Community and Workforce Development Contract
Block Course

The Community and Workforce Development Teacher Will:
1. Collect Community and Workforce Development Progress Reports each week
2. Calculate grades for the course based on weekly Community and Workforce Development Progress Reports
3. Notify counselors immediately if students are not turning in Community and Workforce Development Progress Reports so students can be removed from the course.

The Student Will:
1. Report promptly and engage in assignments according to the Community and Workforce Development class syllabus
2. Cooperate with the employer and observe business etiquette and all safety rules.
3. Notify the Community and Workforce Development teacher and employer in advance when an absence is unavoidable
4. Not terminate employment without prior approval of the Community and Workforce Development teacher and employer
5. Respect and treat in a professional manner all confidential information found within the workplace
6. Maintain satisfactory grades in order to remain eligible for the Community and Workforce Development class
7. Abide by all civil and school rules and regulations
8. Not perform any task or run equipment in which he/she has not received safety instruction, training, and permission from the employer
9. Return to school and be enrolled in an appropriate class in the event that employment is terminated and the student is not immediately re-employed at a different location. Students who must enroll in a class after the tenth day of school will be placed in a non-credit bearing half credit course for the first quarter of the term. Students will be then placed in a credit-bearing course for the second quarter of the term.
10. Maintain, complete, and turn in to the Community and Workforce Development teacher all reports, forms, or records requested
11. Understand and agree to the fact that enrollment in Community and Workforce Development will be terminated if workforce placement is not secured by the deadline set by the school
12. Secure a work permit, if required

The Parent Will:
1. Understand the purpose and procedures of the Community and Workforce Development course
2. Cooperate with the school and employer to ensure the best possible results from the Community and Workforce Development experience
3. Encourage the student to effectively carry out all duties and responsibilities
4. Be responsible for the conduct of the student while in the Community and Workforce Development program
5. Be responsible for the transportation and safety of the student traveling to and from the school, workplace, and home
6. Discuss any special problems with school officials

The Employer Will:
1. Provide an employment opportunity with varied experiences which contribute to the career development of the student
2. Provide a supervisor for the training of the student
3. Provide a weekly evaluation of the student’s performance and attitude (parents cannot be evaluators)
4. Notify the school if difficulties arise with student performance or attendance
5. Follow the Child Labor Laws of the Alabama Administrative Code
6. Ensure that the student works 8-10 hours per week for each course of Community and Workforce Development in which the student is enrolled.

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Employer Signature    Date    Community and Workforce Dev. Teacher    Date

______________________________  _________
Student Signature                      Date    Parent/Guardian Signature                             Date

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Principal Signature                      Date