# Student Responsibilities:

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.

# 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.

# 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 or 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.

# 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 worksite conditions.

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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.