

SOROCO Work Study / Internship / Pre-apprenticeship Contract

This Contract is between _____ (Student Name - from here on named "Student"), _____ the student's Parent or Guardian, _____ (SOROCO HS, by way of the Career Pathways Coordinator unless otherwise named) and _____ (Company / Organization / Work Study Provider - from here on named "Provider"). This Contract stipulates the guidelines and requirements for participation in the _____ Work Study Program. All parties agree to the following:

Requirements

The Student

- Understands that work study is a privilege and as such, requires a greater sense of responsibility and participation on the Student's part. Furthermore, the Student shall act as an ambassador for SOROCO HS, it's students, faculty and staff by acting appropriately and professionally. Failure to comply with any and all items covered under this contract, shall constitute grounds for termination from the program.
- Prior to and during the term of the work study program, the Student must maintain passing grades in all other classes at SOROCO HS.
- Shall meet the requirements for a passing grade of the work study program. Furthermore, if the work study program has prepared the Student to take an industry certification test, the Student agrees to do so as part of the requirements of the program.
- Will turn in documentation required for school credit, ie. timesheets, pay stubs, performance evaluations, etc. to SOROCO HS.
- As a work study participant, the Student shall comply with all rules, policies and expectations required by the Provider for the position the Student is filling.
- Will maintain good communication with SOROCO HS via phone, email or face to face, on a regular basis, as to the Student's progress in the program.
- Will notify the Provider and SOROCO HS of absences and / or tardiness.
- Shall immediately inform SOROCO HS of any changes in the Student's position, status, work hours or termination from the work study program.

The Student's Parent or Guardian

- Shall be responsible for the personal conduct of the Student while participating in the work study program.
- To provide the support needed by the Student to be successful within the work study program.
- Will assist the Student with transportation, as needed. If school transportation is used, gives permission for the Student to be transported to and from the program worksite.
- Will maintain good communication with SOROCO HS via phone, email or face to face, on a regular basis, as to Student's progress in the program.

SOROCO HS, by way of the Career Pathways Coordinator

- Will, in collaboration with the Provider, develop a training plan outlining the individual skills and goals the Student will achieve for the specific work study program the Student is participating in.
- Make great effort to ensure that the work study program is mutually beneficial to the Student and Provider.
- Shall provide case management support and act as a liaison between all interested parties covered under this contract.
- Will maintain good communication with the Provider via phone, email or face to face (including periodic worksite visits), on a regular basis, as to Student's progress in the program.
- On completion of the work study program, will verify with the Student and Provider that all of the program requirements have been met and will issue a final grade based on the Provider's recommendation.

The Provider

- Will provide all required safety and instructional training / work experience to the Student as it relates to the work study program.
- If a polygraph, drug testing or other screening is required by the Provider, prior to or at anytime during the work study, the Provider shall obtain parental permission prior to any such action. If the Student fails any such testing, the Provider will inform the Parent / Guardian and SOROCO HS.
- Shall conform to all federal, state and local laws and regulations, including, but not limited to, child labor laws and non-discrimination laws.
- If required by SOROCO HS, any of the Provider's supervisors / staff that have consistent, unsupervised contact with the Student, shall complete a criminal background check (this stipulation does not apply if the Student is on the Provider's payroll).
- Will contact SOROCO HS with any concerns regarding the Student's performance.
- Verify Student's time sheet / work hours. Provide periodic feedback to the Student and SOROCO HS. Complete an evaluation of the Student's performance within the work study program. If applicable, supply any documentation required for the Student's certification testing.

Wages and Workman's Compensation Insurance

- Work study programs may be paid or unpaid, at the discretion of the Provider and/or SOROCO HS. Incentives may also be awarded to students enrolled in a work study program.
- If the Student is paid as an employee of the Provider, the Student shall be covered under the Provider's workmans compensation insurance policy.
- If the Student is paid as an employee of SOROCO HS, the Student shall be covered under SOROCO HS workmans compensation insurance policy.
- If the Student is paid as an independent contractor or is unpaid, the Student is not eligible for workmans compensation insurance.

- While working for the Provider, in the capacity of the work study program, the Student is covered by SOROCO HS liability insurance (as they would be during any other school sponsored activity).
- Work performed by the Student that is not part of the work study program guidelines, is not covered by SOROCO HS liability insurance.

Termination and Resignation

Termination - Grounds for termination during the work study program include, but are not limited to the following:

- Academic concerns outside of the work study program (drop in grades, poor school attendance, etc.).
- Poor performance within the work study program (laziness, poor work ethic, poor worksite attendance, etc.).
- Unprofessional or inappropriate behavior.
- Failure to meet program expectations (inability to meet all program, SOROCO HS or Provider's requirements),

The termination process shall be as follows:

- A written Grounds For Termination Report will be generated by the Provider or SOROCO HS. The report will lay out the specific reasons, actions and / or events that termination is being considered, including times and dates.
- This report will be submitted to the Student and copied to all other parties covered under this contract.
- Prior to termination, the Student is required to meet with the Provider and SOROCO HS (including SOROCO HS administration) to determine if there is an alternative to termination.
- In the event the Student is terminated from the work study program, a reduction in the number of credits earned and / or a failing grade will result.
- If termination results from behavior issues, SOROCO HS may impose additional disciplinary actions on the Student.

Resignation

The resignation process is as follows:

- The Student may not withdraw or resign from a work study program without prior authorization from SOROCO HS, except under rare, severe and justifiable circumstances.
- Prior to resignation, a written Grounds For Resignation Report will be generated by the Student. The report will lay out the specific reasons, actions and / or events that resignation is being considered, including times and dates.
- The Student is required to meet with the Provider and SOROCO HS (including SOROCO HS administration) to determine if there is an alternative to resignation.
- If the Student resigns, credits shall be issued per the individual work study program guidelines, along with input from the Provider. In any case, full credit will not be issued.

- The Student acknowledges that in the course of the work study program, he / she may have access to and be involved in the processing of verbal, written, filmed and / or recorded information related to the Provider's clients, employees or business.
- This information is privileged and as such, the Student is required to maintain confidentiality, both during the work study and after it ends. The Student understands that they may not share, discuss or reveal this information with anyone.
- Failure to maintain confidentiality may result disciplinary action, termination from the program and / or legal action.

Signatures

This Contract is entered into by the following parties, who, individually agree to all of the above listed stipulations (pages 1 - 4) and will abide by an attached set of guidelines for the individual work study program:

_____	_____	Date: _____
Student's Name (printed)	Student's Signature	

_____	_____	Date: _____
Parent's / Guardian's Name (printed)	Parent's / Guardian's Signature	

_____	_____	Date: _____
Provider's Name (printed)	Provider's Signature	

_____	_____	Date: _____
SOROCO HS Coordinator's Name (printed)	SOROCO HS Coordinator's Signature	