

**Calhoun County Schools
Work-Based Learning Program
Training Agreement**

Student's Name:	Grade:	School Year:
School:		
Address:		
Home Phone:	Student's Cell Phone:	
Career Objective/Pathway:		
Where you work:	Job Title:	
Job Site Address:		
Job Phone Number:	Supervisor:	
Date Training Period Begins:	Date Training Period Ends:	

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the Work-based Learning Teacher-Coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

Parent/Guardian

1. Approves and agrees that the student may participate in Work-Based Learning.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Provides transportation for the student to and from the Work-Based Learning site.
5. Holds school and Work-based Learning Teacher-Coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

Student

1. Complies with the rules and regulations of the Work-Based Learning site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the Work-Based Learning Teacher-Coordinator.
4. Works an average of not less than **15 hours per week** and a minimum of **140 total hours per semester**.
5. Will not pursue additional part-time employment while enrolled in Work-Based Learning.

Work-Based Learning Teacher-Coordinator

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.

3. Contacts the Work-Based Learning site at least once per month to confer with the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and resolve questions, issues, or concerns.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade for the Work-Based Learning experience.

Employer/Training Mentor

1. Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career.
2. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
3. Evaluates and documents student progress.
4. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
5. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment.
6. Employs the student for an average of approximately **15 hours per week** (minimum 140 hours per semester).
7. Completes the student's Work-Based Learning Job Evaluation once a nine weeks and returns it to the Work-Based Learning Coordinator by the required date.

SIGNATURES:

Parent/Guardian

Date

Employer

Date

Student

Date

School Administrator

Date

Work-Based Learning Coordinator

Date

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.), will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, the Calhoun County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Mrs. Jocelyn Armbruster, Title IX Coordinator 256-741-7410 or Mrs. Shannon Romano, 504 System Facilitator 256-741-7420.