

___ 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.