

## **I.C.E. (Interdisciplinary Cooperative Education)**

### **Student/Parent/School Agreement**

The I.C.E. program is designed to develop a student academically, economically, and socially. To meet these goals, there are responsibilities the student must realize and agree to carry out to the fullest extent in order to participate in the I.C.E. program. They are:

1. To realize that my training station—as a part of the I.C.E. program—is considered a classroom laboratory and that I have the same responsibility that I would for a class.
2. To realize the credit received from the I.C.E. program is one (1) credit per trimester for the classroom work and two (2) credits per trimester for the on-the-job training. The on-the-job portion is graded by the employer.
3. To realize all school rules and regulations apply to I.C.E. students while at the training site during school hours (smoking and controlled substances included).
4. To realize students must work at least fifteen (15) hours per week and they are not to exceed 35 hours per week. Weekend and evening work may be required by some employers.
5. To discuss problems at the training station and seek approval from the I.C.E. Coordinator and my parent/guardian before quitting or changing jobs.
6. To know that it is my responsibility throughout the year to be dressed appropriately and groomed for the job.
7. To accept the employer's supervision and perform all my duties in a commendable manner conforming to all rules and policies of the training station and perform related study assignments to the best of my ability.
8. To know that my participation in the I.C.E. program does not excuse me from my obligations to any teacher and that I may be taken off the job to meet these obligations, whether they be failure, detention, absences, or tardiness.
9. To be on time and in regular attendance in school and at the training station. (This includes days at the training station when school is not in session such as: spring break, winter vacation, early dismissals, and inclement weather.\* (See EACS driving policy)
10. To actively support and participate in any approved activities of the I.C.E. program or the related activities such as employer-employee banquet, field trips, etc. The employer-employee banquet at the end of the year is required (if offered at the school) and student shall pay \$45 as directed by the I.C.E. Coordinator.
11. To notify the Coordinator before 8:30 AM on a day I will be absent from school. If absent from school in the morning, I will not report to the training station that day without the Coordinator's permission. If absent from school in the afternoon after working in the morning, the student shall miss the next scheduled morning of work.

12. To notify the training station supervisor as soon as I know I will be absent from work.
13. To keep accurate records of hours worked, wages received, and other necessary records.
14. To know that if I am removed from I.C.E. for violating rules/procedures or being dismissed from my training station due to an illegal act, I will be dropped from the program, lose all credit, and will receive failing grade for both class instruction and the on-the-job training.
15. To know that transportation to and from the training station is the responsibility of the student and who, together with the parent, assume all responsibility, accountability, and liability for all acts arising from transportation to and from work including the operation of a motor vehicle.
16. To have a work permit on file with the Issuing Officer as well as the employer at the training station.
17. To understand that excessive absences may prematurely terminate me from the I.C.E. Program. Absences from school, and therefore job, jeopardize work training experiences.
18. To realize students will not be allowed to work while suspended from school.
19. To understand that a skills assessment is required as outlined by the Area Vocational Office, such as the ISTEP test, and will agree to remediation as deemed necessary.
20. To notify parent/guardian that they must agree to cooperate with the school and employer in being responsible for your conduct while at the training station.
21. To allow the Coordinator to share attendance and performance information with the employer.
22. That I may be suspended or dropped from the program—both class and job—for violation of any of the items set forth in this agreement.

**I fully understand the statements as outlined above, and I agree to cooperate fully in carrying them out.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Site Coordinator Signature

\_\_\_\_\_  
Date

East Allen County School Corporation provides Equal Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, or sexual orientation.