

## **Foundation Academies OJT WORK PROGRAM**

**Student's Name:** \_\_\_\_\_

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

As a condition for acceptance into the OJT Work Program, the above- named student is authorized by his/her parent/guardian to leave school daily during the scheduled OJT period for the purpose of going to work or seeking employment. The OJT Work Program was developed to aid students in their ability to develop their academic, vocational, economical, and social skills.

There are responsibilities the students must accept and rules and regulations which must be strictly observed for the student to remain active in the Foundation Academies OJT Program.

Students will be allowed to remain on the school campus during their scheduled OJT time only if they are employed at the school or have permission by a Dean to remain at a predetermined location. Any student found in an unauthorized area of the campus will be subjected to disciplinary action and may be removed from the Foundation Academies OJT Work Program.

As a condition for acceptance into the Foundation Academies OJT Work Program, the student will agree to the following:

1. To attend school and place of employment regularly. Having excessive unsatisfactory absences and/or tardiness in any grading period may be reason for removal from the program.
2. To work a minimum of 10 hours per week to comply with the OJT Work Program guidelines. I understand that my OJT grade will be affected if I do not work a minimum of 135 hours per grading period. (10 hrs. x 9 weeks)
3. To be punctual at school and on the job.
4. To notify my employer and school Dean in case of an absence. Under no circumstances may I report to work on a day that I am absent from school without the permission of my school's Dean.
5. To complete all applied technology related training assignments. I will accept counseling and constructive criticism from the Job Coach.
6. To perform all my duties on the job in such a manner that I will reflect favorably upon myself, my employer, and the school Dean.
7. To be willing to accept the employer's supervision and perform assigned duties to the best of my ability.

8. To discuss with my teacher any difficulty in my work (pay, hours, transfer, leave, etc.) before discussing with my employer. My parents/ guardians will contact my Job Coach first if a problem concerning the job arises before discussing the issue with the Dean or my employer.
9. To refrain from terminating my employment or arranging for a chance of employers without the knowledge and approval of the school Dean.
10. To maintain a satisfactory academic standing in school.
11. To adhere to the dress code at school, on the job, and at all school functions.
12. As part of Foundation Academies OJT Work Program, the above-named student will be participating in various field trips and other activities scheduled during the school day. These activities will necessitate missing scheduled classes and traveling in a private automobile without direct supervision of school personnel. School will not be responsible for any accidents, which might occur in transit. Students are expected to follow the Code of Students Conduct while traveling to and attending all school-sponsored activities.

**PART D – Emergency Contact Information**

Indicate below the name and phone number of your parent or guardian to be contacted in case of emergency.

Parent/Guardian: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

The signature below authorizes the above-named student to participate in the Foundation Academies OJT Work Program under the conditions stipulated above. Failure to adhere to this agreement constitutes grounds for removal from this Transition to Work Program.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Job Coach/Instructor/Employer

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Employer