

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
CAREER BASED LEARNING WORK COOP EDUCATION TRAINING AGREEMENT**

Business name: _____ will permit _____ (student name) to be at their business for the purpose of gaining knowledge and experience in the occupation of _____ from _____, 201_, to _____, 201_. The training will be provided in accordance with the following conditions:

THE BUSINESS AGREES TO:

1. Allow the student to be on their premises during the hours of ____ and ____ for the following student-scheduled class periods: 1, 2, 3, 4, 5, 6, 7 (circle period or periods).
2. Provide a safe environment and follow all applicable regulations.
3. Work with the student and school coordinator to create a training plan suitable for his/her education.
4. Assist in the evaluation of the student's performance during his/her training period.
5. **Consult with the school coordinator** if the student has been absent or if dismissal and/or layoff is anticipated. (A conference about any issues should be held to avoid dismissals.)
6. Prohibit the student from using his/her personal vehicle for the benefit of the business. In the event that emergency usage should occur, the business agrees to hold harmless and indemnify the Kenai Peninsula Borough and School District for any and all liabilities resulting from such usage.

THE STUDENT AGREES TO:

1. **Not change locations** without the approval of the school coordinator and business. After joint approval, the student must give the business a two-week notice and continue to be at the business location as agreed for that two-week period. Failure to adhere to this will be a reduction in grade.
2. Complete and return on time all forms requested by the school coordinator.
3. Be or have been enrolled in a related vocational class approved by the school coordinator.
Related class: _____ Period: ____ Teacher: _____
4. Attend classes each school day as a prerequisite to work.
5. Inform the business and coordinator in the event of illness or emergency.
6. Follow the training plan created by the business and work coordinator to develop the knowledge and skills necessary to become an effective employee at work.
7. Not be on school grounds without permission of the school coordinator during work periods.

GENERAL POLICIES FOR STUDENT, BUSINESS, AND SCHOOL:

1. Regular conferences (a minimum of one for each nine-week period) will be held by the business and the school coordinator to discuss the student's progress.
2. The school will grant 1/2 credit for 180 hours of work experience or 1 credit for 360 hours of work experience, accumulative to no more than 2 credits per high school experience. The student will not be allowed to enroll in more than 1 period of Work Co-op per semester. A senior may be enrolled in a Work Release period, and if that student achieves 360 hours or more of work experience, the Work Release period will be changed to a ½ credit of Work Co-op.
3. The school coordinator and business reserve the right to withdraw the student from the work program or reduce the number of student hours under the following conditions:
 - a. The student's school and attendance, performance, or grades are unsatisfactory.
 - b. The policies or rules of the business or the program are abused by the student.
 - c. Position responsibilities are not approved by the school coordinator.
4. The student will be officially admitted into the program after this form, the Parent Approval of Student's Work Experience form, and the Training Plan have been signed by all parties and copies of these forms are on file at the student's high school.
5. If the student loses his or her position, the student will have the option of finding another paid or nonpaid position or reenter the school based education program within two weeks.

Student Signature: _____

Business Signature _____

School Name: _____

Business Name: _____

Coordinator Name: _____

Business Address: _____

School Phone: _____

Business Phone: _____

Student (Printed) _____

Business (Printed) _____