

White	-	Coordinator
Canary	-	Employer
Pink	-	Student/Parent

MT. DIABLO UNIFIED SCHOOL DISTRICT  
 Concord, California  
 Work Experience Education Program

## Training Agreement

Name \_\_\_\_\_ Semester I \_\_\_\_\_ II \_\_\_\_\_ School Year \_\_\_\_\_

**The Student Will:**

1. Have a job and obtain a Work Permit prior to enrollment.
2. Attend the equivalent of 18 related instruction seminars during the semester.
3. Submit weekly verifications of days and hours worked.
4. Give employer advance notice when I am not able to report to work.
5. Notify Teacher/Coordinator if injured on the job, or plan to change jobs.
6. Perform job duties in accordance with company standards.
7. Complete all parts of the Plan of Training during the semester.
8. Maintain acceptable levels of school attendance.
9. Have no more than three absences, truancies, and suspension from related instructions per semester. More than three absences will result in a failing grade for W.E.E.

**The Employer Will:**

1. Provide adult supervision of students at all times.
2. Comply with provisions of the Permit to employ student with a minimum of at least 90 hours of work per nine weeks; not less than 10 hour per week.
3. Assist the student in developing skills appropriate to the job and the employability skills necessary for continued employment.
4. Complete a written evaluation of student performance each nine weeks, using the District Evaluation Form.
5. Comply with all applicable State and Federal laws and regulations affecting the employment of minors.
6. Notify the Teacher/Coordinator if dissatisfied with the student's work, which may result in termination and loss of school credit.
7. Not discriminate on the basis of race, national origin, handicap or sex.

**The Parent Will:**

1. Consent to this assignment and will assist the student in making use of the educational experience.
2. Consent to be responsible for student's transportation to and from employment.

**The School Will:**

1. Provide supervision by a certificated teacher during enrollment.
2. Grant school credit for successful completion of the program.
3. Provide the equivalent of 18 seminars of related instruction during the semester related to the needs of students enrolled.
4. Each seminar is equal to one instructional period per week.
5. Issue a Work Permit appropriate for the employment assigned.
6. Assist in job placement.
7. Develop a Plan of Training for each student based on needs identified by the student, employer, and Teachers/Coordinator, Work Experience Education.
8. Evaluate student performance in related instruction and on-the-job tasks.
9. Monitor student school attendance and student's grade point average (2.0 required).

It is understood that the school, the employer, or the parent may be terminated by mutual consent. This agreement is valid only during the current school year and as long as the student is enrolled in Work Experience Education. It is understood that the student may lose credit and Work Experience Work Permit if this agreement is terminated.

Signature of Employer	Date	Signature of Student	Date
Name of Company		Signature of Parent/Guardian	Date
School		Teacher/Coordinator	Date