

**Lincoln High School  
DCT/OJT Application**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Current Grade Level: 9 10 11 12 Age: \_\_\_\_\_ DOB: \_\_\_\_\_ (MM/DD/YY)

With whom do you live? \_\_\_\_\_

What year are you graduating? \_\_\_\_\_

Parent/Guardian Contact #1

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Parent/Guardian Contact #2

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

How many OJT periods do you intend to take (not including DCT)? \_\_\_\_\_

What are your plans after high school regarding employment, vocational training, and/or college?  
\_\_\_\_\_

Are you responsible for your own transportation? \_\_\_\_ Yes \_\_\_\_ No

If no, how will you get to school and work reliably?  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been employed? \_\_\_\_ Yes \_\_\_\_ No

Place of Employment	Dates of Employment	Position Title	Phone Number

**Leon County Schools**  
**Cooperative Education Programs Operational Procedures**

The Cooperative Education Program is designed to assist students in developing academic, vocational, economic, and social skills required for success in the work world. There are responsibilities that the student must accept, and it is necessary for certain rules and regulations to be strictly observed by the student. DCT in-school instruction develops competencies in health, safety, and environmental issues; professional, legal, and ethical issues; finance; leadership; communication; labor and human resources; economics; entrepreneurship; career planning; technology; management; and technical and production skills.

1. Student agrees to be in **regular attendance** at school and on the job (OJT), and will notify his/her employer by 9:00 a.m. in case of absence from school. Being absent from school means that the student will be marked absent from OJT periods, and the student may not report to work without the DCT Coordinator's permission.
2. The student agrees to follow the rules of the school and the place of employment. A student **may be removed** from the DCT program at the request of the DCT Coordinator for disruptive or inappropriate behavior towards the employer, the DCT Coordinator, or others either on the job or at the school site.
3. The student will **provide their own transportation** to work and to job interviews. The student must leave the school campus during daily OJT periods.
4. Students and employers **must adhere to all Florida Child Labor Laws and Federal Wage & Hour regulations**. Students must work the required minimum number of hours each week. Unemployed students will receive a zero for each day of unemployment, must report daily to the Coordinator during OJT periods and must keep a daily log of their job search documenting their applying for 2 jobs daily on a Student Unemployment Form.
5. Student **paid employment is required** in order to receive credit for OJT periods. All students are required to become employed and begin scheduled work within 2 weeks of entry into the program. Unemployed students will be rescheduled into academic classes or restricted to campus during OJT periods if a job and paperwork is not secured in required time. Student will receive credit for OJT periods based upon satisfactorily completing the minimum number of work hours: **5 hours per week of work for each OJT period, a minimum total of 90 hours of work per semester per OJT period**.
6. The student **must keep the DCT Coordinator informed** of circumstances which may affect his/her performance on the job or at school. The DCT Coordinator must approve all job sites to ensure student safety. The student will remain at the same place of employment during the school year unless the DCT Coordinator approves a job change.
7. Students **must receive the Coordinator's permission to quit**, give written notice to their employer, and work the notice time prior to quitting. Any student who quits his/her job without permission from the Coordinator, or is terminated from employment with cause may receive a failing grade for the grading period and may be removed from the Cooperative Education program.
8. The student must accept constructive correction from the Coordinator regarding grooming, performance, and appropriate behavior on the job or at school.
9. The student **must record the hours worked each week on a time card** which must be turned in to the Coordinator every Monday of the next week unless specified otherwise by the DCT instructor. The card must be signed by the student and supervisor. A copy of pay stubs or appropriate documentation must accompany the time card. **Students will receive a failing grade in OJT periods if any time card is missing.**

***These are the general guidelines for participation in the DCT/OJT program. Items are subject to change or modification. By my signature, I agree to abide by the procedures of this program.***

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Conditions of Acceptance into the Lincoln High DCT Program

DCT involves two distinct segments: Classroom Instruction and on the job training. Classroom instruction is provided at Lincoln High School. Students have academic responsibilities for DCT and OJT.

### EMPLOYMENT IS REQUIRED IN ORDER TO RECEIVE CREDIT FOR ON THE JOB TRAINING (OJT).

1. Students **are required to become employed prior to the start of the school term**. Unemployed students may at the coordinators request be rescheduled into academic classes or restricted to campus.
2. Unemployed students must meet with the DCT Coordinator daily to receive job leads and instruction before leaving campus. Unemployed students must keep a daily log of their job search efforts. **Unemployed students will receive a zero** each day until they become employed.
3. Student **training sites must be approved** by the DCT Coordinator to ensure student safety. Students may work in a business, retail, industrial, or government establishment in Leon County. Students cannot be considered an independent contractor. Employers are to adhere to Florida Child Labor Laws and Federal Wage & Hour regulations.
4. Students are visited on their job sites by the DCT Coordinator. **OJT grades are a combination of student's employer evaluation and maintaining student employment records**. Late/missing records or poor employer evaluations will result in a lowering of an OJT grade.
5. Students receive credit for OJT based upon satisfactorily completing a minimum number of work hours. **Students must work a minimum of 5 hours per week for each OJT period scheduled**. That is a minimum of 90 hours per semester for each OJT period scheduled. If at the end of the semester the student does not have the required hours the semester grade will be changed to an "F".
6. **The hours that a student is scheduled to work do not necessarily fall within the school day**; evening and weekend work is permissible. However, DCT/OJT students must leave the Lincoln High School campus each day at the scheduled OJT period. Students may not remain on campus.
7. Students will follow the rules of the school and the place of employment. **A student may be removed from the DCT program at the request of the Coordinator** for inappropriate or disruptive behavior towards the employer, the coordinator, or others either on the job site or at school.
8. Students must have **a minimum 2.5 GPA, good attendance, and no disciplinary referrals for major offenses** during the previous semester. Exceptions may be made at the discretion of the school principal in coordination with the DCT Coordinator.
9. Students **must have wages reported on a W-2** for the hours worked for OJT Periods.
10. If a student is **employed by a parent** or in a family business all hours worked and reported towards the OJT credit **must be paid using state and federal wage and hour guidelines**.
11. **Students who are fired, quit, or are released for poor job performance will fail OJT for the grading period**. New employment must be secured within 2 weeks to remain in OJT.
12. A student **must be supervised by a qualified person** while on the job.
13. Students **must have a training plan** that reflects learning and progress on the job. Students will work with the employer to develop a training plan that reflects progressive improvement of job skills. Students will be evaluated each nine weeks on the progress towards these skills. OJT grades will be based on adequate progress each grading period.
14. **Additional expectations will be provided in class**.

***By my signature, I agree by the conditions of acceptance into the DCT/OJT Program.***

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_