



**WORK STUDY SCHOOL RELEASE AGREEMENT — WR101
2019–20
SCHOOL YEAR**

Student Name _____ Student ID Number _____
Student Email _____ Student Phone Number _____
Employer _____ Employer Phone Number _____
Employer Address _____ Zip _____
Job Title _____
Hours of Employment _____ to _____ Hourly Wage _____
Starting Date of Employment _____ End Date _____
Work Supervisor(s) _____
Coordinating Teacher _____ School _____

1. The coordinating teacher(s) and supervisor(s) agree to:
 - a) Provide appropriate instruction and supervision for the student during the hours of employment.
 - b) Cooperate with the school in not permitting the student to begin full-time employment within the firm before graduation.
 - c) Establish the same work standards for the student used for all other beginning workers.
 - d) Complete an Employer Work Experience Evaluation form of the student's job performance and attitude as it relates to school's grading period.
 - e) Employ the student throughout the school year if his/her performance proves satisfactory.
 - f) Employ the student at least 15 hours per week. **At least half the hours must occur during regular school hours.**
 - g) Consult with the coordinating teacher regarding exceptions in the hours of employment.
 - h) Notify the coordinating teacher of any problem concerning the job training and/or job performance.
 - i) Coordinating teacher enters a Pass/Fail grade at the end of each semester.
 - j) Employer agrees to follow the Wisconsin Child Labor Laws.
 - k) The work study experience must be in compliance with the student's IEP.
2. Work Study students:
 - a) Earn 1 elective credit per semester (Pass/Fail).
3. Student must:
 - a) Maintain a 2.0+ GPA or special permission from principal and parent.
 - b) Stay on track for graduation.
 - c) Maintain employment.

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A copy of this signed form should be retained at the building and a signed copy sent to Research, Assessment, and Data.*



- d) Must be at least 16 years old.
- e) Have a senior status.
- f) Remain with the original employer until the employment ends, a new job is obtained, or student must return to school.
- g) Expect no special privileges from the place of employment.
- h) Accept supervision, perform assigned duties, and show progress on the job and in the classroom.
- i) Obtain verification of employment (e.g., pay stub, W2 form, letter from employer on company letterhead).
- j) Conform to all rules and policies of both the school and the place of employment.
- k) Follow assigned work schedule, including working when school is closed and/or weekends.
- l) Respect confidential information pertaining to the place of employment.
- m) Understand that attendance at all classes is necessary for continued employment.
- n) Inform the coordinating teacher immediately of any problem concerning the job training and/or job performance.
- o) Understand that the place of employment is an extension of the classroom.

4. The parent or guardian agrees to cooperate with the school and the place of employment in being responsible for the student's conduct and attendance while enrolled in the Work Study course.

NONDISCRIMINATION NOTICE

It is the policy of the Milwaukee Public Schools, as required by section 118.13, Wisconsin Statutes, that no person will be denied admission to any public school or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (disability), and the Americans with Disabilities Act of 1990 (disability).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

For section 118.13, Wisconsin Statutes, federal Title IX: Matthew Boswell, Senior Director, Department of Student Services, Room 133, Milwaukee Public Schools, 5225 W. Vliet St., P.O. Box 2181, Milwaukee, WI, 53201-2181

For section 504 of the Rehabilitation Act of 1973 (Section 504), federal Title II: Travis Pinter, Department of Specialized Services, 6620 W. Capitol Dr., Milwaukee, WI, 53216. Phone (414) 438-3458

The undersigned will comply with this work agreement.

Student _____ Date _____

Parent _____ Date _____

Work Supervisor _____ Date _____

Coordinating Teacher _____ Date _____

Principal _____ School _____

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Employer Work Experience Evaluation

Student's Name _____

Employer _____

Supervisor's Name _____

Please check the box that best describes your assessment of the student's performance in the various aspects of Work Study experience.

Courtesy	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Punctuality	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Cooperation	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Reaction to Criticism	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Neatness in Work and Appearance	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Perseverance	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Work Attitude	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Initiative	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Ability to Communicate	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Ability to Comprehend	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary
Capacity to Develop	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>	Exemplary

Additional comments if applicable:

Coordinating teacher _____ Date _____

Supervisor _____ Date _____

The evaluation can be recorded by the teacher from a conversation with the employer.

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