

WORK-SITE LEARNING AGREEMENT

The student agrees to:

- follow all procedures and policies set forth by the school and work-site personnel;
- complete all assigned studies or duties;
- adhere to the standards of dress and appearance set up by the school and to those standards established for workers at the work site;
- leave school grounds at the proper time to arrive on time at the work site;
- be punctual to the work site and attend regularly and, in case of absence, inform the school and/or work-site promptly;
- carry out work-site duties in such a manner that it reflects credit upon himself/herself, the school, and the work-site organization;
- follow the proper channels in resolving problems while on work-site assignment;
- contact his/her school-to-work instructor at any time during the work-site assignment if conditions exist in the work-site environment that is detrimental to one's well being;
- adhere to all safety regulations in performing duties and to inform his/her work-site supervisor when a safety problem/concern arises;
- remain on the work-site assignment as assigned, until directed otherwise by either his/her school-to-work instructor at school or work-site instructor/supervisor;
- attend school when not reporting to his/her work-site assignment;
- notify his/her school-to-work instructor immediately if his/her work-site assignment is terminated for any reason.

The parent agrees to:

- support and adhere to School-to-Work procedures and policies;
- assume responsibility for the personal conduct of their son or daughter;
- assume responsibility for the safety and transportation of their son or daughter to and from the work site;
- encourage their son or daughter in every way possible to meet the responsibilities of both job and school;
- talk with their son or daughter at least weekly about the School-to-Work assignment;
- respond promptly to all communications from the school regarding the School-to-Work experience.

The work-site organization agrees to:

- support and adhere to School-to-Work procedures and policies;
- allow the student or staff member named below to enter their place of business as a School-to-Work participant for the purpose of gaining knowledge and skills concerning the work place;
- provide the student or staff member with proper supervision in order to protect against accident or injury and the maximum opportunity for the learning to take place;
- provide instruction in safety for the student or staff member as appropriate to the work-site experience;
- cooperate with the School-to-Work instructor in every reasonable way to assist in the advancement and growth of the student or staff member;
- rate the student's or staff member's participation as requested by the School-to-Work instructor; (Assessment materials will be provided by the school.)
- contact the School-to-Work instructor as soon as possible about any concern that may reflect negatively on the student and/or school;
- contact the parent of a participating student and the student's School-to-Work instructor in the event an accident occurs which requires medical attention beyond that given at the work site;
- not discriminate on the basis of race, ethnicity, color, disability, national origin, or gender;
- release the student from the work site when requested by the School-to-Work instructor;
- contact the student's School-to-Work instructor immediately—if for any reason the work-site experience needs to be terminated.

The school-to-work instructor agrees to:

- support and adhere to School-to-Work procedures and policies;
- collaborate with work-site personnel on the design, implementation, and evaluation of a work-site experience that is appropriate for the student's career planning curriculum;
- visit the student at the work site periodically, as needed, or when requested by the student and/or work-site personnel;
- assist the work-site personnel and the student as needed to maximize the student's success in the School-to-Work assignment;
- notify work-site personnel, the student, a parent, and the School-to-Work program supervisor about any transfer or withdrawal of the student from his/her School-to-Work assignment;
- arrange for follow-up activities to help the student make useful connections between learning garnered from school-based programs and those gained from the work-site experience.

Work-Site Organization

Student

Address

Address

City Telephone

City

Contact Person Title

Soc. Sec. No. Birth Date

Parent's Telephone Number

Note: Your signature indicates that you have read, understand, and accept the responsibilities as described herein.

All parties shall conform to Federal, State, and Local Laws and Regulations governing School-to-Work initiatives.

Student's Signature

Date

Work-Site Representative's Signature

Date

Parent's Signature

Date

Instructor's Signature

Date

Principal's Signature

Date

School Telephone Number