

Training Agreement Forms

These forms are for all parties involved in the internship of the student. This includes the student, parent/guardian, coordinator, and employer. It is designed to act as a contract regarding program guidelines. Examples include:

- **Training Agreement Example (Lees Summit)**
- **Training Agreement Example (Blue Springs)**
- **Training Agreement Example (Francis Howell)**

___ SBE
___ CCE
___ Marketing

Year _____



Lee's Summit West High School

2600 SW Ward Rd
Lee's Summit, MO 64082
816-986-4000

Training Agreement

Student: _____ Training Supervisor: _____
Address: _____ Training Station: _____
Residence Phone: _____ Address: _____
Parent/Guardian: _____ Telephone: _____

1. The **student** agrees to:
 - () a. Not go to work if he/she did not attend school unless previously approved with Coordinator.
 - () b. Be punctual, properly dressed and groomed, and loyal.
 - () c. Follow instructions, avoid unsafe acts, and be alert to unsafe conditions.
 - () d. If dismissed from employment due to negligence or misconduct, proved by school investigation, the student may be dropped from the program and will not receive course credit.
 - () e. Keep required records of the work experience program.
 - () f. Maintain a minimum "C" grade each grading period in all his/her high school classes.
 - () g. Contact the teacher-coordinator before resigning.
 - () h. Make the training station priority if employed in a second job.
 - () i. Maintain 90% attendance in order to remain on the internship program.
 - () j. Work an average of 10 hours per week to earn 1 unit of credit or an average of 20 hours per week to earn 2 units of credit.
2. The **parent/guardian** agrees to:
 - () a. The student's training station.
 - () b. Ensure student has transportation to and from work.
 - () c. Assist in promoting the value of the student's experience by cooperating with the training supervisor and teacher-coordinator as needed. If a problem should arise, the coordinator should be contacted first.
 - () d. Attend parent/teacher-coordinator conferences when necessary.
3. The **teacher/coordinator**, on behalf of the school, agrees to:
 - () a. Provide classroom instruction at the school related to the student's duties and responsibilities at the training station.
 - () b. Visit the student on the job at intervals for the purpose of evaluation/progress a minimum of 2 times per semester.
 - () c. Show discretion as to time and circumstances for visits, especially when work at the training station is more demanding.
 - () d. Develop an instructional management plan correlating classroom work to work experience.

- () e. Notify student's parent/guardian of any major problems on the job or in related class.
- () f. Terminate student's employment with a training station if the student is in danger, or if any employment laws are being violated.

4. The **training supervisor** agrees to:

- () a. Provide the student with opportunities to learn how to do many jobs well in this business through the training plan's goals.
- () b. Assign the student new responsibilities according to their ability and progress.
- () c. Assist the coordinator to make an honest appraisal of the student's performance and progress. These reports will be provided once per grading period in a timely matter.
- () d. Avoid subjecting the student to unnecessary hazards.
- () e. Contact the coordinator before discharging the student.
- () f. Conform to all federal, state, and local laws and regulations regarding employment and compensation of students.

5. All parties agree to:

- a. The length of the cooperative education period will include a minimum of ____ hours commencing _____ and terminating _____.
- b. A beginning wage of _____ per hour.

We, the undersigned, who have initialed in the appropriate places agree that we have read and understand the purpose and intent of Lee's Summit High School's Training Agreement. Failure to comply with this agreement may result in dismissal from the work program.

Student: _____ Employer: _____

Parent/Guardian: _____ Teacher: _____

Anti-Discrimination Statement

In accordance with the provisions of The Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended, Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the Lee's Summit R-7 School District that no person shall because of age, sex, race, disability, or national origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the District, including the employment of staff personnel.

Written district policies concerning the rights and responsibilities of employees and students are available for inspection at the administrative office of the District.



TRAINING AGREEMENT

Marketing Education Program - Blue Springs High School
Ms. Linda Krehbiel, Coordinator



Student _____ Training Station _____

1. The student agrees to:
 - a. To be regular in attendance and punctual to all classes and on the job.
 - b. Be loyal, properly attired and groomed, courteous and considerate of the employer, customers, and others, and do an honest day's work.
 - c. Not quit my job until the teacher coordinator and I have discussed all consequences; after discussing the resignation process, I agree to provide my employer with a written resignation that gives **at least a two-week** notice.
 - d. Carry out my training on the job in such a manner that I will reflect positively upon myself, the work release program, and my school.
 - e. Perform all related study assignments with earnestness and sincerity and to submit all assignments by the deadlines.
 - f. Keep an accurate account of my work hours (avg 15) and submit them weekly.
 - g. Maintain a payroll record and submit it every six weeks.
2. The parent/guardian agrees to:
 - a. The student's training station.
 - b. Provide transportation for the student to and from work.
 - c. Assist in promotion the value of the student's experience by cooperating with the employer and teacher when needed.
3. The teacher coordinator, on behalf of the school, agrees to:
 - a. Give systematic instruction at the school related to the student's duties and responsibilities at the training station.
 - b. Visit the student on the job at intervals for the purpose of evaluation.
 - c. Show discretion as to time and circumstances for visits.
4. The employer agrees to:
 - a. Provide the student with opportunities to learn how to do many jobs well in the business and provide an average of 15 hours per week.
 - b. Assign the student new responsibilities according to their ability and progress.
 - c. Assist the teacher to make an honest appraisal of the student's performance and progress.
 - d. Avoid subjecting the student to unnecessary hazards.
 - e. Contact the teacher concerning student dismissal from their job.

It shall be agreed that all parties in this program will not discriminate in training and/or employment opportunities on the basis of race, color, religion, gender, origin, or handicap.

We, the undersigned, agree that we have read and understand the purpose and intent of this Training Agreement.

Student _____ Employer _____

Parent _____ Teacher Coordinator _____

FRANCIS HOWELL SCHOOL DISTRICT COOPERATIVE WORK EXPERIENCE TRAINING AGREEMENT

Student Name _____

School _____

Worksite Place of Employment and Address _____

Supervisor Name _____

Phone # _____ E-Mail _____

The Student-Learner Agrees:

1. To be at least 16 years of age and to secure a Social Security number.
2. To be employed in an approved work location by the end of the second week of school in order to remain in the program. The student understands that the coordinator will assist in placement by providing advice, suggestions, and possible job leads, but the primary responsibility for securing, accepting and continuing employment throughout the school year belongs to the student/employee.
3. To provide his/her own transportation to and from work.
4. Good attendance is required to maintain any job. The Cooperative Work Experience student will lose work program credit upon the 8th absence/incident from school. This policy applies to all absences, excused and unexcused. If credit is lost, the student will be placed in regular classes, study hall, or In-School Alternative Program to fill the remainder of the school day.
5. To attend school and work regularly and not to work without going to school, nor go to school without going to work, unless previously discussed with the teacher/coordinator. Failure to adhere to this part of the agreement may result in the student-learner's receiving appropriate academic and/or disciplinary action.
6. To comply with the policies of the work program employer as well as Cooperative Work Experience policies. This includes notifying the employer, according to company policy, if unavoidably detained, ill, or unable to report for work as scheduled. The student will also notify the coordinator in the event of an absence from school. This is to be done prior to 7:25 a.m. on the day of the absence.
7. To discuss unpleasant job situations with the coordinator and with the job supervisor—not with other students, coworkers, etc.

8. To represent the school and employer by showing honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn. If dismissed from employment due to negligence or misconduct, the student may be dropped from the program and will not receive school credit for the work program. It is also understood that if the student is terminated, he/she will be placed in regular classes, study hall, or In-School Alternative Program to fill the remainder of the school day.
9. To work a minimum of 10 hours per week for one unit of credit per year, or 20 hours per week for two units of credit per year. Total hours worked must be a minimum of 160 hours per semester to receive one-half unit of credit, and 320 hours per semester to receive one unit of credit.
10. To provide two-weeks' notice when terminating a job, unless the employer gives special permission to do otherwise.
11. To make job changes only with prior approval of the coordinator; the coordinator reserves the right to change the student's job if necessary. A job change without prior approval of the coordinator will result in loss of credit for the work program during the current semester.
12. To be scheduled to work within 2 weeks when it is necessary to make a job change.
13. To refrain from socializing with friends and family and from telephoning/e-mailing/texting while on the job.
14. To be evaluated by the coordinator and the employer at different intervals consisting of approximately once each quarter throughout the year.
15. To be aware that Cooperative Work Experience students are not eligible to receive unemployment benefits upon termination of employment.
16. To submit to the coordinator, at minimum, a bi-monthly work record showing total hours worked with copies of check stubs attached. Failure to submit accurate documentation will result in loss of credit.
17. To take part in the Employer Appreciation Activity.
18. To complete promptly all necessary reports and paperwork.

The Parents of the Student-Learner Agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To assume responsibility for the student's conduct and safety from the time the student leaves school, reports to work, leaves the job, and arrives home.
3. To make inquiries concerning the student-learner's training, wages, or working conditions through the teacher/coordinator rather than directly to the employer.

4. That the student-learner must attend school regularly and not go to work without going to school, nor go to school without going to work, unless previously discussed with the teacher/coordinator. Failure to adhere to this part of the agreement may result in the student-learner's receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the teacher/coordinator and employer should be notified as soon as possible.
5. To offer assistance to the coordinator, serve as a resource person, or help in other ways that would benefit the student and school.

The Employer Agrees:

1. To provide a variety of work experiences for the student-learner that will contribute to the attainment of the student's career objectives.
2. To employ the student-learner for at least the minimum number of 10 or 20 hours per week throughout the entire current school year as agreed upon at the time of employment.
3. To adhere to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, or handicap.
4. To provide on-the-job instructional materials and occupational guidance for the student.
5. To assist in the evaluation of the student-learner approximately four times during the current school year, usually once per quarter.
6. To comply with all federal and state regulations including child labor laws and minimum wage regulations.
7. To ensure that background checks have been completed on all employees so that no person working with the student has been accused or convicted of a felony.
8. To ensure that safety instruction and/or training will be provided.
9. To ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person.
10. To adhere to income tax and Social Security withholding regulations.
11. To consult with the teacher/coordinator concerning the student-learner and to discuss with the coordinator any difficulties that may arise.
12. To inform the teacher/coordinator before or immediately following the dismissal of the student-learner.

The Teacher/Coordinator Agrees:

1. To provide the necessary related classroom instruction.

2. To visit, telephone, e-mail, or conference as needed with the student, employer, and parents.
3. To assist with training problems of the student-learner.
4. To assist the employer in the evaluation of the student-learner.
5. To keep accurate records pertinent to the student and the school.
6. To relate any job leads appropriate to the skill level of the student seeking employment.

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO CARRY OUT THE RESPONSIBILITIES DELEGATED. I UNDERSTAND THAT THIS DOCUMENT IS A MEMORANDUM OF TRAINING, NOT A LEGAL CONTRACT. THIS DOCUMENT REPRESENTS STATE COOPERATIVE WORK EXPERIENCE POLICY AND THE FRANCIS HOWELL SCHOOL DISTRICT'S PROCESS FOR MEETING THAT POLICY.

EMPLOYER SIGNATURE _____

PARENT SIGNATURE _____

STUDENT SIGNATURE _____

COORDINATOR SIGNATURE _____

PRINCIPAL SIGNATURE _____

SUPERINTENDENT SIGNATURE _____

THE FRANCIS HOWELL SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, ETHNICITY, DISABILITY, RELIGION, SEXUAL ORIENTATION, OR PERCEIVED SEXUAL ORIENTATION.