



## North Thurston Public Schools Worksite Learning Training Agreement

Distribution: School – white  
Parent – yellow  
Employer - pink

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Worksite \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Position \_\_\_\_\_ Start Date \_\_\_\_\_

**I. Student Responsibilities:** *(Failure to comply with any of the following may result in termination from the program.)*

1. Keep regular attendance at school and on the job, notifying the employer of any anticipated absences. If the trainee is absent from school, he/she must be absent from work unless other arrangements have been made with the Coordinator.
2. Keep satisfactory grades in all enrolled courses. The job will not be an excuse for poor class performance in any subject.
3. Obtain parent/school authorization and/or special work variances in accordance to minor work laws.
4. Abide by all state, federal, business site, and school rules and regulations.
5. Demonstrate honesty, punctuality, cooperation, confidentiality, and respect for others; and abide by the dress code of the learning/training site.
6. Submit verified documentation of hours at the learning/training site to the Coordinator and complete the necessary forms for school credit purposes as required.
7. Inform the site supervisor and/or Coordinator of any problems, concerns, accidents/injuries immediately.

**II. Parent/Guardian Responsibilities:**

1. Provide support for the student's active participation, punctuality, and personal growth in the program.
2. Assume responsibility and liability for student transportation while traveling to and from the worksite.
3. Agree to the confidential release of student information related to academic skill level, physical/mental needs, and general behavioral conduct specific to student's educational training plan.

**III. Worksite Responsibilities:**

1. Comply with Federal and State Labor and Industry regulations, **as well as state Work-based Learning standards and school district policies.**
2. Has provided orientation to student and job specific training before employment. (i.e. safety policies, harassment policies, and procedures)
3. Conform to federal laws prohibiting discrimination on the basis of race, color, national origin, sex, or disability.
4. Provide a safe working environment and report any student accidents and injuries.
5. Consult with the Coordinator concerning the student's learning plan.
6. Verify attendance and/or time records and provide feedback regarding performance and skill attainment.
7. Maintain liability insurance.
8. Supervise students while on business premises and monitor employees who have direct contact with students.
9. The student will in no way violate any collective bargaining agreement between the business and regularly scheduled employees.

**IV. School District Representative Responsibilities:**

1. Provide program orientation to worksite supervisor.
2. Secure all paperwork, including a training plan and evaluations, before credit and/or grades are issued.
3. Inform student of basic worksite safety and minor work laws.
4. Consult with the site supervisor to evaluate student performance **as per the student learning plan.**
5. Document all accidents and injuries.
6. Make regular site visits to monitor student performance and work site conditions.

**Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of injuries and damages caused by each party's own negligence.**

*NTPS as an educational institution and as an employer does not discriminate on the basis of race, religion, ethnicity, national origin, age, disability, sex, marital or veteran status. This is a commitment made by NTPS in accordance with federal, state and local laws and regulations.*

Student	Parent/Guardian
_____ Student Signature	_____ Parent/Guardian (print)                      Signature
_____ Student home address, city, zip code	_____ Parent/Guardian address, city, zip code
_____ Student home telephone number	_____ Parent/Guardian home telephone      Parent /Guardian work telephone
_____ Student Email	_____ Parent/Guardian email
Work Site Supervisor	Teacher/Coordinator
_____ Employer name (print)                      Signature	_____ Teacher/Coordinator (print)              Signature
_____ Name of business	_____ Name of high school
_____ Business address, city, zip code	_____ Teacher/Coordinator address, city, zip code
_____ Business telephone number              FAX #	_____ Teacher/Coordinator telephone number      FAX#
_____ Supervisor email	_____ Teacher/Coordinator email