

**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.

**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)

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(Parent's Signature and Date)

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(Coordinator's Signature and Date)

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(Student's Signature and Date)