

# Training Agreement

## Career and Technical Education

Circle one ( CVHS CHS DCHS HRHS MVHS PHS RCHS TRHS )

The purpose of this training agreement is to clarify the major individual responsibilities of the student, the parents, the teacher-coordinator, and the employer (Training-sponsor) concerning the career and technical education cooperative work experience offered within the Douglas County School District. *Emphasis is placed on training and career development of the student.*

### **The Student's Responsibility is:**

- To understand that the purpose of "training stations" is educational, that he/she will be evaluated at frequent intervals during the semester and that school credit will be issued for satisfactory completion of **an average of 15** hours of employment per week per semester. (\*A maximum of 1.0 elective credit may be earned per semester)
- **To attend school regularly and be enrolled in a Career and Technical Education work-study class related to the place of employment while participating in the training experience in accordance with school policies.** *The student's school responsibilities always have first priority.*
- To accept the responsibility for all transportation needs in regard to cooperative employment, to conform to all school and state regulations regarding vehicle operation, registration, licensing and auto insurance.
- To demonstrate honesty and integrity in regard to money, time and attendance while employed.
- To provide up-to-date wage and hours records to the instructor. A paycheck receipt may be required for verification.
- To acknowledge that according to CRS Section 8-70-103(11)(h) of the Colorado Employment Security Act, he/she is not eligible for unemployment compensation benefits as a result of services performed while participating in this program.
- To provide, if injured on the job, written notice to your employer and teacher-coordinator within **four** working days of the accident, according to CRS Section 8-43-102 (1.5).
- To not change training stations or resign from a training station without thought and discussions with the training sponsor, parents and their career and technical education teacher in accordance with correct resignation procedures.
- To acknowledge that school credit may **not** be issued if the student is dismissed from his/her job, or quits his/her job without **prior** approval of the teacher-coordinator.

*I understand that failure to comply with any portion of the above agreement may be considered grounds for suspension and/or dismissal from the program and loss of school credit(s).*

Student \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Print name \_\_\_\_\_

### **Teacher-Coordinator Agreement**

- To provide an open line of communication with the parent, student, and employer.
- To visit and communicate with the training station to evaluate the student-trainee's progress on a regular basis.
- To work closely with the student in the career and technical education program, his/her parents/guardians and with the employer.

*Douglas County School District certifies, pursuant to the Colorado Employment Security Act, that the student is enrolled in a career and technical education program taken for credit that combines academic instruction with work experience. This employment experience is an integral part of the total program. Douglas County Schools is a public educational institution that maintains regular facilities and curriculum and has an organized body of students in attendance at the place in which educational activities are conducted.*

Teacher/  
Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Teacher/School Phone \_\_\_\_\_

### **The Parent/Guardian's Responsibility is:**

- To assume **full** responsibility for the student's unsupervised early-release time, if applicable, and the transportation from school to work and from work to home.
- To contact the employer with knowledge of any life threatening medical conditions.
- To be sure that the student maintains auto insurance as per state requirements.

*I have read and understand this agreement entered into by my son/daughter, and agree to be a supportive member of this team.*

Parent \_\_\_\_\_ Date \_\_\_\_\_ PAGE 1 of 2  
*Signature* 8/06