



# Training Agreement

## Worksite Learning (WSL)

Student Name (print)

### Student Responsibilities (Failure to comply with any of the following may result in termination from the program)

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed, signed, and returned.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Correctly document all hours worked.
4. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
5. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
6. Keep regular attendance at school and on the job and notify the employer of any anticipated absences.
7. Understand the in-school course is a vital part of the Worksite Learning program. Failure in the course will also result in failure of the work credit.
8. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
9. Be aware that if the student is expelled, he/she will be in violation of the agreement and the agreement will be terminated.
10. Abide by the dress code of the learning/training site.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Responsibilities (if student is under 18 years old)

1. Assume responsibility for the conduct and safety of the student from the time they leave school until reporting to work and from the time they leave the work site until returning to school or home. The Issaquah School District assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
2. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
3. Support this agreement during the student's participation in the work-credit program.

Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

Student is 18 years of age and does not require Parent/Guardian Signature.

### Employer Responsibilities (Supervising Athletic Trainer)

School Name \_\_\_\_\_ High School \_\_\_\_\_

School Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(print)

### Worksite Learning Coordinator Responsibilities

1. Contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise which may be detrimental to success on the job.
3. **Endeavor to resolve any problems that arise from the student's employment to the mutual satisfaction of all parties concerned.**

Worksite Learning Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_