




# SCHOOL CAREERS

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## Worksite Learning Agreement

### Responsibilities and Expectations

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

1. **Notify your host as soon as possible if you are not able to keep your placement date.**
2. Abide by all state, federal, worksite, and school expectations and regulations.
3. Demonstrate professionalism: honesty, punctuality, cooperation, confidentiality, and respect for others.
4. Complete pre-placement career skills training and post-placement debrief process.
5. Inform the worksite supervisor and school coordinator of any problems, concerns, accidents/injuries.
6. Arrange appropriate transportation to and from the worksite.

#### Parent/Guardian Responsibilities:

1. Provide support for the student's active participation, punctuality, and personal growth in the program. Assist student with application and evaluation process as needed.
2. Assume responsibility and liability for student while traveling to and from work experience and provide transportation when necessary.

#### Worksite Supervisor Responsibilities:


1. Comply with federal and state and local labor and industry regulations (including, for unpaid placements, understanding and complying with BOLI conditions for trainee positions and ensuring a worksite learning experience does not violate any collective bargaining agreement between the business and its regular employees).
2. For placements involving potentially hazardous equipment, site supervisors must review BOLI's guidelines for student learners at [www.oregon.gov/boli/TA/pages/t\\_faq\\_stw.aspx](http://www.oregon.gov/boli/TA/pages/t_faq_stw.aspx) (or request a copy from the Coordinator). These guidelines describe the conditions and process under which student learners can participate in certain activities.
3. Provide orientation that identifies safety, harassment, policies, procedures, and expectations.
4. Conform to federal, state and local laws prohibiting discrimination on the basis of race, color, national origin, sexual orientation, religion or disability.
5. Provide a safe working environment and report any student accidents and injuries to the Coordinator immediately. Communicate with the Coordinator regarding any issues with the student's placement.
6. Sign student time sheets as needed and complete the student feedback and evaluation process for each placement with regards to meeting worksite expectations.
7. Supervise students while on business premises and monitor employees who have direct contact with students. **Notify the Coordinator if the student will be traveling off site during a placement for any reason.**
8. Brief company/organization owners/management/board members about the program and receive approval and support as appropriate. Brief other staff who may interact with the student as appropriate.

#### School to Careers Coordinator Responsibilities:

1. Coordinate student placement in an appropriate worksite and manage all paperwork.
2. Coordinate pre-placement career skills training and post placement evaluation process.



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## Worksite Learning Agreement

Responsibilities and Expectations - Continued

***Please Note:***

If any concerns arise from the student or worksite partner regarding a learning opportunity, the Coordinator will work with all parties to try to resolve the issue. Learning opportunities can be terminated if issues cannot be resolved.

Students participating in a School to Careers learning opportunity are considered to be engaged in a school activity and covered by the District's liability coverage. The District can provide a Certificate of Coverage if desired.

**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.**

**The School District and the work site do not discriminate on the basis of race, religion, national origin, age, disability, gender sexual orientation, marital or veteran status. This is a commitment made by the parties in accordance with federal, state, and local laws and regulations.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worksite Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School to Careers Coordinator Signature

\_\_\_\_\_  
Date