



# VICTOR VALLEY UNION HIGH SCHOOL DISTRICT WORK EXPERIENCE EDUCATION (WEE) STUDENT TRAINING AGREEMENT



The major purpose of this program is to provide valuable work experience education for students. This Agreement is made to show responsibilities of the parties: student/trainee, parent/guardian, school, and employer.

\*No person shall be excluded from participation in or denied the benefits of any local agency's program or activity on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity conducted by an educational institution or any other local agency, which is funded directly by, or that receives benefits from any state financial assistance. (5 CCR, Ch. 5.5, SubCh. 1, Art. 1, Section 4900)

<b>Program:</b> <input type="checkbox"/> General WEE Program <input type="checkbox"/> Exploratory WEE Program <input type="checkbox"/> Career Technical WEE Program	<b>Work Permit Issued:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 18+ yrs	<b>Transportation:</b> <input type="checkbox"/> Public Transportation <input type="checkbox"/> Walk/Ride Bike <input type="checkbox"/> School Bus <input type="checkbox"/> Other _____	<b>Wages Paid By:</b> <input type="checkbox"/> Employer <input type="checkbox"/> Subsidized by LEA <input type="checkbox"/> N/A (Unpaid/Volunteer) * LEA will provide Worker's Comp. Insur.
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- As a student in the WEE program, I:**
- Will obtain a work permit for each job held if under 18 years of age.
  - Must satisfactorily complete assigned related instruction, submit records of work hours, and follow all policies of this program.
  - Call the employer in advance when absent or late for work.
  - Will show honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to work.
  - Understand if I am absent from school for any reason, then I am not allowed to go to work on the day of the absence. I will attend school regularly.
  - Will report any and all job changes or problems to the WEE teacher.
  - Will inform the WEE Coordinator and seek advice BEFORE quitting my job.

**For Student to Complete:**

Student Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Age: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

**Student Signature** Date

- As a parent/guardian of a student enrolled in WEE, I:**
- Give permission for student to leave school during WEE.
  - Assume responsibility for the safety and conduct of the student while working in the program and traveling to and from school, job site, and home.
  - Assume responsibility for student's supervision while off campus.
  - Will encourage the student to effectively carry out his/her duties and responsibilities.

**For Parent/Guardian to Complete:**

Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Signature** Date

- As the employment site, we will:**
- Not discriminate \*.
  - Ensure working conditions do not endanger the health, safety, welfare, or morals of the student and provide adequate adult supervision.
  - Provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities.
  - Complete time sheets and provide student evaluations.
  - Provide general liability and property damage insurance.
  - Provide Worker's Compensation Insurance (if student is hired by employer).
  - Provide the probability of continuous employment while student is enrolled in the work experience education program.
  - Consult with the WEE coordinator regarding student's performance and notify the teacher immediately of any problems/concerns or if the student is terminated or quits.

**Employer to Complete:**

Employed by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Worker's Comp. Carrier: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

\_\_\_\_\_

**Employer Signature** Date

- Work Experience Education Coordinator will:**
- Provide a certificated WEE teacher who will work with employer and student, review and approve all job sites, maintain program/student records, consult with employer, student, and parent/guardian regarding job performance, progress in class, grades, etc. as necessary.
  - Assist the employer in the work evaluation of the student.
  - Conduct two site visits per semester
  - Assist student to improve job performance and help student solve job-related problems.
  - Provide Worker's Compensation Insurance for students in the Exploratory WEE program.

**For Work Experience Coordinator to Complete:**

WEE Teacher's Name: Summer Moreno

Office Phone: (760) 955-3353 ext. 23119

Student's On-the-Job Objectives:

- BE ON TIME**
- WORK HARD**
- POSITIVE ATTITUDE**

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**WEE Coordinator Signature** Date