

INDIANA COUNTY TECHNOLOGY CENTER

STUDENT AND PARENT AGREEMENT FOR WORK-BASED LEARNING OPPORTUNITIES

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Student Name:	Social Security #.:
Address:	Telephone:

In order for parents/guardians and students to understand the responsibilities of the Cooperative Education, Internship, & Youth Apprenticeship Programs it is to be acknowledged that:

1. The student's primary responsibility is to his/her school education; therefore, passing grades and attendance must be maintained throughout the school year.
2. The student is to receive training on the job in conjunction with his/her career objective.
3. The student may not sever connections with the firm or transfer to another employer without the consent of the teacher-coordinator.
4. The student may not hold any other outside employment without the consent and agreement of the coordinator.
5. If the student is fired from a job, he/she may receive a failing grade for that time period and will not be eligible for another work-based learning position.
6. The student agrees to adhere to all policies, rules, and regulations of the business, the ICTC and the high school.
7. The student will be present and on time both in school and on the job. If unable to report to school and/or work, the student must notify the employer and the coop coordinator.
8. Transportation to and from the place of employment is the student's responsibility.
9. If under 18 years of age, the student must obtain a working permit at their high school.
10. Students are not eligible for unemployment compensation if the employment is terminated.
11. The student will confer with the coordinator immediately concerning such matters as pay, hours, transfers, and other work situations.
12. The student is to be available to work the hours scheduled by the employer.
13. The student must attend all work-based learning class sessions; submit required wage and hour reports and outside assignments at each session.
14. Quitting school will result in termination of employment.
15. Noncompliance with these rules may result in suspension or dismissal from the Cooperative Education, Internship, or Youth Apprenticeship Programs.
16. The employer makes the final selection in the employment process.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Cooperative Ed. Coordinator Signature _____ Date _____

The Indiana County Technology Center is an equal opportunity education institution and employers of vocational cooperative education, internship, or youth apprenticeship students will not be discriminated on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations.

For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Jim Thimons, Title IX and Section 504 Coordinator at ICTC, 441 Hamill Road, Indiana, PA 15701 724-349-6700 between the hours of 7:45 a.m. and 3:45 p.m.

