

**Hartford Union High School Co-op/Youth
Apprenticeship Agreement**

Student Name _____
Please Print _____ Specific Co-op/YA program _____

The student agrees to the following:

- I will perform satisfactorily in work and in school. Unsatisfactory performance can lead to removing me from my training site.
- I will notify the employer of illness, absence, and/or tardiness. (Parents must call the school to excuse a student, but it is the student's responsibility to call the job site).
- I understand that under no circumstance am I to report to work if I have been absent from school any hour prior to the work assignment unless prior arrangements have been made with my supervising teacher.
- I understand that the work schedule of the job site may differ from that of the school calendar and the agreement of hours to work must be made in advance with the employer.
- I will hold employer/business information in confidence.
- I will communicate any and all concerns to both school and job site supervisors.
- I understand that I must attend all scheduled Work Experience meetings, including a mandatory orientation class and training sessions; agree to complete any assignments, and a reflective journal each quarter as assigned by the Coordinator; am responsible for obtaining make-up material and information missed at all meetings. I realize that failure to do so could result in a failing grade for the quarter.
- I am aware that I must either be in school or at my assigned job during school hours.
- I will inform the supervising teacher and seek advice **BEFORE** quitting my job.
- I understand that a violation of these expectations or any other school policies could result in termination of the School To Work Program opportunity.
- I will maintain my grades and attendance in order to remain eligible for this program (Job Only).
- I understand that I may be dismissed from the job for failure to follow the rules for school supervised work experience or for failure to fulfill my job duties at the work site.

Student Signature _____ **Date** _____

Company Name & Address _____

Please Print

Company Supervisor _____ **Phone** _____ **Email** _____

Please Print

The Cooperating employer agrees to the following:

- Provide a variety of on-the-job learning experiences.
- Provide a work environment free from safety hazards.
- Provide work experience for a minimum of 15 hours per week.
- Notify the supervising teacher of any student reporting less than 15 hours per week.**
- Pay the student for work performed at or above the minimum wage.
- Designate the hours to be worked if they are different than the school calendar.
- Designate an individual to supervise the student. This individual will:
 - answer student questions, be accessible to the student, and meet with the school supervisor when necessary.
 - evaluate the student's work performance every 9 weeks using the supplied forms.
(The student will receive a grade on his/her report card based on this report).
 - notify the school supervisor of any problems with the program or the student.
 - complete student evaluations and verify student time sheets-
- Contact the supervising HUHS instructor prior to severing the relationship with the student.
- All students must be covered under the employer's Workmen's Compensation.
- Provide a variety of experiences, which enable the student to learn all aspects of the particular training station.
- Will not permit the student to work on any day that she/he has been absent from school.
- Will assure the student is not placed in a job that would violate child labor regulations.
- Provide an orientation for the student prior to starting or on the first day of training.
- Provide the student with appropriate safety instruction necessary for the job (Complete the Safety Checklist).
- Inform the supervising teacher of any issues/concerns with a student worker.

Employer Signature _____ **Date** _____

High School Instructor/Supervisor _____ **Phone** _____

Please Print

The high school instructor agrees to the following:

- Provide in-school instruction and assistance to assist student success in the program.
- Consult with the student and employer supervisor frequently.
- Make on-site visits at the beginning of the school term and prior to each quarterly grading period.
- Report any difficulties immediately to the CTE Coordinator.
- Review of Work Experience Agreement Form and Student Standards of Conduct with the student.
- Assist the employer/mentor in placing the student in a safe and healthy work assignment in accordance with child labor laws.
- Assist all parties to solve problems that may arise as a result of this Agreement.

Instructor Signature _____ **Date** _____

Parent Name _____ **Email** _____

Please Print

Home Phone: _____ **Cell/Work Phone:** _____

The Parent agrees to the following:

- Provide support of the program by promoting good work skills such as attendance, timeliness, team work and communication.
- Give permission for student to leave the school building to attend the job site.
- I understand the major emphasis of this program is to apply classroom skills to the work place and learn employability skills.
- I will be responsible for the method of transportation used by the student in traveling to and from the job.
- I will assume responsibility for the student's safety and conduct from the time the student leaves the job and arrives back at home or school.
- I will not permit my child to report to the job on any day she/he does not attend school.**

- I will discuss special problems with the supervising teacher and will assist in solving any attendance, academic, or behavioral problems.

- I have reviewed this Work Experience Agreement Form and Standards of Student Conduct and discussed them with my child.

- I understand that my child must attend all scheduled meetings and complete all assignments each quarter as assigned by the coordinator. Failure to do so would result in a failing grade for the quarter.

Parent Signature _____ **Date** _____

*The signatures above assume cooperation from all parties involved in following this contract. The contract remains in effect until high school graduation or the student withdraws from the program. The cooperation of all parties will insure a successful program and a quality experience for the student.

The Hartford Union High School District does not discriminate on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap. For additional information, the nondiscrimination policy and/or complaint procedure, contact the District's Coordinator or Discrimination Complaints at 262-670-3200.