



# THE SCHOOL DISTRICT OF PHILADELPHIA

## LIFE SKILLS ITINERANT COMMUNITY BASED VOCATIONAL TRAINING WIDENER MEMORIAL SCHOOL (WMS) SITE AGREEMENT

### Biographical Information

Student (Full Name)	
DOB	
Age	
Student ID #	
Address	
Telephone Number	

### The WMS site agrees to the following stipulations regarding the WMS Program:

- The WMS site will assign an employee who will act as a mentor. The student can shadow during the normal work duties, and will be trained by the Life Skills Itinerant Teacher
- The student will do a part or parts of a full description and will not be expected to perform up to full expectations of a regular employee
- The WMS site will assign the student to more responsible duties as the student can handle them
- The WMS site will provide feedback to the Life Skills Itinerant Teacher regarding the student's progress/performance
- The WMS site will inform the Life Skills Itinerant Teacher of any concerns or potential problems as soon as possible
- The students personal information will be treated confidentially and will not be discussed with persons not involved in the program
- Once the student has met the established criteria the student may work with a different mentor or in a different department on additional vocational skills. This will ensure "Cross-Training"
- No employee of the WMS site will be displaced due to the presence of the student or will any employee experience a reduction in hours due to the students' training experience
- Vacancies within the WMS site will not be filled with the student during the training period
- Students **will not** receive payment for work performed during the training period
- Students will not be guaranteed a job within the WMS site at the conclusion of the training period
- There will be no employer/employee relationship between the WMS site and the student
- The WMS site will not receive an immediate benefit from the student
  
- The WMS site will comply with all federal, state, and local health and safety standards as they apply in the work environment
- The WMS site will not discriminate against the students based on race, color, national origin, sex, sexual orientation, religion, ancestry, union membership, disability, or any other legally protected classification. Announcement of this policy is in accordance with the state and federal laws including Title IX of the Education Amendments of 1972,



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Section 502 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act

- The student will not be involved in training activities on the WMS site on teacher professional development day, school holidays, weekends, days on which schools are closed for emergencies or inclement weather, before or after school hours
- The WMS site agrees to supply appropriate uniforms for the student when required by the WMS site

## **The Life Skills Itinerant Teacher agrees to do the following regarding WMS Programs:**

- Establish days and hours of training based on the student's needs and input from the WMS site and to notify the WMS of any scheduled changes
- Arrange for transportation of students to and from the WMS site
- Conduct evaluations of the student with input from the WMS site
- Provide work-based related skills and socialization training at the WMS site and train for generalizations with classroom learning activities
- Provide information relevant to the student's job performance, which would be beneficial to successful student training
- Work closely with WMS site mentor in order to provide the student with maximum benefit from the WMS experience
- Assist the WMS site in making any necessary adaptations to accommodate a student
- Maintain frequent (daily) and on-going communication with the WMS site regarding the student
- Respond quickly to any problems or concerns noted by the WMS site staff and assist in the resolution of problems
- Assist in identifying an appropriate variety of jobs tasks/responsibilities
- Have necessary medical and emergency care at the WMS site for each student

## **The Student agrees to do the following regarding the WMS Program**

- The student agrees to perform the assigned duties in a proper manner and work to the best interest of all concerned
- The student agrees to report job problems to WMS site mentor, Life Skills Itinerant Teacher and the parent/guardian
- The student will adhere to the WMS site company policy
- The student must have regular attendance at school and at the WMS site. If unable to report to the WMS site, the student will notify the WMS site and the Life Skills Itinerant Teacher before the start of the WMS day
- The student may use public transportation and should report to the WMS site on time
- The student is responsible for wearing, maintaining and returning all uniforms and equipment
- Students must behave appropriately at the WMS site

**We the undersigned, as a representative of the parties involved agree to abide by all conditions of the agreement. We understand this agreement remains in effect unless**



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**modified or terminated by a party and any party upon notice to the others may cancel this agreement at any time.**

**The WMS site agreement is a memorandum of understanding to an agreed WMS student program. It is initiated by the Life Skills Itinerant Teacher from the School District of Philadelphia and signed voluntarily by the student, parent/guardian, WMS site and the Life Skills Itinerant Teacher. A copy will be given to all parties.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
WMS Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Life Skills Itinerant Teacher

\_\_\_\_\_  
Date