COWETA HIGH SCHOOL
INDEPENDENT WORK STUDY
Student—Parent—School—Employer Agreement

Student: _____ Date: _____

Address: _____

DOB: _____ SS# _____ Home Phone: _____

Cell Phone: _____ Email address: _____

_____

Company Name: _____ Telephone: _____

Address: _____

Immediate Supervisor's Name: _____

Supervisor's E-Mail Address: _____ Wage: _____

Student's Job Title: _____ Date of Employment: _____

RESPONSIBILITIES

Parent/Guardian:
1. Will permit the student to interview with and work for the company listed 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 non-scheduled 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 as dismissed from the custody of the school.

Student:
1. Will provide his or her own transportation to the job site.
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 will be removed from the Independent Work Study program.

5. In case of inability to attend school or work, the student agrees to notify the coordinator by 9:00 a.m. and the employer a minimum of (3) three hours before the time the student is scheduled to report for work.

6. Will not display a bad attitude, a 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 for the full day. Should this be necessary during the middle of a semester, loss of credit is a possibility.

7. 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 and paperwork completed.

8. Will have their employment approved by the coordinator/councilor prior to acceptance into the program.

9. Will be rescheduled to a full day schedule if the above conditions are not adhered to.

10. 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 and the school cannot be held liable.

11. Will supply the coordinator with copies of pay stubs and weekly time sheet.

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 Work Study Coordinator, provide a current certificate of the insurance when the student is employed and a renewal certificate (if applicable) during the school year.

3. Will employ the student for a minimum of 5 hours during the school week.

4. Will provide at all times a healthful and safe working environment and comply with all applicable health and safety laws.

5. Will pay at least minimum wage as stipulated by current Federal and State Minimum Wage Laws.

6. Will consult with the coordinator as soon as possible if an unsatisfactory situation arises regarding the student's work.

7. Will evaluate the student's progress periodically (at least 2 times per semester) when requested by the coordinator. This may be done via email.

8. 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.

9. Will not discriminate on the basis of disability, race, color, sex, marital status, religion, age or national origin and will comply with Title VI, Title IX, Section 504 of the civil rights laws, and Oklahoma discrimination laws.

_____   _____
(Employer's Signature and Date)   (Parent/Guardian's Signature and Date)

_____   _____
(Coordinator's Signature and Date)   (Student's Signature and Date)