West Mifflin Area High School
Work Co-Op/Student Internship Program
2026-27 Rules and Regulations

1. Each student will provide transportation to and from his or her place of employment. West Mifflin Area School District does not assume any responsibility for the student during travel to and from the place of employment.
2. Each student will attach a copy of:
    - Valid PA Driver License (if applicable)
    - Auto insurance (if applicable)
3. Reasons to be placed on official probation and/or dismissal from program:
    - Citation for attendance violation
    - Out of school suspension
    - A failing 9-week grade
    - Repeated failure to sign in/out of school
    - Repeated failure to verify employment
4. Being placed on official probation will require a mandatory parent meeting and could result in dismissal from the program.
5. Student must sign out in the attendance office every day.
6. Students must verify employment each grading period.
7. If the student terminates employment at the original job site, a new co-op cannot begin until the school has conducted a complete review.
8. Students accepted into program will be leaving the school premises before 2:15 p.m.
9. Staying on school premises after designated release time may result in disciplinary action.

I have read all the rules and regulations for my participation in the West Mifflin Area High School Work Co-Op/Student Internship Program and I consent to all the above and agree to abide by them. I also will complete all forms at the start of each nine-week period. All signatures below must be completed.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

S2W Coordinator: _____ Date: _____

2026-27
West Mifflin Area High School
Work Co-Op/Student Internship Program

Student Name: _____ Phone: _____

Address: _____

Date of Birth: _____ Social Security # (last 4 digits):_____

Company employed by: _____

Supervisor Name/Position: _____

Work Phone #: _____Email:_____

Covered Under Worker's Compensation: Yes ____ No ____ Comp. Policy #:_____

Work Schedule (#Days per week/Hrs.):_____

EMPLOYER RESPONSIBILITIES:

- Adhere to all State and Federal Regulations regarding employment, child labor, minimum wages and worker's compensation.
- Provide any necessary safety training that is relevant to the job.
- Consult with the STW Coordinator if any problems arise with the student employee.
- Allow the STW Coordinator to visit the work site once per semester.

This document is for the purpose of outlining the agreement between the school, employer and the student. In signing, parties should consider this a binding contract.

Student signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Employer signature: _____ Date: _____

Brian Aufman, West Mifflin Area School District
School-To-Work Coordinator (412) 466-9131 x 1211 ; aufmanb@wmasd.org