

Name of Instructor: _____

SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

1134 South Barranca Avenue, Glendora, CA 91740 • 626-472-5121

PARENT AND STUDENT AGREEMENT: WORKSITE TRAINING

The San Gabriel Valley Regional Occupational Program ("ROP") recognizes that the primary purpose is to provide students with employment experiences that will enable them to make better career choices and/or develop vocational skills.

The _____ ("WORKSITE") will provide the training facility and the ROP provides _____ ("ROP Class") class instruction. The WORKSITE will provide worksite learning experiences to _____ ("Student") from the ROP. It is understood that these classes will be conducted between the hours of _____ and _____.
(Hours of class here)

Address and Business Phone Number of WORKSITE: _____

1. Student. The Student will be subject to the rules and regulations of the WORKSITE including the use of appropriate materials and equipment during the hours the Student is in their facilities. The Student is under the code of conduct and rules of the ROP.
2. Designated ROP Representative. The ROP will assign a Designated ROP Representative. The Designated ROP Representative will regularly visit work site placement at least once every three weeks to consult with the Student's workplace liaison and the Designated Responsible Employee, observe the Student at the workplace, and check in with the Student to ensure the Student's health, safety, and welfare, including by addressing any concerns the Student has raised. The ROP will provide preliminary instructions, tests, and examinations completed by the Student prior to Student beginning his/her placement at the WORKSITE.
 - Worksite Training Plans will be provided by the ROP staff and reinforced by the worksite personnel.
 - Student Progress Reports and evaluations will be completed by ROP staff and worksite personnel.
3. Student Status. Per Sections 10082-10103 of Title V of the California Code of Regulations, the ROP Student involved in employer-based work site experience, is concurrently enrolled in an ROP course. The Student is at the WORKSITE as part of his or her school experience and is not paid a salary by the employer. Thus, the Student is covered under the ROP Worker's Compensation policy.
4. WORKSITE Designated Responsible Employee. Prior to Student beginning his/her placement at the WORKSITE, WORKSITE shall assign an employee to be the "Designated Responsible Employee" of the Student, who will have direct contact with the Student and be responsible for the safety of the Student. In accordance with Education Code Section 45125.1, only the "Designated Responsible Employee," will be required to complete a criminal background check.
5. WORKSITE Background Check Requirements. In accordance with Education Code Section 45125.1, in advance of the Student's first day at the WORKSITE facility/premises that:
 - a. WORKSITE has assigned a Designated Responsible Employee, who will have direct contact with Student and be responsible for the safety of the Student.
 - b. WORKSITE has verified and certified to the ROP that the Designated Responsible Employee completed the criminal background check and fingerprinting requirements described in Education Code Section 44237.

COMPLETE SIGNATURE SECTION BELOW

Signature of ROP Administrator/Manager/Teacher

Date

I, _____ (Parent/Legal Guardian) consent to the work placement of Student in the above-described program. I attest that I understand the duties assigned to Student and the nature of the workplace environment.

I further understand that in accordance with Education Code Section 45125.1, only the "Designated Responsible Employee," will be required to complete a criminal background check.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Signature of Student

Date