

## Application for Enrollment Cooperative Work Study

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Student Cell Number: \_\_\_\_\_

Student email: \_\_\_\_\_

Parent/ Guardian: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

**Work permit on file with Mrs. Sutherin: make me a copy to put with your application.**

1. Circle which semester(s) you want to enroll in work study:      1      2

2. Circle which block(s) you would like to enroll in work study.

Semester 1:            1      2      4      5

Semester 2:            1      2      4      5

**By signing below, I indicate that I agree to ALL of the attached (front and back) guidelines. Changing jobs without notifying your work-study coordinator could result in failure for the term. Failure to adhere to ALL of these conditions may be grounds for removal from the Work-Study Program or a failing grade for this class.**

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Parent/Guardian's Printed Name

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

\_\_\_\_\_  
Parent/Guardian's Daytime Contact Number

\_\_\_\_\_  
Parent/Guardian's Email Address

**Due with this application: FCPS Agreement, Training Plan, Signature page from the Course Description and Information Packet**

**FREDERICK COUNTY PUBLIC SCHOOLS  
CAREER AND TECHNOLOGY EDUCATION  
COOPERATIVE WORK EXPERIENCE**

**STUDENT-PARENT-SCHOOL-EMPLOYER AGREEMENT**

*Please print all information below*

Student Name \_\_\_\_\_ Agreement Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Student Cell Phone \_\_\_\_\_ Student Home Phone \_\_\_\_\_

Student e-mail address \_\_\_\_\_ DOB \_\_\_\_\_ Grad Year \_\_\_\_\_

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Company/Business Name \_\_\_\_\_ Phone \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_ e-mail address \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Student's Job Title \_\_\_\_\_ Date of Employment \_\_\_\_\_ Wage \_\_\_\_\_

**RESPONSIBILITIES**

**The Parent/Guardian:**

1. Will permit the student to interview with and work for the company above.
2. Will be responsible for the student's transportation to and from the job site.
3. Will be responsible for the conduct of the student while in school and on the job.
4. Will be responsible for the student for nonscheduled work hours during the school day.
5. Acknowledges that when the student leaves the school site to travel to the work site the student is considered to be dismissed from the custody of the school.

**The Student:**

1. Will provide his or her own transportation to the job site. Student carpooling is not permitted.
  2. Will maintain regular attendance in the home school and on the job.
  3. Will report to work as scheduled by the employer on weekends, during school vacations, and even when the school is closed because of inclement weather.
  4. Will not be permitted to work unless classes in school are attended as scheduled. Any student suspended from school is considered suspended from the training job as well and may not work until reinstated. In case of inability to attend school or work, the student agrees to notify the coordinator by 9:00 AM and the employer at least three (3) hours before the time the student is scheduled to report for work.
  5. Will not display a bad attitude, lack of courtesy, manners, obedience, industry, etc., pertaining to school activities, class or otherwise, or to activities on the job. Failure to make recommended corrections will result in the student being removed from the program and scheduled in school a full day. Should this be necessary during the last half of the school year, the student's graduation would be in jeopardy.
  6. Will not sever connections with the firm or transfer to another employer without the approval of the coordinator and then only after necessary arrangements have been made.
  7. Will have their work station approved by the coordinator prior to attendance in the work study program.
  8. Will be rescheduled to a full day schedule if the above conditions are not adhered to.
  9. Acknowledges that when he/she leaves the school site to travel to the work study site, he/she is considered as dismissed from the custody of the school.
  10. Will supply the coordinator with weekly and monthly timecards.
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**The Employer:**

1. Certifies that a verified and validated work permit is on file for the minor (student under 18 years of age).
  2. Certifies that a worker's compensation insurance policy is in force that provides coverage for the student; will, if requested by the coordinator, provide a current certificate of the insurance and a renewal certificate (if applicable) during the school .
  3. Will employ the student for a minimum of fifteen (15) hours per week. This should include at least eight (8) hours per week during the regular school day.
  4. Will provide the coordinator with a training plan that will benefit the employer and the student as related to the career objectives of the student.
  5. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.
  6. Will pay at least minimum wage as stipulated by current Federal and State Minimum Wage Laws.
  7. Will consult with the coordinator as soon as possible if any unsatisfactory situation arises regarding the student's work.
  8. Will evaluate the student's progress periodically (at least quarterly) when requested by the coordinator.
  9. Will not allow a student who is suspended from school or is absent from school to work except in unusual circumstances approved by the coordinator.
  10. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age, or national origin and complies with Title VI, Title IX, Section 504 of the civil rights laws, and Maryland discrimination laws.
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\_\_\_\_\_  
(Employer's Signature and Date)

\_\_\_\_\_  
(Parent's Signature and Date)

\_\_\_\_\_  
(Coordinator's Signature and Date)

\_\_\_\_\_  
(Student's Signature and Date)

## OHS Transition Education Work Study Training Plan

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

Supervisor/Employer's Name and Title: \_\_\_\_\_

Employer/Business: \_\_\_\_\_

Employer email: \_\_\_\_\_

Address of placement site/Directions/Special instructions for access: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Job Duties (Please list a MINIMUM of 5 and begin each with an action such as "File Documents"):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**\*\*Please be sure to share with your employer any pertinent health issues/concerns which you and/or your parents believe they may need to know about for your and their safety.**

\_\_\_\_\_  
Supervisor Signature and Date

\_\_\_\_\_  
Student Signature and Date

## Work Study/Internship Student Vehicle Information

Please share with your mentor/supervisor as appropriate

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

Cell Phone: \_\_\_\_\_

Person to contact in case of an emergency:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle Description:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag: \_\_\_\_\_ Color: \_\_\_\_\_

**Oakdale High School**  
**Cooperative Work-Study**  
**Course Description and Information Packet**

Work Based Learning Coordinator: Kristen Sutherin

240-566-9443

[Kristen.sutherin@fcps.org](mailto:Kristen.sutherin@fcps.org)

The objective of Cooperative Work-Study is to mentor and assist students in acquiring the skills needed for success in the workplace to be college and career-ready. Students are employed in paid positions under the cooperative supervision of the job-site supervisor and the WBL Coordinator. Jobsites are approved by the school to ensure that the employment activities have educational significance. One credit will be earned for each block of Cooperative Work Study.

**Required Hours**

The **majority** of your hours need to be worked during the time you would otherwise be in school. **Minimum** hours required per semester to receive a passing grade are as follows

|          |                 |                   |
|----------|-----------------|-------------------|
| 1 block  | 7.5 hours/week  | (135 hours total) |
| 2 blocks | 15 hours/week   | (270 hours total) |
| 3 blocks | 22.5 hours/week | (405 hours total) |
| 4 blocks | 30 hours/week   | (540 hours total) |

Paycheck stubs are used to verify hours. Copies/pictures of all paycheck stubs are to be turned in to Google Classroom for the WBL Coordinator to track hours. These are due at midterm and end of term.

**Time Cards**

You will submit your weekly schedule on the first day of the school week for the UPCOMING week. If your scheduled days change during the week, **you will need to notify Coordinator**. Time cards not turned in on the first day of the week will have a 10% deduction each day late.

**Attendance**

If you are absent, suspended, or arrive late to school after 9:00, you are not permitted to work that day, regardless of the hours scheduled. Should you be absent, late, or suspended, it is your responsibility to notify your job supervisor AND coordinator as soon as possible that morning. **No school attendance OR notification will result in loss of points for that week's grade and assessed on the week's time card.** Failure to comply with the attendance policy will directly affect your term grade. Student needs to notify Coordinator of pre-planned absences (vacation, college visits, etc.) at least 2 weeks prior to the first day of the absence. **Failure to meet the minimum total hours needed will result in failure for the semester.**

## Grading

Students need to be motivated and capable of working independently to be successful in the Work-Study program. Term grades are determined by a written evaluation from your job supervisor and an evaluation by your coordinator. Both evaluations receive equal weight in determining your term grade, but a major problem in either area can cause failure for the term. Tutoring /consultation is available for students experiencing job-related concerns. Please see your coordinator to arrange a time to meet.

The following factors are used in determining your term grade:

50% Supervisor's Evaluation of Job Performance

50% Coordinator's Evaluation, which includes:

- School attendance and punctuality
- Job attendance and punctuality
- Time cards submitted on the first day of the school week
- Delivering and returning paycheck stubs and paperwork on time as requested
- Communicating concerns to WBL Coordinator in a timely manner
- Abiding by the terms of the Work-Study Agreement
- Following school rules

You can expect to earn an F for Work-Study for the term if you:

- Are absent from school and your job more than three days a term without a doctor's note
- Quit or change jobs without discussing options with your coordinator
- Go to work when you have been absent from school (includes lateness and leaving school early)
- Are fired from your job for stealing, lying, harassment, or reduced performance
- Do not report job information accurately to the coordinator
- Do not turn in copies of paycheck stubs
- Do not turn in weekly time cards
- Do not meet the needed hours for the program

Office hours are held during SET on a daily basis. Contact me through email or stop by room B111 and ask to be requested for SET through the database. If students, parents, or employers have questions or need to contact Mrs. Sutherin (or need to turn in paperwork), choose any of the following methods:

1. Email: [Kristen.sutherin@fcps.org](mailto:Kristen.sutherin@fcps.org)
2. Phone: 240-566-9443
3. Evaluations are done through face-to-face meetings with employers and paystubs can be submitted on Google Classroom.

# Student Reminders

- **Students may not work during any hours of any day if they are absent from school.**
  - Students may not go to work if they arrive later than 9:00 (beginning of second block).
- **No hours will be counted on a day that a student worked and failed to attend school. This could cause loss of credit by not meeting hour requirements.**
- Students MUST provide their own transportation to and from work. You CAN NOT ride with another student to work.
- When leaving the building to report to work, students must sign out in the main office.
- Students are NOT permitted to reenter the building unless returning for an after-school activity. If a student must return for an appointment at school, he or she must check in with the attendance office. If a student returns to school without a verifiable reason or without checking in with the appropriate person, he/she **will be considered a trespasser**
- Students are scheduled for a full day of classes until request to change schedule is submitted to guidance from Transition Coordinator. All scheduling requests involving work study must come through Mrs. Welty, Transition Coordinator. Approval for work study needs to be obtained PRIOR to the last day for schedule changes (10<sup>th</sup> school day at the beginning of each semester) for schedules to be changed.

## CHANGE IN EMPLOYMENT

### **\*\*Students may not give a 2-week notice or change jobs without the approval from coordinator!**

If a RARE situation requires a student to change jobs, the student must do the following before any notice (2 weeks) can be given:

1. Discuss the situation with Mrs. Sutherin to resolve the issue. A change in employment can only occur if Mrs. Sutherin agrees that it's in the student's best interest to change employment.
2. Student must seek a new place of employment, complete and return the application paperwork to Mrs. Sutherin for approval **prior** to starting new employment or give notice to their current employer. **No hours will be counted for work until all application/agreement paperwork has been approved by the WBL Coordinator for new employment.**
3. If under the age of 18, a new work permit must be obtained.
4. The student must give two weeks' WRITTEN notice before leaving the present job. A copy of the written notice needs to be given to the coordinator.
  - \*\*Students who are fired from their job must:
    1. Conduct themselves in a professional manner
    2. Notify Mrs. Sutherin no later than the next day
    3. Depending on the circumstances, the student may fail the term.



## Course Description/Information Packet Signature Page

**I have read, understand, and agree to the terms of the Course Description and Work Study Information Packet:**

Student Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**\*\*Return a hard copy of these signatures with your Work Study paperwork which includes:**

1. Application for Enrollment
2. Student-Parent-School-Employer Agreement
3. Training Plan
4. Course Description/Information Packet Signature Page

**Do not turn in the Student Reminders page—Keep for future reference!!!!!!**