



**WORK-BASED LEARNING
PARENT & STUDENT AGREEMENT**

I understand my work experience is an extension of my school program and I am entering this program to learn as much as my work mentor can provide in the nature of job information, skills, and attitudes. I will demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous, and willing to learn. I understand that this agreement does not guarantee my participation in a work experience through Barry Tech.

I will keep regular attendance at my home school, at Barry Tech, and at my co-op/internship. I will report to my approved co-op/internship work site or attend my class at Barry Tech during those hours and on those days my Barry Tech career education class is in session. I will report absence or lateness to my sponsor and coordinator with as much advance notice as possible. I understand that an absence note is required for each absence from the work experience and is due the next school day to the Work Based Learning Office. After three absences from the work experience, the work experience will be terminated.

I understand my attendance is taken from the time sheets and that I must submit them to the Barry Tech Work Experience Coordinator. Therefore, **I will submit weekly time sheets** to my coordinator, along with journal reports and pay stubs (for paid co-op).

Parents/guardians understand that their child’s training plan may require the use of work-based site computerized informational resources and that these computerized resources are not part of the Nassau BOCES computerized network. It is understood that pictures and video may be taken and displayed in connection with Work Based Learning Programs as described in the Nassau BOCES Media Release form.

I will comply with any reasonable request, order or recommendation that my sponsor gives me as long as I am not asked to do something that is dangerous or illegal.

I will keep my Work Experience Coordinator informed about my work experience. I will communicate any problems that I am experiencing on the job to my Work Experience Coordinator. I will not terminate employment until I have consulted with my Work Experience Coordinator.

As a representative of Barry Tech, I realize my conduct is a reflection on the entire school and its Work Based Learning Program. Fulfilling the above obligations will be an important part of my training. My obligations to Barry Tech and my home school continue when I leave for work. Parents/guardians agree to support and encourage this work experience for their child.

Student Name:	Barry Tech CTE Program:	Home High School:
Parent/Guardian Name (Print):		Parent/Guardian Signature:
Parent’s daytime phone number:		Student Signature:

**RETURN THIS AGREEMENT TO:
Randi O’Moore, Work Experience Teacher-Coordinator
Telephone: 516-622-6887 ✉ romoore@nasboces.org**