

# Leon County Schools

## Cooperative Education - Student Training Agreement

Student Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer E-mail: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Days per week \_\_\_\_\_ Hours per day: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Training/Occupation Title: \_\_\_\_\_ Release Period(s): \_\_\_\_\_

### Career Clusters

(Check the one that applies)

Agriculture, Food & Natural Resources

Health Science

Architecture & Construction

Hospitality & Tourism

Arts, A/V Technology & Communication

Human Services

Business, Management & Administration

Information Technology

Education & Training

Law, Public Safety & Security

Energy

Manufacturing

Engineering & Technology Education

Marketing, Sales & Service

Finance

Science, Technology, Engineering & Mathematics (STEM)

Government & Public Administration

Transportation, Distribution & Logistics

*This contract designates the general expectations of the student/employee, and the responsibilities of the school, the cooperative education teacher/coordinator, and the employer. A copy is filed with the school, a copy is kept by the employer at the training site, and the parent may receive a copy. A copy must be kept by the school district for three (3) years.*

## Work-based Learning Activity

(Check all that apply)

- Clinical/Practicum     Job Shadowing     School Enterprise     Internship  
 Mentoring     Youth Apprenticeship     On-the-Job Training

**EMPLOYER RESPONSIBILITIES:** The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all state and federal regulations regarding employment, child labor laws, and minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

**TEACHER/COORDINATOR RESPONSIBILITIES:** The teacher/coordinator agrees to visit each trainee at the training station and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher/coordinator will meet with each trainee's parent and/or guardian prior to job placement and during the school year. The local education office will keep each trainee's Training Agreement on file for three (3) years.

**PARENT/GUARDIAN RESPONSIBILITIES:** The parent/guardian agrees to allow the student to participate in the program as provided by the public school.

**STUDENT RESPONSIBILITIES:** The trainee (student) agrees to follow rules and guidelines established by the school, employer, and teacher/coordinator with regard to hours of work, school attendance, and reporting procedures.

**ALL SIGNATORIES AGREE TO COMPLY WITH THE RESPONSIBILITIES SPECIFIED IN THE TRAINING AGREEMENT.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher/Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*This contract designates the general expectations of the student/employee, and the responsibilities of the school, the cooperative education teacher/coordinator, and the employer. A copy is filed with the school, a copy is kept by the employer at the training site, and the parent may receive a copy. A copy must be kept by the school district for three (3) years.*