

_____ HIGH SCHOOL
**Cooperative Work Training Program
Training Agreement**

Coordinator's Info.: (Name)
(Email & telephone)

Date of Agreement: _____

_____ at _____
(Company Name) (Address)

agrees to employ _____ in the Cooperative Work Training (CWT) program of high school District ____ . The student will work under the direct supervision of _____
Beginning pay rate: _____ Type of work performed: _____

Employer Responsibilities:

1. The course of training is designed for a minimum of 15 hours (on average) and a suggested maximum of 30 hours on-the-job training each week for the school year period. Work need not be limited to weekends only and should not affect school work negatively.
2. The student should be involved in a variety of operations, tasks or phases of the occupation.
3. The employer will instruct the student employee in proper safety procedures on the job.
4. The employer shall conform to all federal, state and local laws and regulations.
5. The employer has the right to withdraw a student from the job. The coordinator must be contacted upon termination, or prior to if at all possible. **Instances involving alcohol, drugs, theft or breach of confidentiality could result in immediate termination.**
6. Employers should contact the coordinator if a problem or question at work, home or school affects the student's progress in the program.
7. The employer agrees to complete an evaluation of the students each grading period, i.e, twice per semester. The evaluation document is provided to the employer by the coordinator.
8. The schedule of compensation to be paid to the student employee shall be comparable to wages paid to other employees in the same occupation in which the student is engaged.

Coordinator Responsibilities:

1. The coordinator will contact parents, employers, and students whenever the need arises to help ensure the student's success in the program and the overall high school education plan.
2. The coordinator is the recognized authority for approving job placement and for making student changes or adjustments in the on-the-job training.
3. The coordinator will make periodic visits to the training station, to observe the student at work and to consult with the employer and/or training supervisor.
4. When a change in management occurs, the student or employer will notify the coordinator, who will review the training agreement with the new supervision, as needed.

Student Employee Responsibilities:

1. The student, with the assistance of the coordinator, will contact potential training stations, interview and obtain an acceptable employment opportunity. At the beginning of each semester the student has until the add/drop date to secure a job.
2. If the student is temporarily unemployed, that student is responsible for informing the coordinator of attempts to secure acceptable employment on a weekly basis.
3. The student must return the signed training agreement within 5 days of securing acceptable employment, unless the coordinator has agreed to an extension.
4. **The student is not to quit or change jobs without prior approval by the coordinator, unless safety is an issue.** Leaving a training station without cause and appropriate notice may result in the loss of course credit for the work component.
5. Transportation from the school to the place of employment is the responsibility of the student, who together with the parents/guardians assumes all responsibility, accountability, and liability for any and all acts arising from the time the student leaves school until arrival at the job, including the operation of a motor vehicle.
6. The student must be employed a minimum of 14 weeks per semester in order to obtain credit for the on-the-job training component. Credit for the classroom component will still apply.
7. No School - No Work. Regular school attendance is mandatory, Students who are not in school for more than 50% of the school day will not be allowed to receive credit for working that day. Reporting to the job when not in school will result in lowering of the on-the-job training component up to one-half letter grade for each occurrence.
8. It is the responsibility of the student to notify the coordinator, attendance office and employer by 11:30 a.m. in case of any absence. Failure to do so may result in a lowering of the on-the-job training component grade.
9. Being fired from the job may result in loss of credit for the on-the-job training component. The student is required to meet individually with the coordinator to review the reason for being fired.
10. The CWT co-op class is an essential component of the overall program. Students who fail the class will not receive credit for the job component.
11. Students should contact the coordinator if a problem or question arises at work, home, or school that may affect the student's progress in the program. Students should also contact the coordinator when a change in management / supervisor occurs.
12. Continuance in the Cooperative Work Training Program is dependent upon the student maintaining passing grades in all courses. Circumstances involving failing grades may require a reduction in the number of hours the student is employed.
13. Those violations which will result in **DISCIPLINARY ACTION AND POSSIBLE WITHDRAWAL from the program and LOSS OF CREDIT IN BOTH phases** of the program are: (1) use of alcohol on the job, (2) use of drugs on the job, (3) theft on the job, (4) committing a criminal act on the job, or (5) breach of confidentiality.

It shall be agreed that participants in this program will not discriminate in employment opportunities on the basis of race, religion, color, sex, gender identification, or national origin.

We have read and support the Cooperative Work Training Program (CWT) regulations as stated above:

(Student Signature) (date)

(Parent Signature) (date)

(Employer Signature) (date)

(Coordinator Signature) (date)