

STUDENT PLACEMENT CONTRACT

Student Information

Name:		
Address:		
Home Phone:	Cell Phone:	Email:
School:	Date of Birth:	
Student Health Insurance:	Policy #:	
Student Auto Insurance <i>If applicable:</i>	Policy #:	

Parent/Guardian Information

Parent/Guardian 1 Name:	Phone:
Parent/Guardian 2 Name:	Phone:

Teacher

Name:	Phone:	Email:
School:	Phone:	Program:

Internship/Employer

Supervisor Name:	
Organization/Business:	
Phone:	Email:
Organization/Business Address:	

Student Schedule at Internship/Employer Site

Course Number:	Start Date:	End Date:	# Work Hours/Week:
Job Title:	Paid Work Experience: Yes No	Rate of Pay:	

Note: Hours of employment must comply with the Employment of Minors Law.

	Monday	Tuesday	Wednesday	Thursday	Friday
A Day					
B Day					
Seminar Day					

Signatures

My signature below acknowledges that I am aware of the HCPSS Child Abuse Reporting procedures, and that I understand my responsibilities with regard to Howard County Board of Education Policy, #1030, Child Abuse and Neglect, <https://policy.hcpss.org/1000/1030/>.

Student:	Date:
Mentor/Employer:	Date:
Teacher:	Date:
Community Liaison or Other <i>(if applicable):</i>	Date:
Parent/Guardian:	Date:

*I, **Parent and/or Guardian**, acknowledge that my student will not always be under the direct supervision of the HCPSS teacher/HCPSS staff member and have read, understood, and accepted the student placement contract*

MENTOR/EMPLOYER RESPONSIBILITY

1. Provide a variety of meaningful working experiences under direct supervision of qualified personnel.
2. Note the student's work skills, progress, and professional attitude at the worksite. Complete a student evaluation form for each interim and final marking period and forward to the teacher. If applicable, evaluate the student project at the end of year.
3. Recognize that the student is a minor and is participating in a school sponsored program at the worksite. Therefore, the mentor/employer agrees that all conduct and communication will be appropriate to a teaching environment.
4. Maintain communication with the teacher; with contact at least twice per quarter and additionally as needed.
5. Promptly contact the teacher regarding any questions, concerns, or problems (attendance, attitude, etc.).
6. Provide the student with safety instruction in work practices, safe equipment, and healthful facilities in compliance with OSHA, Federal and State law requirements, as applicable.
7. Follow all federal, state, and local laws for the employment of minors, including those regulating hours of employment.
8. Student will be eligible for all company benefits under the State Workers' Compensation and any other applicable employer's liability insurance policies. Employer may request that HCPSS waive the benefits for State's Workers' Compensation in writing, unless the placement position is paid.
9. If a non-profit organization, provide a copy of the organization's volunteer insurance coverage prior to placement.

STUDENT RESPONSIBILITY

1. Comply with all HCPSS policies and regulations while participating in the program and all program-related activities. Note: Failure to comply with policies and regulations may result in loss of placement and dismissal from the program.
2. Observe rules of safety, loyalty, honesty, integrity, and business etiquette, while showing a desire to learn under the supervision of mentor/employer.
3. Meet expectations of punctuality, attendance, proper attire, and professionalism; notify worksite mentor/employer and teacher of any absence.
4. If applicable, provide own transportation to the worksite, and assume all transportation costs, including fuel and parking fees. If a student drives, provide automobile insurance carrier and policy number on the front of the contract.
5. Student work hours must overlap the teacher's work schedule, as applicable. In some programs, student hours may extend beyond traditional school day to include evenings and weekends.
6. Complete the minimum number of work hours per week as indicated on the front of the contract to receive credit for Site-Based Work Experience. Student must be marked present for a full day of school to receive credit for daily work experience.
7. Maintain passing grades in all remaining school subjects and complete all assignments required by the teacher.
8. Notify teacher and mentor/employer of any change in work location, schedule, and/or internship status within 24 hours of the change. If paid, provide two (2) weeks written notice. (In case of failure to report termination, absence from school will be considered illegal from the date of termination.)
9. Notify HCPSS of any concern or complaint with the assigned employer placement and/or working conditions.
10. A parent conference is required in order for the student to withdraw the internship course.

TEACHER RESPONSIBILITY

1. Assist in identifying appropriate mentor/employer to match student's interests, aptitudes, and abilities.
2. Assist student in arranging initial interview with potential mentor/employer if needed.
3. Visit the workplace and maintain open communication with the mentor/employer; with contact at least twice per quarter and additionally as needed.
4. Assist students in resolving workplace problems and concerns, taking appropriate action when warranted to remedy unsatisfactory situation. (Note: When necessary, action may include permanent or temporary removal of student from the worksite.)
5. Ensure that mentor/employer provides student safety instruction for work considered hazardous under child labor laws.
6. Secure all signed agreements and documents.
7. Evaluate student progress and collaborate with mentor/employer to assign grade (if applicable) at each interim and final marking period.

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

The Howard County Public School System does not discriminate on the basis of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in matters affecting employment or the provision of services, programs, or activities in compliance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act.

All signatures must be affixed to this agreement before a student/trainee is allowed to participate in the worksite experience.