



INSPIRE WI YOUTH CO-OP EDUCATION TRAINING AGREEMENT

Participating Employer _____
School _____
Student _____
will be employed from _____ to _____ at the rate of _____ per hour.

The STUDENT/LEARNER agrees to:

1. Follow through with the Youth Co-op for the full duration of the experience. Failure to complete the experience will result in a loss of high school credit.
2. Accept the employer's supervision, mentoring, feedback and carry out the assigned duties.
3. Show up on time to work every day. In the cases of emergency or illness, the student will contact the employer before the scheduled time to work.
4. Conform to all safety regulations, rules & policies of the place of employment. Do not expect any special privileges.
5. Inform job site mentor and teacher/coordinator* of any injury/accident sustained at the work site.
6. Show progress on the job.
7. Respect ethics. Confidential information pertaining to the place of employment must be respected as such.
8. Keep accurate records of hours worked, wages received, and other necessary information.
9. Immediately inform the teacher/coordinator* of any problems concerning on-job instruction. The student will not terminate employment or schooling without discussing the matter with the teacher/coordinator.
10. Perform in a manner which reflects favorably on self, family, school, and community including commitment, respect, enthusiasm, diligence, honesty and reliability.

The PARENT/GUARDIAN agrees to:

1. Provide the means of transportation used by the student for on-job instruction.
2. Assume the responsibility for student's conduct and safety while traveling to and from home, school & job.
3. Encourage school attendance by not permitting student to work on a day the student does not attend school.
4. Discuss successes and problems related to a student's performance.
5. Comply with the cooperative agreement.

The SCHOOL agrees to:

1. Assist the employers in the selection of Youth Co-op students.
2. Establish and maintain a student file including the Youth Co-op Application, Training Agreement and Evaluations.
3. Complete cooperative agreements and make sure they have been signed by the employers and/or supervisors, students, parents or guardians, and school officials.
4. Assist students in developing proper work attitudes including safety instruction.
5. Be available to communicate with the employer regarding the student's work-site performance.
6. Provide feedback and final evaluation for the student using information from the work site and school.
7. Issue ½ credit for the 90 hours completed at the Youth Co-op site.
8. Not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, age, pregnancy, marital/parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs and activities and provides equal access to the Youth Co-op program and other youth programs.

The EMPLOYER agrees to:

1. Select the student from those sent for interviews.
2. Adhere to all federal and state regulations regarding employment, child labor laws, minimum wages, and other applicable regulations.
3. A minimum of 10 hours per week for the entire agreed upon Youth Co-op site placement.
4. Consult the teacher/coordinator before extra hours on a regular basis are assigned.
5. Not permit the student-learner to quit school to accept full-time employment before graduation.
6. Orient the students, including safety training.
7. Select a mentor to provide instruction and supervision in a supportive manner which fosters a learning environment.
8. Provide experiences for the student that will contribute to the attainment of the career objective.
9. Provide a welcoming environment where the student's physical & psychological safety is prioritized.
9. Provide a variety of tasks so that the student is not allowed to remain in any one job, operation, or phase of the occupation beyond the period of time where such experience is of educational value.
10. Plan a work schedule and develop appropriate cooperative instructional plans.
11. Evaluate, counsel and direct the student regarding performance, including a formal evaluation at the completion of the placement.
12. Provide the student with the necessary work materials and work environment.
13. Document beginning and ending dates for student learning employment.
14. Work with the teacher/coordinator to assist the student in their personal adjustment and adjustments to work.
15. Consult the teacher/coordinator about any difficulties arising at the training station. The teacher/coordinator must be consulted before student termination of employment.

The undersigned agree to comply with this agreement as outlined and further authorize the disclosure of the information about the student set forth above from the School District pupil records.

SIGNATURE OF:

Student/Learner _____ Date _____

Parent/Guardian _____ Date _____

School _____ Date _____

Employer or Training Mentor _____ Date _____

Any one of the signatories may terminate this agreement by providing written notice to the other parties. If this agreement is terminated by Student/Learner or Parent/Guardian before the completion of the term, there will be a loss of credit as set forth above.

Your Inspire WI contact person is:

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