



**Arlington  
Public  
Schools**

# Work Study Program Agreement

This Work Study Program Agreement is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the Arlington County School Board, operating as Arlington Public Schools ("APS" or "School"), and \_\_\_\_\_ ("Organization/Agency" or "Site") [hereinafter jointly as "Parties"], and, in accordance with the Parties' mutual interests, provides for APS students' professional growth and development through various field placement experiences.

## STUDENT INFORMATION

First Name: \_\_\_\_\_ Middle Name or Initial: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ Permanent ID Number: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_

## SITE INFORMATION

Organization/Agency Name: \_\_\_\_\_  
 Organization/Agency Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

## STUDENT OBLIGATIONS

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| <b>Duration</b>                 | Participate in the Program for _____, on-site with the Organization, and attend scheduled meetings with the School Coordinator and/or fellow students.  |
| <b>Transportation</b>           | Be responsible for and arrange transportation to and from the Site.   |
| <b>Reporting Hours</b>          | Follow the School's procedure for recording hours participating in the Program and regularly report them to the School Coordinator. Maintain contact with the School to determine any other responsibilities the Student has and raise any related concerns.  |
| <b>Meetings</b>                 | Attend meetings, seminars, conferences at the Site. Meet regularly with the Site Supervisor or designee to review learning experiences, seek advice on challenges, and clarify assignments  |
| <b>Work Habits</b>              | Demonstrate good attendance, accuracy in work and communications, orderliness, promptness, maturity, appropriate dress, proper business etiquette, and professionalism. Adhere to any organization/agency rules or regulations including safety and security. |
| <b>Initiative</b>               | Seek additional responsibilities as able at the site to enhance learning experience.  |
| <b>Academic</b>                 | Maintain a daily analytical log of program activities reflecting on observations and documenting knowledge, skills, and abilities that have been acquired. Submit journal to School Coordinator on a weekly basis.  |
| <b>Assignments and Projects</b> | Complete all assignments and projects assigned by the School Coordinator. Assignments and projects may be subject to review by the Site Supervisor or designee at the end of the Program.   |

**ORGANIZATION/SITE OBLIGATIONS**

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| <b>Work Plan</b>                       | Work with the School Coordinator to prepare an individualized work plan.  |
| <b>Supervision</b>                     | Maintain all appropriate licenses or permits required to fulfill this Agreement and designate a Site Supervisor who shall be authorized to sign this Agreement and shall provide ongoing supervision for the Student either directly or through appropriately authorized designee(s), provided that the Site Supervisor provides contact information for any such designee(s) in advance to the School Coordinator.   |
| <b>Attendance</b>                      | Verify student attendance and notify the School Coordinator when the Student is absent without prior approval or for any other situation requiring attention.   |
| <b>Assessment</b>                      | Make time available at the end of each term to evaluate the Student.  |
| <b>Summary</b>                         | Review and sign-off on the Student’s summary of their experience.   |
| <b>Ethical Conduct with Students</b>   | Build positive relationships with the Student to support learning and standards of professional practice.   |
| <b>Insurance</b>                       | Virginia law requires that Site include students (i.e., interns) for purposes of coverage under state workers’ compensation laws. APS does not provide such coverage. The Site shall be solely responsible for maintaining other appropriate insurance, including, but not limited to, general comprehensive liability insurance.   |
| <b>Liability</b>                       | <p>Accept responsibility for all claims, actions, damages, liability, and expense that may arise in sponsoring a student at the Site, including those that arise due to the Organization’s negligence or its violation of any applicable legal requirement. APS assumes no responsibility for any claim, action, damage, liability, or expense arising from a placement at a Site, including those that arise due to the Organization’s negligence or its violation of any applicable legal requirement. For the purposes of this paragraph, APS includes the School Board, and its officers, officials, agents, employees, and students. Nothing herein or any other provision of this Agreement shall be construed to abrogate, impair, or waive any defense, liability or damages limitation, or sovereign/governmental immunity that either Party enjoys under Virginia law, or otherwise.</p> <p>The Site will provide participating students with immediate first aid for all work-related injuries or illnesses.</p>   |
| <b>Compliance with Applicable Laws</b> | <p>Comply with labor laws including the Fair Labor Standards Act, 29 U.S.C. Chapter 8; student privacy protections including the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. § 1232g, and all other applicable federal, state, and local laws and regulations. Specifically, the Site shall inform each of its participating affiliates that he/she is bound to maintain in confidence, any documents or other confidential information about Student to which he/she may have access. Any breach of confidentiality by a participating Site affiliate shall be grounds for immediate termination of the clinical experience.</p> <p>The Site Supervisor shall be responsible for reviewing and assuring compliance with APS policies and policy implementation procedures, available on the APS website at <a href="http://www.apsva.us">www.apsva.us</a>.</p> <p>In addition, the Organization shall not knowingly employ a registered sex offender at the Site where the Student is placed, and the Organization shall provide APS and/or cooperate with any background check necessary to establish that any of Site’s participating affiliates have not been convicted of any criminal offense proscribed by Va. Code § 22.1-296.1(A) and have not been the subject of any finding of child abuse or neglect.</p> |
| <b>Governing Law/ Venue</b>            | This Agreement shall be governed by the laws of the Commonwealth of Virginia. Should any legal action arise out of this Agreement, it shall be filed either in the Arlington County Circuit Court or in the United States District Court for the Eastern District Court of Virginia – Alexandria Division.  |

**PARENT/LEGAL GUARDIAN OBLIGATIONS**

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| <b>Authorization</b>  | Consent to the Student’s participation in the Program and assume the risk for any injury that may occur through the Student’s participation in the Program. |
| <b>Work Habits</b>    | Reinforce the need for good attendance and the development of good work habits.   |
| <b>Transportation</b> | Ensure that the Student has transportation to and from the site, unless otherwise arranged as part of the Program.  |
| <b>Support</b>        | Provide encouragement to their student and reinforcement of school and agency policies and practices.   |
| <b>Communication</b>  | Maintain contact with the School Coordinator about any Program-related concerns.  |

**SCHOOL COORDINATOR OBLIGATIONS**

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| <b>Academic Progress</b> | Work with the Student and the Site Supervisor to monitor the Student’s academic progress.   |
| <b>Objectives</b>        | Coordinate and monitor the Student on a day-to-day basis to assure that the Student achieves stated goals.  |
| <b>Policies</b>          | Inform the Site Supervisor, and parent/guardian about the purposes and rules of the Program at the beginning of the term, as well as APS policies and regulations and reporting child abuse and sexual harassment.  |
| <b>Site Visits</b>       | Make regular contact with the Site Supervisor to review the quality of the Student experience and the Student’s development in the Program, suggest necessary changes in approach, and follow-up on recommendations. These contacts may be in the form of electronic mail, on-site and off-site visitations, or teleconferencing. |
| <b>Student Placement</b> | Maintain, update, and submit placement log for students with identified information to APS School and Community Relations and Risk Manager by the end of the first quarter.   |

**JOINT OBLIGATIONS: STUDENT, ORGANIZATION/AGENCY, AND COORDINATOR**

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| <b>Plan</b>                             | Jointly develop a plan, whereby the Student will use and improve the academic skills the Student already has while learning new skills.  |
| <b>Organization Overview</b>            | The sponsoring Organization/Agency will provide the Student with activities that provide a comprehensive view of the Sponsoring Organization/Agency and focus on the roles, responsibilities, and functions of the Organization/Agency. The Student will undertake these activities and seek insight into the qualities, skills, and knowledge that help an employee perform effectively.  |
| <b>Assignments</b>                      | Jointly define special assignments for the Student to meet the educational objectives of the Program.  |
| <b>Non-Discrimination</b>               | The Parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The Parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin. |
| <b>Relationship between the Parties</b> | This Agreement does not create any joint venture, partnership, or agency between the Parties.  |

**ACADEMIC CREDIT POLICY**

Students may receive academic credit for work study in accordance with School Board Policy I-11.6.33 – Award of Credit and Virginia Department of Education Career and Technical Education Work-Based Learning Guide.

**ENTIRE AGREEMENT**

This Agreement takes precedence over, supersedes, and voids all other statements, understandings, and contracts, whether oral or written, between the Sponsoring Organization/Agency and any of the other signatories with respect to the Parties’ obligations as part of the Program, with the exception of: (a) the Plan described above; and (b) any other supplemental document that has been approved in writing by Arlington Public Schools School and Community Relations. The provisions of this Agreement shall insure to the benefit of, and shall be binding upon the successors of the Parties hereto. Neither this Agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other Party.

**TERMINATION**

The term of this Agreement shall be for the \_\_\_\_\_ term/semester, commencing on \_\_\_\_\_ and expiring on \_\_\_\_\_ and shall not automatically renew. This Agreement may be terminated by either Party at any time upon not less than thirty (30) days' prior written notice to the other Party, provided that any APS student who is currently participating in a work study experience when notice of termination is given will be permitted to complete his/her placement at the Site as previously scheduled. This Agreement shall be terminated immediately, and Student withdrawn from the work study Site, if either Party's certification of license to operate is repealed or suspended by any governmental licensing or certifying agency or either Party's accreditation is repealed or suspended by any accrediting organization.

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

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

