

DPS WORK STUDY AGREEMENT FORM

THIS AGREEMENT is between _____ (student's name from here named "Student"), the student's parent or guardian, Denver Public Schools' (DPS) _____ (name of work study program) Program and _____ (partner company). Program eligibility is contingent on successfully completing the Internship Program enrollment process. School credit for hours worked is awarded to students contingent on completion of district paperwork, submission of documentation of work hours using approved timesheet or pay stub and any additional assignments required by school staff.

All parties agree to the following:

1. Commitment

a. The Student agrees to the following:

- i. To be placed as an intern or maintain employment at _____ (partner company).
- ii. To attend class, workshops, seminars or other work readiness training before and/or during the internship.
- iii. To attend all scheduled classes in accordance with school policies or risk losing internship or forfeit school credit for internship/work.
- iv. To work according to the schedule listed on the DPS Internship Information Sheet.
- v. To provide own transportation to and from work site unless provided by program. If Student drives, student will ensure the vehicle is insured.
- vi. To act as an ambassador for Denver Public Schools, its students, faculty, and staff by conducting oneself in a positive, ethical and respectful manner and maintain good grooming, appropriate dress and professional behavior throughout internship/employment.
- vii. To be familiar with and follow the work site's employment policies, procedures, dress code, privacy or confidentiality agreements, and behavioral expectations.
- viii. To notify work site and school contact person of absences and/or tardiness according to work site policies and procedures and to inform school contact person of any changes in internship/work status (cutback of hours, change in work schedule, or dismissal).
- ix. To maintain communication with school contact person via email, phone or face to face contact at school as required by internship program.
- x. To meet the requirements for a passing grade as outlined in course syllabus or program policies.
- xi. To turn in documentation required for school credit to designated school staff person. This may include timesheets, pay stubs, performance evaluations, internship projects, etc.
- xii. To report any injuries that occur while performing internship duties and follow DPS worker's compensation procedures: a) Report injury to internship supervisor and school Internship Coordinator, b) Call DPS worker's compensation hotline and speak directly with a nurse to provide information related to the incident including details regarding the occurrence of the incident, immediate physical and/or other symptoms and prior/currently relevant medical history.

b. The parent or guardian agrees:

- i. To be responsible for the personal conduct of the Student while in training.
- ii. To encourage Student to communicate directly with worksite supervisor and school contact person when late or absent from work.
- iii. To provide the support needed for the Student to fully engage in the internship program.
- iv. To assist student with transportation, as needed.

- v. **For ACE-WES and CareerLaunch students only:** To allow school personnel to transport student in private vehicle and/or accompany student when using public transportation when traveling to job/internship interviews and job related activities.
 - vi. To support student in reporting any injuries that occur while performing internship duties and following DPS worker's compensation procedures: a) Report injury to internship supervisor and school Internship Coordinator, b) Call DPS worker's compensation hotline and speak directly with a nurse to provide information related to the incident including details regarding the occurrence of the incident, immediate physical and/or other symptoms and prior/currently relevant medical history.
- c. DPS agrees as follows:
- i. To develop a training plan outlining the specific skills student will learn on-the-job in collaboration with the Worksite Supervisor/Employer. (See **Appendix A** for sample Training Plan.)
 - ii. To provide case management support and act as a liaison between the student, parent/guardian, school and work site supervisor.
 - iii. To ensure that work site conditions meet the requirements of the law and will not endanger the health, safety, or welfare of the student. DPS staff reserves the right to withdraw student from internship/work site when serious concerns arise related to student safety and/or well-being.
 - iv. To visit work site to evaluate student progress and assist supervisor, as needed, to help the student meet work site expectations and perform at their full potential.
 - v. To provide consultative support to Worksite Supervisor to ensure a successful and meaningful internship experience for the Student and Supervisor.
 - vi. To issue school credit based on hours worked as documented on timesheet, pay stub, or other district-approved documentation per course syllabus or program policy.
- d. The Worksite agrees to the following:
- i. To permit _____ (student name) from _____ (school) to enter the workplace as an intern under the supervision of _____ (worksite supervisor's name) for the purpose of gaining knowledge and experience in the area of _____ (career area/industry).
 - ii. If a polygraph, drug test or other screening is required prior to internship placement or employment, supervisor agrees to obtain parent permission before test is administered.
 - iii. The work site agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, or marital status.
 - iv. Worksite Supervisor(s) and any staff who will have consistent, unsupervised contact with interns will complete a criminal background check through DPS Safety and Security before internship begins. Supervisor is required to maintain line of sight supervision of student. (Note: This does not apply to students who are on the company's payroll.)
 - v. Employer/supervisor will instruct student in office procedures, appropriate dress, office culture/etiquette, and safety policies and procedures.
 - vi. Ensure the Student is given the opportunity to gain well rounded experience in a safe environment and progress in his/her position as proficiency allows.
 - vii. To contact school staff if concerns arise regarding Student's work performance.
 - viii. To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.
 - ix. To utilize information disclosed to worksite supervisor or other staff solely for the purpose of supporting a student's development during an internship.

- x. To verify intern timesheet/work hours and complete a Performance Evaluation each semester to provide feedback on Student's work quality and ability to meet workplace expectations.

2. Wages and Worker's Compensation

- a. Internships may be unpaid or paid either by DPS, a third party agency or the worksite. Unpaid internships must meet specific criteria when placing students with disabilities (see **Appendix B: Unpaid Work Experience Contract**). DPS *paid* interns are paid an hourly wage. DPS interns may also receive an incentive for participation in the internship program.
- b. When a Student is paid by an outside employer or agency, the Participant is covered by the employer's worker's compensation insurance. The Student is otherwise covered by DPS' worker's compensation policy when engaged in internship related activities. Students covered by DPS worker's compensation policy must report an injury to his/her supervisor and school contact person as soon as possible, but no later than 4 business days or may not be eligible for worker's compensation coverage.

3. Termination

- a. Grounds for termination during the internship may include but are not limited to:
 - i. Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
 - ii. Poor work performance
 - iii. Unprofessional or inappropriate behavior
 - iv. Failure to meet program expectations
- b. In the event that the Student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at _____ (school name), the Student may face additional disciplinary action as deemed reasonable by the School's CTE Director of Pathways and/or other school administrator.
- c. Termination may result in a failing grade and/or reduction in number of credits issued.

4. Resignation

- a. Due to the nature of an internship arrangement, a Student may not withdraw from an internship without prior authorization from DPS staff except in severe and justifiable circumstances.
- b. If the Student resigns from the internship program before all program requirements are complete, the number of credits issued will be determined by the policy stated in the course syllabus or program handbook.

5. Confidentiality

- a. The Student acknowledges that in the course of the internship experience s/he may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.
- b. The Student understands he or she is required to maintain confidentiality of this direct or indirect information at all times, both during and after the internship experience. The Student understands that he or she may not share, discuss, or reveal any of this information with anyone.
- c. Failing to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.
- d. The Student agrees to abide by the confidentiality policy as stated above.

Term: ☐ Fall 20____ ☐ Spring 20____

This student is expected to complete _____ (please fill in blank) work hours this term.

Student's Name: _____ Student Signature: _____ Date: _____

Worksite Supervisor's Name: _____ Worksite Supervisor's Signature: _____ Date: _____

DPS Contact Person's Name: _____ DPS Contact Person's Signature _____ Date: _____

Parent's Name: _____ Parent's Signature: _____ Date: _____

Denver Public Schools |

PERMISSION AND RELEASE FORM FOR PRINT AND ELECTRONIC MEDIA

Print and Electronic Media

Because of the community's interest in public education, print and electronic media sometimes request to visit schools for stories about programs and current events. Permission for close-up photographs and interviews of students under the age of 18 years old can be granted to the media only with parent approval.

Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by the print and/or electronic media:

- ☐ Yes, I give my permission for the media to interview and/or photograph my child.
- ☐ No, I do not want my child interviewed or photographed by the media.

District Media

In the interest of promoting the successful programs of Denver Public Schools and improving outside communications, the district uses photographs and video footage of students in our schools.

This agreement constitutes permission to use photographs and video footage of the student named below in presentations about our schools, programs and people that may be distributed by Denver Public Schools. All photographs and video footage shall remain the sole property of Denver Public Schools. I understand that no compensation will be made to me for this use. Denver Public Schools assumes no liability of any nature in connection with such filming and/or interviewing.

- ☐ Yes, I give my permission for Denver Public Schools to use photographs/video footage of my child for information and possible distribution about its schools or programs.
- ☐ No, I do not want photographs/video footage of my child used by Denver Public Schools for information and possible distribution about its schools or programs.

Student name (please print)

School name (please print)

Parent or guardian name (please print)

Parent or guardian signature

Date

Please sign and return this form to your school.