



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

## Work Experience Education (WEE) Training Agreement

### Purpose

The major goal of General Work Experience Education is to enable students to become productive, responsible individuals through supervised, paid employment experiences and classroom instruction. Through partnerships with local businesses, WEE utilizes the community's business-industrial complex as a career-training laboratory in which students can develop a positive work ethic, learn, and develop skills to improve performance in an actual work setting. Achievement of these objectives requires the integrated efforts of administrators, teachers, counselors, students, parents/legal guardians, and employers.

### Instructions

For a student to participate in Work Experience Education the student, parent/guardian, employer, and teacher must fill out the respective section of the training agreement included below.

### Non-discriminatory Statement:

"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. 5.3, SubCh. 1, Art. 1)



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

## Work Experience Education (WEE) Training Agreement

FOR STUDENT TO COMPLETE	STUDENT	RESPONSIBILITIES (put an x on each line then sign below)
Student Name		<input type="checkbox"/> will find a job that meets the class guidelines. <input type="checkbox"/> will obtain a work permit for each job held if under 18 years of age. <input type="checkbox"/> will attend weekly classes, submit weekly records of hours worked, provide pay stubs, complete assignments, and follow all the policies of this program. <input type="checkbox"/> understand if I am absent from school for any reason, then I am not allowed to go to work on the day of that absence. I will attend school regularly. <input type="checkbox"/> will inform the WEE teacher coordinator and seek advice BEFORE quitting my job.
Home Address		
City   Zip Code		
Phone		
Date of Birth		
Age   Grade		
Work Permit Issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 18+ yrs	
As a student enrolled in General Work Experience Education I will do the five tasks listed above.		
Student sign by entering your name and the date:		

FOR PARENT TO COMPLETE	PARENT/GUARDIAN	RESPONSIBILITIES (put an x on each line then sign below)
Parent Name		<input type="checkbox"/> give permission for the student to be employed. <input type="checkbox"/> assume responsibility for the safety and conduct of the student while traveling to and from school, job, and home. <input type="checkbox"/> assume responsibility for the student's supervision while off campus. <input type="checkbox"/> will assist my student in successful completion of this class.
Home Address		
City   Zip Code		
Phone		
As a parent/guardian of a student enrolled in General Work Experience Education I will do the four tasks listed above.		
Parent sign by entering your name and the date:		



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

FOR EMPLOYER TO COMPLETE	EMPLOYER	RESPONSIBILITIES (put an x on each line then sign below)
Employed by		<input type="checkbox"/> not discriminate on the basis of race, color, national origin, sex, or disability, creed or religion. <input type="checkbox"/> ensuring working conditions do not endanger the health, safety, welfare, or morals of the student. <input type="checkbox"/> provide adequate equipment, materials, facilities, and accommodations to allow appropriate learning activities. <input type="checkbox"/> provide an itemized statement of deductions with every paycheck <input type="checkbox"/> sign time sheets and provide student evaluations. <input type="checkbox"/> consult at least once per quarter with the WEE coordinator regarding student's performance. <input type="checkbox"/> provide Worker's Compensation Insurance. <input type="checkbox"/> provide adequate adult supervision. <input type="checkbox"/> notify the WEE coordinator immediately of any problems or concerns or if the student is terminated or quits.
Address		
City   Zip Code		
Supervisor Name		
Supervisor Phone		
Supervisor Email		
Employer's Worker's Comp. Insurance #		
Student's Job Title		
Job Duties		
As the employment site of a student enrolled in General Work Experience Education we will do the nine tasks listed above.		
Employer sign by entering your name and the date:		

FOR WEE TEACHER COORDINATOR TO COMPLETE		RESPONSIBILITIES (put an x on each line then sign below)
Student's on the Job Objectives		<input type="checkbox"/> review and approve student job sites. <input type="checkbox"/> conduct a minimum of 1 site visit/quarter. <input type="checkbox"/> maintain all program/student records per Ed Code. <input type="checkbox"/> consult with employer, student, and parent/guardian regarding job performance, progress in class, grade, etc. as necessary.
As a WEE Teacher I will do the four tasks listed above:		