

DPS Work Study Information Sheet

Work Study Document Checklist:

- * DPS Work Study Information Sheet
- DPS Work Study Agreement Form
- Intern Training Plan
- * Credit Declaration
- Unpaid Work Experience Contract (*students with IEPs only*)
- DPS Media Release Form

All documents listed above must be completed and on file for students to be issued Work Study credit. Those with an * are required for October Count.

Term: <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____
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(Student Name)

(School)

(Name of Internship Company or Organization)

(Supervisor's Name)

(Company or Organization Address)

(Company or Organization Phone Number)

(Supervisor's Phone Number)

Position is: Full Time Part time Paid DPS Internship Paid Internship (through other program such as WIA)
 Unpaid DPS Internship

(Job Title) Start Date: _____ End Date (if applicable) _____

Rate of Pay: Unpaid Hourly Wage: \$ _____ Other:

Work Schedule (Hours/Days of the week) _____

Brief Description of Intern Duties: _____

Dress Code: _____

DPS Staff Contact Person:

(Name)

(Title)

(Cell Phone)

(Email)

DPS WORK STUDY AGREEMENT FORM

THIS AGREEMENT is between _____ (Student Name) (from here named “Student”), the student’s parent or guardian, Denver Public Schools’ (DPS) _____ (DPS Program Name) and _____ (Company). Program eligibility is contingent on successfully completing the program’s 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.

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 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.

- 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 Name) to enter the workplace as an intern under the supervision of _____ (Worksite Supervisor 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 Study credit hours this term as reflected on his/her class schedule.

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: _____

Appendix A: Sample Training Plan

Intern Training Plan

Business Name: _____

Contact Name: _____ Telephone: _____

Email Address: _____

Program Participants Name: _____

Internship Job Title: _____

*This form is to be completed prior to the Program Participant's first day of work as a tool to assist in planning a valuable internship experience.

Sample Learning Objective: "Intern will demonstrate the ability to follow a 5 ingredient recipe and accurately increase the amount of each ingredient to make a double batch".

Training Component	Date Completed
1. Work Site Orientation/Facility Tour	
2. Introduction to Supervisors/Co-Workers	
3. Review of Safety Policies/Procedures	
4. Learning Objectives for Internship:	
a.	
b.	
c.	
d.	
e.	
5. Review of Training Plan with Program Participant	

Employer Signature

Date

Program Participant Signature

Date

Job Coach Signature (if applicable)

Date

Teacher/DPS Staff Signature

Date

Adapted from the Training Plans developed by the Denver Office of Economic Development- Youth Services and the DPS 18-21 Transition Program.

APPENDIX B: UNPAID WORK EXPERIENCE CONTRACT

The student agrees to attend and participate in an unpaid work experience. The business sponsor reserves the right to discontinue the training placement at any time. However, if a problem arises, the business sponsor agrees to discuss the situation with the Teacher/Job Coach in order to identify solutions prior to discontinuing the training experience.

All parties agree to abide by the guidelines developed by the U.S. and State Department of Labor (such as Child Labor Laws and non-discrimination policies) and the U.S. Department of Education for non-paid vocational training sites, to include the following:

YES	NO	DESCRIPTION
		The student has been identified under IDEA as having a disability.
		Competitive employment is not immediately available to the student due to the severity of his/her disabilities.
		The work experience is for vocational exploration, assessment or training.
		Unpaid Work Experience is documented and clearly identified on the student's IEP, vocational rehabilitation assessment, and/or IPE. Documentation must include: The need and benefit to the student A clear relationship to the student's transition employment outcome and annual goal(s)
		The student does not displace or reduce the hours of an existing employee.
		The student will be under direct supervision by a school representative, a vocational rehabilitation service provider, or an employee of the business.
		The student needs intensive ongoing support to perform in the work setting.
		The activities of the student do not result in immediate advantage to the business, or the advantages are clearly offset by the burden of training and supervision.
		The total hours of the experience will not exceed: 5 hours for vocational exploration per job experience; (career awareness, job shadowing, job site evaluation) 90 hours for vocational assessment per job experience; (situational assessments) 120 hours for vocational training per job experience; (work adjustment training and/or job skills training).
		The individual is working for training purposes and does not expect, or is not entitled to, a position after completion of the experience.
		Parent(s) and students are informed and have agreed to participation and understand that no wages will be available for this educational experience.
		The training position is a clearly distinguishable occupation or job classification (the skills on this training experience can be transferred to paid employment).

If "NO" has been checked on any of the above, this constitutes an employer-employee relationship and does not qualify as an unpaid work experience. If during the unpaid work experience, the conditions change and an employer-employee relationship is established, wages must be paid or the student should be removed from the site.

Student is covered by worker's compensation through DPS. Yes No (applies to in-school jobs only)

Please print.

Student Name: _____ Work Site Supervisor's Name: _____

Name of Business: _____ Type of Business: _____

Phone Number: _____ Address: _____

Primary Job Tasks: _____ Transportation: RTD ___ Walk ___ Private Vehicle ___

Days of Week: _____ Hours: _____ Training Start Date: _____ End Date: _____

School Contact Person: _____ Phone Number: _____

_____/_____
Business Sponsor Date Student Date

_____/_____
Parent or Guardian Date Teacher/Specialist/Job Coach Date

CREDIT DECLARATION

Term: Fall 20____ Spring 20____

Student Information:

 (Student Name)

 (DPS Student ID#)

 (School Name)

Students may earn 5 Work Study credits per semester. No more than 20 total Work Study credits can be applied toward DPS graduation requirements. Students must enroll in a Work Study course prior to beginning work that will count toward Work Study credit.

Specific requirements outlined in the course syllabus must be met in order for a student to earn Work Study credits. These may include academic assignments associated with Work Study, submission of pay stubs or timecards and observation of the student at work by district staff. The number of Work Study credits earned is dependent on the number of hours worked.

Students with IEPs who are working towards a Work Experience Study (WES) Course of Study may exceed the 5 hour credit limit per semester, as they are required to earn a minimum of 60 credit hours total of work experience and study credit.

Students scheduled for executive internship courses are eligible to earn up to 10 internship credits per semester and will be calculated for partial minutes if work hours are less than 100.

Is the student (please check one): **General Ed- PAID** **General Ed- UNPAID** **IEP** **Executive Internship**

General Ed- PAID		General Ed- UNPAID		Students with IEPs		Executive Internship	
Work Hours	Term Credit hours	Work Hours	Term Credit hours	Work Hours	Term Credit hours	Work Hours	Term Credit hours
270	5.0	180	5.0	90	5.0	100	10.0

The student and school agree to follow the district's credit guidelines as noted in the table above. Partial credits will be awarded based on the guidelines in the High School Procedures Manual.

This student is expected to complete _____ (please fill in blank) Work Study credit hours this term.*

*This total must match the number of hours stated on the Work Study Agreement.

Scheduling Guideline for Schedulers
DPS standard credits per period unless otherwise noted: <u> 5 </u> Term Credit Hours = <u> 1 </u> Fully Scheduled Period * Note: Actual scheduled minutes for October count calculations will be based on $\# \text{ of expected Work Hours divided by work hours multiplied by } 5 \text{ (or } 10) \text{ term credit hours} = \text{credit hours earned}$ $\text{Avg. Length of period divided by } 5 \text{ (or } 10) \text{ term credit hours multiplied by credit hours earned} = \text{OC Minutes}$

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.