



Career & Technical Education
Student/Parent Agreement

School

Student

Coordinator

Work-based programs are designed to develop a student academically, economically and socially. In doing this, definite goals should and must be attained. There are responsibilities the student, parent, and school must realize and strive to accomplish.

As a condition for participation in a work-based program with Alachua County Public Schools (ACPA), I (we) agree to the following:

That to enter the program, the student must be employable at a business that carries Workman's Compensation Insurance and upon employment, will carry out training on-the-job and in class in such a manner that will reflect positively on themselves, parents, school, and the employer.

That the student will be supervised by an individual who is not related to him/her, if a parent or relative owns or works at the place of business.

That if the student loses his/her job at any time for any reason, the student must be re-employed within 2 weeks from the last day of employment. If the student is terminated, quits or changes jobs without the approval of the coordinator, the student is subject to failure of the program and loss of Co-Op credits.

That the student must be in regular attendance at school and on the job. If for ANY reason the student is unable to attend school, he/she will not be permitted to work without the approval of the coordinator. The student must call in by the time school starts to gain such approval.

That if a student is suspended from school, he/she will not be allowed to work during the regularly scheduled school day. The student will receive a "0" for OJT during the suspension period.

That the student must be on time at work and at school. If the student is continually late to work or school, disciplinary action will be taken.

That the student must notify the coordinator and the employer in advance in case of necessary absence.

That if the student must check out of school for any reason they must follow the normal check-out procedure through the attendance office.

That the student will abide by the rules, regulations, and policies of the employer, the program, and the school, including dress code (as specified in the ACPS Code of Student Conduct Handbook).

That the student will work and receive high school credit at a work site approved by the coordinator and the school. (Student earns one (1) credit hour for 135 hours of work for each class period of enrollment).

That the student knows the coordinator is the recognized authority for making all adjustments or changes in the training on the job including approval of the student's worksite.

That the student will complete their Approved District Time Card on a monthly basis while participating in this program. The Time Card will document number of hours worked. No credit will be awarded without the approved time card.

That the student must have transportation from the school campus to the job site immediately upon dismissal from class. IF the student remains on campus beyond the dismissal time, the student will be subject to disciplinary action or removal from the program.

That the student agrees to comply with all Federal and State Child Labor Laws.

That if the student does not abide by the terms of this contract, he/she can be dropped from the program and be subject to loss of all credits associated with the work-based course.

Signatures below indicate that we have read the above conditions, fully understand each of them, and accept the conditions as our responsibility for compliance.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date

Approved by Teacher/Coordinator

Teacher/Coordinator Signature

Date