The goals and objectives of the WYI project were attained.
- (b) The levels of service established under sub. (5) were met.
- (c) The performance standards under s. PI 23.07 were met.

(13) The WYI project shall meet the performance standards in s. PI 23.07.

(14) All instruction in the WYI project shall be provided by departmentally licensed teachers or persons who are supervised by licensed teachers. There shall be at least one licensed teacher at each local community organization.

(15) The WYI project shall be designed to allow eligible participants to meet high school graduation requirements under s. 118.33, Stats. The school district shall grant appropriate credit toward the high school diploma to pupils who receive a passing grade in an instructional program under the WYI project if the school district has submitted the program under s. 118.33 (2) (m), and (4), Stats.

**History:** Cr. Register, September, 1986, No. 369, eff. 10-1-86; correction in (8) made under s. 13.93 (2m) (b) 6., Stats., Register, March, 1996, No. 483.

**PI 23.06 Fiscal and reporting procedures. (1)** The school district shall submit monthly reports of expenditures to the department. The department shall reimburse allowable costs to

the school district upon receipt of the report. Allowable costs include salaries and fringe benefits, instructional materials and supplies, costs related to staff development, equipment, support services and other costs of operating the WYI project which are included in the approved budget for the project. All other costs are unallowable unless they have the prior approval of the state superintendent.

(2) The school district shall submit a report to the department verifying that the 40% match requirement has been met for the preceding quarter.

**Note:** PI 1086, Report of Local Expenditures, may be obtained from the Bureau for Vocational Education, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

(3) The school district shall maintain the following data on eligible participants enrolled in WYI projects:

- (a) The number of eligible participants enrolled in each WYI project.
- (b) The number who are male, female, handicapped, Black, American Indian or Eskimo, Hispanic, and Asian or Pacific Islander.
- (c) Attendance records.
- (d) Achievement scores, credit transcripts and grades.
- (e) Pupil retention data.

(4) The data required under sub. (3) shall be available to the department during the on-site review process under s. PI 23.04 (3).

**History:** Cr. Register, September, 1986, No. 369, eff. 10-1-86.

**PI 23.07 Performance standards. (1)** For the 1985-86 school year, the performance standards are as follows:

(a) At least 80% of the eligible participants enrolled shall have a 75% average daily attendance.

(b) At least 70% of the eligible participants enrolled shall make an average of one year's progress in the basic skills for each year enrolled.

(c) At least 90% of the eligible participants enrolled shall earn at least 3 high school credits.

(d) At least 70% of the eligible participants enrolled who are high school seniors shall earn a high school diploma.

(2) Beginning in 1986-87 and annually thereafter, the school district and the department shall jointly establish specific percentages for standards of performance, but the performance standards may not be less than the following:

(a) The average daily attendance rate of eligible participants enrolled shall be at least 70%.

(b) At least 70% of the eligible participants enrolled shall remain in the project or in school or shall have graduated.

(c) At least 70% of the eligible participants enrolled who are high school seniors shall earn a high school diploma.

(d) At least 70% of the eligible participants enrolled shall receive academic credit.

(e) The eligible participants enrolled shall, on average, show at least one month of improvement in reading and mathematics performance for each month of instruction.

**History:** Cr. Register, September, 1986, No. 369, eff. 10-1-86.

**PI 23.08 Noncompliance with project requirements.**

If the school district does not comply with the requirements under ss. PI 23.05 and 23.06, or if the performance standards under s. PI 23.07 are not met, the state superintendent shall notify the school district that it will not be eligible for WYI funds the following school year. Within 30 days after receiving notification, the school district may request a hearing before the state superintendent or his or her designee. The state superintendent shall consider the testimony presented at the hearing and shall reaffirm the decision, or establish conditions under which the district may be eligible for the following year, or dismiss the matter.

**History:** Cr. Register, September, 1986, No. 369, eff. 10-1-86.