

# COMMUNITY-AS-SCHOOL TRAINING AGREEMENT

This agreement \_\_\_\_\_  
 (name of business site)

will permit \_\_\_\_\_, age \_\_\_\_\_ to enter  
 its establishment for the purpose of securing career training. This training agreement is to serve as a guide for all  
 cooperating parties.

POSITION/ASSIGNMENT \_\_\_\_\_ Unpaid  Paid  Pay Rate \_\_\_\_\_

Is this assignment: (check one)

for the marking period       for the semester       for the school year

BEGINNING DATE	ENDING DATE
HOURS PER WEEK	NUMBER OF CREDIT HOURS GRANTED

### STUDENT-LEARNER

1. The trainee enters this program to learn all that the community training site and school can provide in the nature of job information, skills, and attitudes concerning a particular occupation or career.
2. The trainee agrees to consult with the community teacher and the resource coordinator about any difficulties arising at the training site or related to the training program.
3. The trainee shall keep all training site business matters in strict confidence and be honest, punctual, cooperative, courteous, and willing to learn.
4. The trainee shall provide his/her own transportation.
5. The trainee shall maintain a professional relationship with the community teacher and the other company personnel.
6. The trainee may be dropped from the program resulting in loss of credit(s) if he/she does not comply with both school and site procedures.
7. If a paid internship, trainee shall receive compensation for hours worked.

### COMMUNITY TRAINING SITE

1. The CTS shall provide time for consultation between the trainee and/or community teacher and resource coordinator to discuss the trainee's progress or any difficulties which may occur.
2. The CTS shall inform employees of their important role in assisting in training of the trainee.
3. The CTS shall adhere to all applicable federal and state regulations regarding career training.
4. Training site shall report attendance on a weekly basis.
5. Site shall carry Workers' Disability Compensation insurance which could be looked to for covering a CAS intern.

Insurance Co: \_\_\_\_\_ Policy# \_\_\_\_\_

### PARENT/GUARDIAN

1. The P/G shall grant permission for program participation by the above named student (if under the age of 18) and encourage his/her effective performance.
2. The P/G or adult student (18 years or older) shall share with the community teacher and resource coordinator information vital to the successful development and performance of the student.

### APPROVALS

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

\_\_\_\_\_  
 Resource Coordinator      Date

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

\_\_\_\_\_  
 Community Teacher Signature      Date