



Madison Southern High School
279 Glades Road
Berea, KY 40403
Phone: 859-625-6148

Dear Student, Parents, or Guardians:

The Career and Technical Education Department at Madison Southern High School offers the PATHWAYS TO CAREERS program as an avenue for students to declare a career major and participate in a work study experience. This program involves working in the community, receiving pay from an employer, and receiving a grade/credit from school.

As part of this program, it will be necessary for the student leave campus at the designated time and report to their place of employment.

Please sign all paperwork attached and return to me as soon as possible so that your son/daughter may participate in the work study program. If you have any questions, please feel free to contact me at the number above.

Sincerely,

Todd Harris
Co-op Supervisor

I give permission for _____ to be placed in the MSHS Work Study Program. I have read the attached training plan and agreement and understand my child will leave school at the designated time to drive to their place of employment.

Parent/Guardian Signature

Date: _____

Madison Southern High School WORK STUDY/CO-OP TRAINING PLAN

THE STUDENT/TRAINEE AGREES TO:

- Be courteous and considerate of the employer, co-workers, and others.
- Keep the employer's interest in mind and be punctual, dependable, and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and or school.
- Keep such records of work experience and wages earned as required by the school and submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain satisfactory performance in the school and on the job.

THE TEACHER/COORDINATOR, ON BEHALF OF THE SCHOOL, AGREES TO:

- Visit the student on the job on a regularly scheduled basis to determine instructional needs and to insure that the student/trainee receives job training and supervision as well as a variety of job experiences
- Recognize that much of the information gathered at the work site is confidential.
- Make provisions for the student/trainee to receive concurrent related instruction on a regular basis.

THE PARENT OR GUARDIAN AGREES TO:

- Accept responsibility for the student/trainee's safety and conduct while traveling to and from school, place of employment, and home.
- Support the concepts outlined in this program.

THE EMPLOYER AGREES TO:

- Take an active part in training and supervising this student while providing instruction in accordance with this plan.
- Assist the coordinator in evaluating the student's performance on the job by completing the evaluation form when required.
- Provide close supervision by an experienced and qualified person and avoid subjecting student/trainee to unnecessary or unusual hazards.
- Notify the parent and the school immediately in case of accident, sickness, or any other serious problem.
- Permit and expect the coordinator to visit periodically to discuss the progress of the student/trainee and to observe him/her on the job.
- Pay the student/trainee an agreed wage and recognize satisfactory service throughout the year with salary increases.
- Give the same consideration to the student/trainee as given to other employees in regard to safety, health, general employment conditions, and other regulations of the business
 - Comply with all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, marital status, or disability.
- Comply with state and federal laws that protect owner aspects of employment (wage, child labor, safety, workers comp).

SIGNATURE OF EMPLOYER: _____

SIGNATURE OF STUDENT: _____

SIGNATURE OF TEACHER/COORDINATOR SIGNATURE: _____

SIGNATURE OF PARENT/GUARDIAN: _____

Madison Southern High School
WORK STUDY/CO-OP STUDENT/PARENT AGREEMENT

The Career Work Study Program is planned to develop a student/trainee academically, socially, and economically. In doing this there are responsibilities the student/trainee must realize and agree to cooperate in carrying them out to the fullest extent. The parent must also play a part in their child's successful work placement.

As a condition for acceptance in the Career Work Study Program I therefore agree to the following:

1. Turn in a statement from my employer, verifying that I have been hired and may work during scheduled school hours. All required paperwork must be turned in or you will be held at school.
2. Turn in a copy of my driver's license and automobile insurance.
3. Be on time at school and on the job.
4. Have regular attendance at school and on the job.
5. Try to let me know in advance if you are going to miss school/work.
6. Do not miss school just because you are off work on that day.
7. Conduct myself in a satisfactory manner both on the job and in the classroom or my training may be discontinued.
8. To accept guidance and constructive criticism from my employer and teacher to aid in personal improvement.
9. To abide by all school rules and regulations.
10. To realize that I am under the jurisdiction of the school throughout training hours.
11. To fill out a work schedule each week during the school year.
12. Arrange with your employer to be at school for functions such as graduation practice, statewide testing, etc.
13. Once you leave campus, do not return, unless you have permission from a principal.
14. Never, ever leave a job unless you follow proper procedure and have talked to your coordinator/teacher.
15. Never leave the building without first signing out of the front office.
16. It is your responsibility to find a "back-up" for your days off work, and then get approval from your coordinator/teacher.
17. Know that you are still employed during Spring Break/holidays and must treat them like any other day—making arrangements with your supervisor to be off.

Violation of these rules and failure to procure employment will result in dismissal from the work study program.