

# WAKULLA COUNTY SCHOOL BOARD

## BUSINESS COOPERATIVE ON-THE-JOB TRAINING STUDENT AGREEMENT

OJT is planned to develop a student academically, vocationally, economically, and socially. In doing this, there are definite rules that must be followed and responsibilities, which must be assumed in order to implement the objectives of the program. The student agrees to abide by the following guidelines as a condition for acceptance into the cooperative education program. Failure to comply with any of the following could result in his/her termination from the program.

- A. Must have parental/guardian permission (signature) to participate in the WHS On-the-Job program.
  1. All required forms will be signed by both student & parent/guardian.
  2. Parent/Guardian will sign each required time sheet (s) for each grading period, throughout the school year.
  3. Must agree to all items in the “Student Agreement” and the “Employer Training Agreement.”
- B. Must be employable.
  1. Must secure job (approved by coordinator) by the **beginning of school**.
  2. Must work in the area of program completion (approved by coordinator) or in area of currently enrolled CTE coursework.
  3. The coordinator will offer assistance to the student in job placement where possible, but is not solely responsible for finding a job for the student because *the job search process is part of the student training*.
  4. Will follow all employer/company policies.
  5. Must perform all duties on the job in such a manner that will reflect credit to the student, the program, the school, the employer and the coordinator.
  6. Will report, as soon as possible, to the coordinator any problems occurring on the job or in school. The student should know that the coordinator is the recognized authority for making adjustments or changes in the training on the job. Parents or students are to contact the coordinator first, rather than the principal or employer whenever a problem concerning the job arises.
  7. Students will earn no higher than the grade of “C” for the OJT in any 9 weeks grading period in which he/she is fired or quits work; however, the employer will complete the student evaluation form as usual.
  8. In the event a student should become unemployed, he/she must turn in two “Job Search Forms” per day until employment is reestablished. **There is a two-week maximum deadline—after this time, the student will be placed back into classes to fill a seven (7)-period schedule.**
- C. Understand that OJT is considered a yearlong course, per the number of scheduled periods.
  1. Must go to work immediately after signing out of school and work *predominately* during the hours of scheduled OJT, Monday through Friday (Saturday & Sunday can be reported on timesheets).
  2. Must sign out with Attendance or by School issued QR code each day before leaving for work.
  3. Students will be issued a laminated pass and should have in his/her possession at all times in order to leave campus en route to the job site.
- D. Must work a minimum of 10-20 hours per week, **Monday – Friday**.
  1. Must work in a **paid position** earning at least minimum wage.
  2. Will be required to keep a daily record (time sheet) of hours worked.
  3. Timesheets for each grading period, which will include wages earned, should be completely filled out--totaled and signed by the employer, student and parent/guardian.
  4. A Student Evaluation s also completed, by the employer, on all accompanying Timesheets.
  5. OJT credit will not be issued if the Student Timesheet and Evaluation has not been turned in to coordinator on due date. These two forms must be turned in to coordinator on designated dates or student will receive a zero for the number of scheduled OJT classes.
  6. *Students may not work on the days when absent from school, unless previously approved by Administration or the OJT coordinator.*
  7. Student must call/contact the employer AND the coordinator in advance (preferably morning) in the event of a necessary absence.

E. Must be in good standing with academics, attendance and discipline.

1. Academics

- a. Must be in good academic standing—passing all required courses for graduation (including testing remediation, if needed) and having a 2.0 GPA.
- b. Must be a Career & Technical (CTE) student in line with 1 of the following:
  - a. Be a CTE program completer & have earned a certification.
  - b. Be enrolled in a CTE program on track with completion & earning a certification.

2. Attendance—While in the OJT program

- a. Must have regular and on-time attendance for all classes.
- b. Must have regular and punctual attendance at the job training site
- c. *Students may not work on the days when absent from school, unless previously approved by the OJT coordinator.*
- d. If placed in ISS or OSS due to attendance problems, student may be recommended for removal from OJT program.

3. Discipline

- a. Will adhere to all (all means all) school board policies both in class and on the job
- b. Behaviors for which disciplinary action leads to placement in ISS or OSS, student may be recommended for removal from OJT program.

➤ **Three disciplinary occurrences:**

Three occurrences will result in removal from the OJT program. A violation can result in lowering the OJT grade one letter for the first two occurrences. On the third occurrence, the student will automatically be withdrawn from the program—thus, receiving a zero for the scheduled OJT classes.

F. Must be a senior—juniors might be eligible; however, preference is given to seniors.

G. Must be at least 16 years of age and be able to provide own transportation to work site.

H. For DOE auditing purposes, student must provide coordinator with copy of his/her driver's license, automobile insurance card and WHS parking sticker number to be placed in the individual student folder.

We have read and understand the conditions of this On-the-Job Training Student Agreement for participation in the On-the-Job Training program at Wakulla High School.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Contact Information: \_\_\_\_\_

**CTE Nondiscrimination Statement:**

Wakulla County School District offers the following career and technical programs, including career academies wherein students may earn industry certification on the Wakulla High School Campus: \*Aerospace, \*Phlebotomy, Engineering Academy, Medical Academy, Cosmetology, Digital Design, \*Culinary Arts, \*Architecture & Construction, \*HVAC, \*Automotive Service Technology and \*Applied Welding Technologies. \*Denotes secondary and post-secondary courses offered. All post-secondary courses are offered on the Wakulla High School campus and students earn high school credit. Post-secondary courses are offered on the Wakulla High School campus or Lively Technical Center and students earn college credit.

**Admission/Selection Criteria:**

\*Student is required to be 16 years old OR have completed 9th grade.

\*2.0 GPA Unweighted GPA.

\*Attendance & Discipline records will be reviewed.

*Engineering Academy and Medical Academy require different admissions criteria. See web pages for additional information and applications.*

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies). Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; (850)926-0065; lori.sandgren@wcsb.us.

For questions regarding discrimination and harassment, contact our Wakulla County Equity Coordinator Lori Sandgren.

Information above.

# OJT & LIVELY

## TRANSPORTATION AUTHORIZATION

Name of Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Numbers (Home, Cells, Work, etc.) \_\_\_\_\_

The above named OJT/Lively student is authorized by his/her parents and/or guardians to leave school daily at \_\_\_\_\_ a.m. /p.m. in the following manner.

1. Automobile

- ✦ Make \_\_\_\_\_
- ✦ Model \_\_\_\_\_
- ✦ Year \_\_\_\_\_
- ✦ Color \_\_\_\_\_
- ✦ Tag Number \_\_\_\_\_

2. Other Mode of transportation in case of emergency (same info as above)

- ✦ Make \_\_\_\_\_
- ✦ Model \_\_\_\_\_
- ✦ Year \_\_\_\_\_
- ✦ Color \_\_\_\_\_
- ✦ Tag Number \_\_\_\_\_

3. WHS Parking Space/Sticker Number \_\_\_\_\_

4. Vehicle Insurance Information

- ✦ Company Name \_\_\_\_\_
- ✦ Effective/Expiration Dates \_\_\_\_\_

5. Student Driver License

- ✦ Number \_\_\_\_\_
- ✦ Expiration Date \_\_\_\_\_

***For auditing purposes, a copy of OJT student driver's license and automobile insurance card must be attached to this form and placed in individual student folder.***

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

Wakulla School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent

to:

Name and/or Title: Lori Sandgren  
Office Address: 69 Arran Road Crawfordville, FL 32327  
Phone Number (Voice/TDD): (850) 926-0065  
E-mail: Lori.Sandgren@wcsb.us