



Job Shadow Agreement

Student Information

Student Name.(First and Last): _____ Student ID Number: _____

Preferred Name (if applicable): _____

Student Date of Birth: _____ Age: _____ Grade Level (circle one): 9 10 11 12

Address: _____ Student Cell Phone: _____

Parent/Legal Guardian Name: _____ Parent/Guardian Cell Phone: _____

Emergency Contact Name: _____ Number: _____

Name of Medical Insurance Company (Covering Student): _____ Policy Number: _____

**Student will not be excluded for lack of private medical coverage*

If Student has Medical Condition Requiring Accommodations to Participate, Describe Below:

Learning Worksite Information

Name of Learning Worksite (Business): _____ Address: _____

Learning Worksite Mentor Name: _____ Email: _____ Phone: _____

Cooperating School District Information

School/District Name: _____

Authorized School District Administrator: _____ Email: _____ Phone: _____

Willamette Education Service District ("WESD") Information

Post Secondary Pathways Coordinator: Meredith Stone, meredith.stone@wesd.org, 503-385-4712

Dr. Joe Morelock • Superintendent

2611 Pringle Rd SE • Salem, Oregon 97302 • 503.588.5300 • www.wesd.org

Learning Worksite and Mentor will:

1. Consult with WESD Administration before and after the job shadow experience.
2. Monitor and supervise the student throughout the job shadow.
3. Ensure that the student does not perform work tasks during the job shadow experience.
4. Communicate with the student any procedures or precautions that are relevant to the job shadow.
5. Maintain safe and appropriate boundaries when interacting with the student. Include WESD Administration or Cooperating School District Coordinator in any electronic communications with the student. Review and abide by WESD's "Abuse and Sexual Conduct Information and Reporting Requirements."
6. Ensure that the student is not directly supervised or left alone with any employee or volunteer of the Learning Worksite who has been convicted of a crime listed in ORS 342.143.

WESD Will:

1. Work with the learning worksite on planning a job shadow experience (between 2-8 hours maximum).
2. Provide coordination and support to the student and employer.
3. Perform a site visit once a year to review site safety and accessibility.
4. Ensure that the required consent for medical treatment, transportation and liability agreements covering the student in the program have been signed and are on file.
5. Respond to requests from the learning worksite personnel to perform such services as may be necessary or advisable to the program, including, but not limited to, evaluation, observation, and counseling of the student
6. Provide excess insurance coverage for student accidents/injuries.

Cooperating School District and Coordinator/Teacher Will:

1. Provide coordination and support to the student and WESD Administration.
2. If the school district provides transportation for the student pursuant to an IEP or 504 plan, the district will provide transportation to and from the job shadow.
3. Ensure relevant instruction for student, including professionalism and appropriate adult/student boundaries.
4. Consider needs of students with disabilities, and plan and communicate as necessary to provide equitable access.

Parent/Guardian (or Student if at Least 18 years of Age) Will:

1. Authorize Student's participation in the job shadowing experience.
 2. Encourage the student's active participation, punctuality, attendance, and personal growth in the job shadow.
 3. Discuss/create a transportation plan with student.
 4. Assume responsibility and liability for the student while traveling to, from and during the job shadow.
 5. Agree to provide and maintain medical or accident insurance for the student. **Student will not be excluded for lack of private medical coverage*
 6. **Authorize WESD, Cooperating School District or Learning Worksite Personnel to secure emergency medical care for the student as needed on my behalf.** I agree to be responsible for the cost of any medical services and to reimburse the school district or learning worksite for medical expenses they incur on behalf of my child.
 7. Agree to notify the school and learning worksite of any **special medical conditions** that need accommodation for student's participation in scheduled activities by describing the relevant information and accommodations on page 1 of this form.
 8. Authorize the School District where my student is enrolled and WESD to disclose to the other and to the Worksite Facility a complete copy of this Agreement, contact information for the student, relevant medical information, and information necessary to ensuring a student's equitable access to the job shadow.
 9. Acknowledge that while teachers and other school employees who work with students daily are required to undergo a criminal history check and receive ongoing training regarding safe and appropriate interactions with students, in a job shadow program, a student may meet adults in the community who are not subject to similar criminal history checks. Parent/ guardian understands that my child may meet community members who have not completed a criminal history check.
 10. Release the WESD, the student's home school district, and the Learning Worksite from any claims my child might have for injuries or damage resulting from the risk and dangers involved in this type of activity unless caused by the sole negligence of either party.
 11. Consent to child's participation and agree to the Media Release Statement below **See Student Section, Point 7*
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Student Will:

1. Communicate with the cooperating school district coordinator promptly if the student encounters any concerns or problems during the job shadow, or if the student became injured or ill during the job shadow.
2. Follow the policies, regulations, and rules of the worksite and WESD, including policies prohibiting discrimination and harassment.
3. Promptly inform the employer of any unexpected absence or tardiness.
4. Be honest, punctual, cooperative, courteous, and willing to learn.
5. Not perform any services or duties for the Employer during the job shadow experience.
6. Understand that a job shadow experience is an unpaid career learning experience, and that it cannot exceed 8 hours total.
7. Agree and give my permission for the WESD and its other affiliated industry partners to record, film, photograph, audiotape or videotape me, my name, property, image, work or performance (hereinafter collectively referred to as "Works") and to display, publish or distribute these Works for the purpose of any printed or electronic campaign usage. Waive any right to approve the use of these Works now or in the future, whether the use is known or unknown to me, and waive any right to receive any royalties or other compensation related to the use of these Works.

All parties will:

1. Communicate any issues or concerns immediately with the other.
2. Not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, marital status, or the use of a trained dog guide or service animal in its programs, services, activities or employment. No student with a disability may be excluded from participation due to equipment barriers or because necessary related aids and services or auxiliary aids are not available, nor discouraged from participating due to a perceived potential for workplace discrimination. A student's lack of English language skills will not be a barrier to admission or participation in a job shadow or other career and technical education (CTE) class or activity.ⁱ
3. By signing below, each person represents and promises that they are signing it with authority to bind the party on whose behalf they are signing it.

My signature below indicates that I have read this Agreement and will abide by its terms.

Learning Worksite Authorized Signator: _____ Date: _____

WESD Authorized Signator: _____ Date: _____

Authorized School District Signator: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Abuse and Sexual Conduct Information and Reporting Requirements for Contractors, Agents and Volunteers

WILLAMETTE EDUCATION SERVICE DISTRICT DOES NOT TOLERATE CHILD ABUSE OR SEXUAL CONDUCT IN ANY FORM

PREVENTION

The Willamette Education Service District (WESD) seeks to prevent child abuse and sexual harassment by committing to:

- Teaching students about appropriate boundaries and relationships (in coordination with curriculum);
- Training all employees regarding child abuse and sexual conduct, and clearly communicating responsibilities and procedures;
- Making this training available to parents, community members, contractors and volunteers; and
- Promptly and thoroughly investigating any reports or complaints of abuse or sexual conduct.

ABUSE DEFINED

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Rape of a child.
- Sexual abuse.
- Sexual exploitation, including but not limited to: Contributing to the sexual delinquency of a minor, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, sexual abuse involving a child or rape of a child, and allowing, permitting, encouraging or hiring a child to engage in prostitution or a commercial sex act, to purchase sex with a minor or to engage in commercial sexual solicitation.
- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- Buying or selling a person under 18 years of age.
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.
- Unlawful exposure to a controlled substance, or to the unlawful manufacturing of a cannabinoid extract, that subjects a child to a substantial risk of harm to the child's health or safety. ORS 419B.005(1).

SEXUAL CONDUCT DEFINED

- Verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or volunteer that involve a student and that are: sexual advances or requests for sexual favors directed toward the student or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance or of creating an intimidating, hostile or offensive educational environment. Sexual conduct does not include touching that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer and for which there is no sexual intent. ORS 339.370(11)(a).
 - Student Defined: Any person who is in any grade from pre-kindergarten through grade 12 or twenty-one years of age or younger and receiving educational or related services from an education provider that is not a post-secondary institution or education or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct. ORS 339.370(12).
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GROOMING AND EXAMPLES OF SEXUAL CONDUCT

Sexual Conduct may include grooming behavior. This is behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse.

Sexual Conduct includes but is not limited to the following examples:

<ul style="list-style-type: none">● Performing back rubs on students● Touching students frequently● Exchanging romantic gifts or communications with a student● Discussing/writing about sexual topics unrelated to curriculum with students, making sexual jokes, gestures and innuendos or engaging in inappropriate banter with students (e.g., discussion of student's dating behavior)● Intentionally invading the student's privacy	<ul style="list-style-type: none">● Kissing students● Commenting on students' bodies or appearance in a sexual manner● Videotaping or photographing a student in revealing poses● Sharing one's own sexual exploits or marital difficulties● Using email, text messaging or instant messaging to discuss sexual topics with individual students
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OBLIGATIONS OF SCHOOL CONTRACTORS, AGENTS AND VOLUNTEERS TO REPORT ABUSE AND SEXUAL CONDUCT

ALL CONTRACTORS, AGENTS AND VOLUNTEERS are required to report all known or suspected incidents of abuse and sexual conduct to a WESD administrator. Failure to report known or suspected incidents of abuse and sexual conduct may lead to termination of your contract with the WESD, termination of your right to volunteer with the WESD, and/or trespass from all WESD property and events.

APPROPRIATE ELECTRONIC COMMUNICATIONS WITH STUDENTS

Policy JHFF/GBNAA requires that any electronic communications with students by a contractor, agent or volunteer for the WESD will be appropriate and only when directed by WESD administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use WESD e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students or as directed by WESD administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the WESD is PROHIBITED. See WESD policy JHFF/GBNAA "Reporting Requirements for Suspected Sexual Conduct with Students" for more detail regarding these reporting obligations.

ADDITIONAL PROHIBITIONS

If a school employee, contractor or agent knows or has reason to know that another school employee, contractor or agent has engaged in sexual conduct or abuse, the school employee, contractor or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved, or the investigation remains ongoing after four years.

Nondiscrimination Notice

WESD is committed to equal educational and employment opportunities. The district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, disability, religion, marital status, or the use of a trained dog guide or service animal in its programs, services, activities or employment. No student with a disability may be excluded from participation due to equipment barriers or because necessary related aids and services or auxiliary aids are not available, nor discouraged from participating due to a perceived potential for workplace discrimination. A student's lack of English language skills will not be a barrier to admission or participation in a job shadow or other career and technical education (CTE) class or activity. To file a complaint or make inquiries about nondiscrimination in WESD programs and activities, please contact the WESD Superintendent at (503) 588-5330 or visit the nondiscrimination page at www.wesd.org for additional information. The names, and contact information of the WESD Title IX, Section 504 and Title II ADA Coordinators are on the WESD website.

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