

# MODESTO CITY SCHOOLS WORK EXPERIENCE EDUCATION AGREEMENT

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**Student Name** (print) \_\_\_\_\_ **Date** \_\_\_\_\_

**Business Name** (print) \_\_\_\_\_

**Employer's Address** (print) \_\_\_\_\_

Class credits, grades, and citizenship are earned each quarter in the Work Experience Education course. Failure by the student to comply with the rules of this agreement will result in loss of credit, reduction of grade, and unsatisfactory citizenship. The purpose of this agreement is to show the responsibilities of all parties concerned.

**STUDENT RESPONSIBILITIES Student Signature/Date** \_\_\_\_\_

1. Enter program to learn about employment, job skills, and attitudes.
2. Attend school regularly. Do not go to work if absent from school.
3. Record hours daily on the Monthly Work Hours Report. Turn in once a month.
4. Consult Work Experience Education Specialist before quitting or changing jobs.
5. Attend related instruction classes and complete all assignments.

**PARENT/GUARDIAN RESPONSIBILITIES Parent Signature/Date** \_\_\_\_\_

1. Authorize student's enrollment for employment on or off school premises.
2. Assist student in complying with the above responsibilities.
3. Give the necessary permission for a student aged 16 or 17 to work between 10:00 p.m. and 12:30 a.m.

**EMPLOYER RESPONSIBILITIES Employer Signature/Date** \_\_\_\_\_

1. Provide a continuous job with a minimum of 10 hours work per week.
2. Consult the Work Experience Education Specialist regarding student's employment status.
3. Pay at least minimum wage with proper deductions.
4. Retain copy of a valid Work Permit for all minors under 18.
5. Insure responsible supervision for the student to obtain maximum educational and occupational experience.
6. Adhere to all federal and state regulations regarding employment, child labor laws, and other applicable regulations.
7. Provide Workers Compensation Insurance for all students receiving pay for work.
8. Evaluate student during each grading period.
9. Certify that the business is an equal opportunity employer.

**WORK EXPERIENCE EDUCATION SPECIALIST RESPONSIBILITIES**

**Mrs. O'Brien's Signature/Date** \_\_\_\_\_

1. Make periodic visits to place of employment.
2. Provide Work Experience Education class instruction.
3. Assist students to improve job performance and to solve job related problems.
4. Assign a grade and grant variable credit based on (a) successful job performance, (b) class attendance and completion of assignments, (c) review of Monthly Work Hours Report with check stubs.