

Webster School 5-12
7564 Alder Street
Webster, WI 54893
School To Work Program
Business Education

Coordinator: Marleana Rank
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COOPERATIVE EDUCATION TRAINING AGREEMENT

Student _____ Coordinating Teacher Miss Rank
Student Address _____ Student Phone _____ Date of Birth _____
Training Site _____ Training Supervisor _____
Training Site Address _____ Training Site Phone _____
Student's Hourly Wage _____

Duration of Training Period: _____

For purposes of this agreement, employment will terminate at the end of the training agreement. Employment after the ending date of this program will be at the option of the employer and employee. Terms of employment beyond the training agreement are at the discretion of the employer and employee.

The obligations of all parties of this agreement are identified below. If additional items need to be included in the agreement by any party, they need to be specified before the agreement is signed.

THE EMPLOYER WILL:

- Provide a variety of experiences, which enable the student to learn all aspects of their training station.
- Cooperate with the school in establishing and maintaining the training station.
- Provide the student with supervision by qualified and experienced employees.
- Provide the student with the same consideration given other employees in regard to health, safety, social security and any other general employment conditions
- Not allow a student to work on days that the student is absent from school.
- Pay the student wages and salaries that compare to other trainees, which will include appropriate wage and salary adjustments.
- Not allow or encourage the student to quit school to accept full-time employment with the firm.
- Be permitted to terminate this training agreement, after consultation with the coordinating teacher, if the student/employer relationship has an adverse effect on the business.

THE STUDENT WILL:

- Comply with all the rules of the Webster School District code of conduct.
- Work an average of 8-20 hours per week for semester credit.
- Report to the training site promptly on scheduled times and days, as mutually arranged with the employer.
- **NOT** report to the training site on days they have been absent from school. The school and the employer need to be notified by the beginning of second hour if the student will be

absent.

- Follow all the rules and regulations of the employer, treat this as a learning assignment, maintain confidentiality of company information, and continue to progress in skills and aptitudes on the job.
- Maintain passing grades and have no outstanding disciplinary actions against them.
- Be terminated from the program and will not receive credit if the student violates the rules of the program and/or is dropped from the program because the student quits or is terminated from the work site.
- Consult with the coordinating teacher about problems that may affect the students' work site, academic progress or program participation as quickly as possible to resolve difficulties.

THE PARENT WILL:

- Provide appropriate methods of transportation for the student to attend school and work when necessary.
- Monitor the conduct of the student while participating in the training agreement.
- Consult with the teacher coordinator any special concerns that evolve during the training program.

THE COORDINATING TEACHER WILL:

- Meet, coordinate and develop a specific plan with the employer.
- Provide necessary instruction to enhance the learning skills for success at the work site.
- Facilitate meetings between necessary parties of the training agreement to resolve any difficulties to the mutual benefit of all involved parties.
- Determine a final evaluation with input from the employer. The instructor will make the final evaluation available to the students and the school system for progress reports.

The student must obtain a work permit before starting occupational training if the student is under the age of 18.

Amendments to the Agreement:

I FULLY UNDERSTAND THE CONDITIONS OF THE TRAINING AGREEMENT AND AGREE TO ABIDE BY THE CONDITIONS OF THE AGREEMENT.

Student Signature

Administrator Signature

Employer Signature

Coordinating Teacher Signature

Parent/Guardian Signature

The parties to this agreement do not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital or parental status, physical, mental, emotional or learning disability. **This agreement must be signed by all party members involved in order for the student to participate in the cooperative learning experience and receive credit.**