

I.C.E. Training Agreement

STUDENT _____ BIRTH DATE _____

STUDENT ADDRESS _____ HOME PHONE _____

SOCIAL SECURITY NUMBER _____ CIP CODE _____

TRAINING STATION _____ SUPERVISOR _____

TRAINING STATION ADDRESS _____ TS PHONE _____

TRAINING STATION TITLE _____ TS FAX _____

DURATION OF TRAINING PERIOD: _____ through _____ TIME RELEASED FOR I.C.E. _____

This is a training agreement between the student, employer, school, coordinator, and parent/guardian. Compliance with Federal and State laws governing employment will be required. The employer, school site coordinator, parent/guardian, or school administrator may discontinue the training at any time, but each agrees to notify all other parties in advance. East Allen County School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of age, race, color, sex, handicapping conditions, and national origin, including Limited English Proficiency. For further information, clarification, or complaint, please contact the Director of Operations, East Allen County Schools.

THE SUPERVISOR:

1. Will offer the student a variety of training experiences.
2. Will provide an average minimum of 15 hours of work/training per week.
3. Will pay a starting wage of \$ _____ per hour with periodic review of wages in keeping with company policy.
4. Will evaluate the student's job performance each grading period.
5. Will consult with the coordinator if employment concerns arise.
6. Will provide Workmen's Compensation Insurance for the student.

THE STUDENT:

1. Will comply with policies and procedures of the training station.
2. Will abide by the rules of the I.C.E. Program.
3. Will not quit employment with the training station.
4. If terminated from employment, may be dropped from the I.C.E. program.
5. Will not go to work any days when absent from school.
6. Will consult with the School Site Coordinator regarding any job-related concerns.
7. Will attend, at student's expense, the employer appreciation banquet, if offered.
8. Will secure adequate transportation for getting to and from the training station.

THE SCHOOL SITE COORDINATOR:

1. Will work jointly with the internship site mentor to develop a training plan for the student learner.
2. Will periodically observe the student-learner on the job.
3. Will hear concerns and take action to reach a suitable solution.
4. Will organize and teach a class related to occupational skills.

THE PARENT OR GUARDIAN:

1. Will agree to the conditions of the student's participation in I.C.E.
2. Will be responsible for the actions of the student-learner while employed.
3. Will channel any complaints through the coordinator.
4. Will provide adequate transportation for getting to and from the training station.

I FULLY UNDERSTAND THE ABOVE CONDITIONS AND AGREE TO COOPERATE IN THEIR IMPLEMENTATION:

Student Signature	Date	Parent/Guardian Signature	Date
Supervisor Signature	Date	School Site Coordinator Signature	Date
Principal	Date		

- Employer - Student - Coordinator