

WORK STUDY TRAINING AGREEMENT

This agreement covers the current school year _____

Oxford High School Work Experience Class and
_____ Work Site

This agreement between Oxford High School, the employer, the student and his/her parent or guardian defines responsibilities each party accepts as indicated by their signature.

School Responsibilities:

1. Coordinate the work experience class with the related class.
Provide forms and keep accurate records.
2. Act as a liaison between the parties of this agreement.
3. Screen student applicants.
4. Provide general related instruction.
5. Notify the employer in advance if the student becomes ineligible for the work study program.
6. Make visitations to the work site once every quarter to discuss student progress, evaluate work site, and coordinate the program.
7. Evaluate the student and assign letter grades and credits.
8. Maintain a list of eligible employers.

Employer Responsibilities

1. Employ the student for at least five hours per week.

2. Provide safe working conditions and safety instructions for tasks and duties performed during the training period for the student learner.
3. Release the student from his/her work schedule to participate in school activities as required by administration, providing prior arrangements have been made.
4. Provide instruction and training in the related work field.
5. Assign a training supervisor who will evaluate and supervise the student.
6. Meet with the school coordinator to discuss the student's progress at least one time per quarter.
7. Conform to all federal, state and local labor laws and applicable labor management agreements.
8. Adhere to federal and state nondiscrimination laws.
9. Notify the school when student fails to adhere to worksite policies.

Student Responsibilities:

1. Perform the necessary tasks and follow instructions as given by the teacher/ coordinator and/or employer.
2. Attend any related classes or training as required.
3. Maintain transportation to and from the place of employment.
4. Notify the teacher/coordinator and the employer in the event of an absence (school attendance policies apply to the work study program).

5. Report problems related to the work study program in a timely manner to the school counselor or administration.
6. Adhere to work site policies and/or work agreements.
7. Adhere to all applicable state and federal labor laws.

I have read the above agreement and understand my responsibilities and agree to abide by all aspects of the work study agreement.

_____	_____
Employer company	date
_____	_____
Student	date
_____	_____
Parent/Guardian	date
_____	_____
School Representative	date