

JAG



**Program Participant Packet**

**Little Rock Central High School**

**Mrs. Alesha Withers, JAG Coordinator**

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**\*\*Due by Monday, September 14, 2020**



## STUDENT AND PARENT COMMITMENT

### *Student Commitment*

I wish to participate in the Jobs for Graduates program. By signing this commitment, I will:

1. Maintain regular contact with my Job Specialist during the in-school phase of the program.
2. Complete assignments and projects that demonstrate my achievement of the JAG employability competencies.
3. Be an active member of the Career Association chapter and participate in meetings, activities, field trips, and conferences as my schedule permits.
4. Prepare myself for a job after graduation even if I plan to pursue additional education (postsecondary, college, vocational or other training).
5. Maintain at least monthly contact with my Job specialist through May 31, \_\_\_\_\_.
6. Work closely with my Job specialist to enroll in summer school, a GED program, or obtain a high school diploma if for some reason I do not graduate with my class. Do whatever it takes to improve my basic and employability skills to ensure a successful transition from school to work.
7. Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### *Specialist Commitment*

Because this student is committed to participating in the in-school and follow-up phases of the program, I will:

1. Provide assistance in overcoming barriers which may be experienced in securing a quality job after graduation. Assign projects and activities that will help the student achieve the JAG employability competencies.
2. Advise the student-led National Career Association chapter as it strives to motivate and recognize students with outstanding employability skills and work-ready attitudes.
3. Provide assistance in keeping the student in school and obtaining a high school diploma.
4. Provide assistance to those who do not graduate with their class to enroll in summer school, a GED program, or obtain a high school diploma.
5. Maintain regular monthly contact with the student during the follow-up phase of the program.
6. Maintain contact with employers with the intent to help this student stay employed and achieve a significant change in status during the follow-up period.
7. Continue to provide follow-up services to those who in June are not employed.

Specialist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Parental Commitment*

By signing this commitment, I acknowledge that I will encourage and support my son/daughter as he/she develops academic personal, and employability skills. Further, he/she has my full permission to actively participate in the JAG program and National Career Association. It is also my understanding that research data will be collected by the program to demonstrate success in helping students stay in school and secure employment upon graduation. I am willing for tracking information to be collected as long as no name is associated with any data that is made available to outside agencies or individuals.

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

# JAG Arkansas Cooperative Career Education Training Agreement

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School: **Little Rock Central High School** Coop. Program: **Jobs for Arkansas Graduates (JAG)**

Employer: \_\_\_\_\_ On-Job Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ C.I.P. Code: \_\_\_\_\_

## Training Agreement:

1. The employer will accept and assign students to jobs without discrimination on the basis of race, color, national origin, sex, or handicaps.
2. The employer will adhere to all applicable federal and state regulations regarding employment of students.
3. The employment of a regular employee shall not be terminated to create position for the training of a student.
4. The student will be assigned to an on-job training supervisor and will be given the greatest possible variety of job training and experiences.
5. The student will be prompt and regular in attendance, both at school and on the job. A student who fails to attend any school day is not allowed to report for work without the teacher-coordinator's permission.
6. The teacher-coordinator will assist with resolution of any on-job problems of the student.
7. The student will adhere to company policy and may be terminated from employment for the same reasons as other employees.
8. Employment shall not be terminated by the student without the prior approval of the teacher-coordinator.
9. The employer will contact the teacher-coordinator immediately in the event the student is dismissed from the job.
10. Students will have a minimum of 270 clock hours of on-the-job training per school semester, with as many of these hours as possible occurring during the regular school day.

## Training Plan

(Check items/columns applicable. S-School Instruction TS-Training Station) Areas of Experience and Training:

	School Instruction	Training Station
Employability Skills	X	X
Health & Safety	X	X
Human Relations	X	X
Planning/Decision Making	X	X
Communication Skills	X	X
Math Skills	X	X
Financial Mgt./Budgeting	X	
Insurance	X	
Business Org./Functions	X	X
Computer Applications	X	
American Economic System	X	
Business Ethics/Policies	X	X
Career Opportunities	X	X
Government & Business	X	
Technology	X	X
Leadership Development	X	X
Civic/Social Responsibilities	X	
Entrepreneurship	X	

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

Teacher-Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## STUDENT CONTRACT

### JOBS FOR ARKANSAS GRADUATES (JAG) WORK PROGRAM

#### LITTLE ROCK SCHOOL DISTRICT

1. Each student participating in the Jobs for Arkansas Graduates (JAG) program must have an approved training station by the deadline for school schedule changes.
2. The place of employment is considered a “training station”, and the student is expected to take advantage of all training materials available. Any in-service provided by the employer that requires employee to attend must be attended by the student. No in-service during school hours will be authorized.
3. If a student’s employment is interrupted due to slow business conditions, he/she will be considered employed if the unemployment is a short duration. If there is no possibility of being recalled, every effort will be made to place the student in another position. A minimum of 270 working hours per semester (an average of 15 hours per week/135 per 9 weeks) is required to receive a total of three (3) school credits.
4. If a student is discharged from a training station due to improper job performance, he/she will be dropped from the JAG work program and receive an “F” for all co-op credits and be rescheduled as determined by the school principal.
5. The job training is part of the daily school schedule. Since school credit is received for this training, it is treated as any other scheduled class. It is the parent’s responsibility to provide transportation to the training station. However, the school is not liable for the student’s actions once he/she leaves campus. If a student is unhappy with his/her training station, he/she must consult with the coordinator immediately and the coordinator will investigate the situation. The coordinator will make every effort to resolve the job-training problem to the best interest of the training station and the student. If a student quits or changes training stations without discussing the situation with the coordinator, he/she will receive an “F” in all JAG credits and be rescheduled as determined by the school principal and JAG specialist.
6. If a student is found to be dishonest with his/her employer’s time, money or merchandise, he/she will be dropped from the JAG work program and receive an “F” for all coop credits for the semester and be rescheduled as determined by the school principal and JAG Specialist.
7. All students must comply with all state and federal legislation concerning employment.
8. The student’s employer will evaluate the student each grading period and provide a grade for the student for on-the-job-training. The student and JAG Specialist will provide a grade for the student’s completion of classroom assignment.
9. School classes and on-the-job training are interrelated; therefore, a student is expected to attend classes in order to report to the training station that day.
10. If an emergency will not allow a student to report to work on time, he/she must notify the employer immediately.
11. While on the job, a student is under full control of the employer, is expected to follow all company policies, and is expected to be a positive representative of Central High School and the JAG work program to the business community.
12. If student class ends at a designated time (example: 12:35 p.m. or 2:10 p.m.) he/she must leave campus immediately unless they have made arrangements with coordinator/specialist.
13. Each student is required to support and attend the employer-employee banquet.
14. Each student will recognize the teacher-JAG Specialist as the primary authority for guidance and counseling of this program.
15. Any exceptions to this contract will be handled on an individual basis as the need arises. Such exceptions will be in writing.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JAG Specialist: \_\_\_\_\_ Date: \_\_\_\_\_