

Dear Employer,

On behalf of the Work-Based Learning Programs at Decatur High School, thank you for your willingness to serve as a workplace mentor and provide on the job learning opportunities for our Decatur High School Work Based Learning students. Your time and expertise is invaluable as it gives our students hands on experiences in your industry that they simply would not receive in the classroom. We appreciate your partnership!

There are only a few forms we need to have in place for the student's job placement to be approved. These forms will require your signature.

1. **The TRAINING AGREEMENT:** This document tells me that you have agreed to hire or host a student intern and explains the responsibilities of all parties involved in this cooperative training program. It is not exhaustive, we will work together to ensure that both our students and our partners have a great experience.

2. **The SAFETY TRAINING STATEMENT:** This document states that the proper procedures related to the job requirements will be shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation.

Periodically, the student or I will email a short job evaluation form to you to use as a way to give constructive feedback and direction for growth. This will not take more than five minutes of your time. Your evaluation will serve as the student's assessment grade so your comments about the student-employee are always important. Thank you in advance for your cooperation. I hope you will find that students in the City Schools of Decatur Work-Based Learning Programs do an excellent job for you. Please call if you have any questions.

For more information on Georgia's Work Based Learning program please visit <https://gawbl.org/about>

Sincerely,

A handwritten signature in black ink, appearing to read "Danielle Jones", with a stylized flourish at the end.

Danielle Jones

Work Based Learning Coordinator

Decatur High School

djones@csdecaturnet

404.370.4170 ext. 2327



Training Agreement

Student Name: _____
Parent/Guardian Name: _____
Employing Company Name: _____
Employing Company Address: _____
Employing Company Supervisor's Name: _____
Work Phone Number: _____
Work Email: _____
Work Based Learning Coordinator: Danielle Jones

The work-based learning program prepares students for employment. To participate in the program, all parties must agree to the following:

The Student Agrees:

1. To locate and maintain an appropriate employment position related to the career focus area of the program and the career objective of the student.
2. To provide transportation to and from work.
3. To complete ALL assignments given by the work-based learning coordinator in a timely manner.
4. To attend school and work regularly. Failure to adhere to this part of the agreement may result in the student receiving an appropriate academic and/or disciplinary action. If a student will be absent from school or work, the work-based learning coordinator should be notified as soon as possible.
5. To discuss all aspects of the employment with the Work Based Learning Coordinator and the worksite supervisor.
6. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, the student may receive an appropriate academic and/or disciplinary action. be dropped from the work-based learning program and not receive academic credit.
7. To work a minimum of 5 hours per week for every WBL period.
8. To attend all WBL class meetings.
9. To make employment changes only with the approval of the Work Based Learning coordinator.
10. To be aware that students employed through a Work Based Learning program are not eligible for unemployment compensation. Jobs used for course credit are not subject to unemployment benefits.
11. To submit to the Work Based Learning Coordinator a monthly record of total hours worked for the month.
12. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
13. To hold harmless the City Schools of Decatur and any agent of it if I continue to work

during a mandated school closing.

The Parents/Guardian of the Student Agree:

1. To encourage the student to effectively carry out his/her duties and responsibilities at both the school and place of employment.
2. To assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
3. To make inquiries concerning the student's training, wages, or working conditions through the work-based learning coordinator rather than directly to the employer.
4. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
5. To hold harmless the City Schools of Decatur and any agent of it if my student chooses to work during a mandated school closing.

The Employer/Worksite Supervisor Agrees:

1. To provide a variety of work experiences for the student that contribute to the attainment of his/her career objective.
2. To employ the student for at least 5 hours each week per wbl class during the academic year. To provide instruction and occupational guidance to the student.
3. To evaluate the student, in consultation with the WBL Coordinator, a minimum of twice per semester. To adhere to all federal and state regulations including child labor laws and regulations.
4. To adhere to income tax and Social Security withholding regulations.
5. To provide time for consultation with the work-based learning coordinator concerning the student and to discuss with the work-based learning coordinator any difficulties that may arise.
6. To inform the work-based learning coordinator if any disciplinary action is taken in regard to the employment of the student.
7. To provide safety training for the student-worker and update as requirements and guidelines change.

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student's performance minimum of twice per semester.
5. To maintain records pertinent to the student, the employer, and the school.

I have read the above agreement and will carry out the responsibilities delegated to the best of my ability.

Signature Parent/Guardian Signature Student



Signature Work-Based Coordinator Signature Employer



Safety Training Statement

The SAFETY TRAINING STATEMENT: This document states that the proper procedures related to the job requirements will be shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation.

_____, a student in the Work-Based Learning program at Decatur High School and an employee at _____, will complete the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation. The student understands that failure to comply with these safety procedures may result in personal injury or in injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

Student's Signature Date

Employer's Signature Date

WBL Coordinator's Signature Date