

Baltimore County Public Schools

Work Experience Program

Student-Parent-School Agreement

I, THE UNDERSIGNED, UNDERSTAND THAT THIS WORK EXPERIENCE PROGRAM IS DESIGNED TO GIVE THE STUDENT EXPERIENCE IN THE WORLD OF WORK AND AGREE THAT PARTICIPATION IN THIS WORK EXPERIENCE PROGRAM IS SUBJECT TO THE FOLLOWING:

1. **School Attendance:** The student agrees to notify the employer and the teacher-coordinator by telephone the morning of the day she or he is unable to attend school. If the student has not attended school in the morning, she or he is not allowed to attend her or his work site in the afternoon or evening unless prior permission from the teacher-coordinator is given. Any student missing more than 20% of the quarter will fail. Furthermore, absences which are excessive but do not exceed the 20% noted above will result in lowered grades.

2. **Working Hours:** The hours assigned by the employer must be maintained as long as they are within the laws mandated by the Department of Labor. The student with a paid position must work hours that may be assigned on days when schools are not in session (holidays and spring break). The student will not report to work if the work site is closed during a school day. The student is expected to work at least fifteen (15) hours a week. Most of the work hours should be scheduled during the school day. Exceptions must be approved by the teacher-coordinator.

3. **Supervision:** Parents/guardians are responsible for their child at all times. Parents/guardians agree to aid the teacher-coordinator to improve the in-school and out-of-school activities of students. Parents/guardians and students must keep the teacher-coordinator fully informed of situations which may affect student's classwork and/or performance at the work site.

4. **Work Sites:** The work site must be approved by the teacher-coordinator. The student may not begin work until all required documentation is validated.

5. **Proper Dress and Business Behavior:** The student represents the employer and the school. From the first day of employment, the student's dress must conform to the dress policy of the employer. The student agrees to adhere to and maintain a businesslike attitude toward all policies and regulations, including security and safety, of both the employer and the school. The student agrees to adhere to all the policies of the STUDENT BEHAVIOR HANDBOOK and understands that these school policies also apply to the work site.

6. **Work Permits:** Any student under 18 must have a validated work permit before reporting for work at a volunteer or paid work site.

7. **Transportation:** Parents/guardians assume responsibility for the transportation and safety of their children to and from the work site.

