

**COMMUNITY CLASSROOM
TRAINING AGREEMENT**

The purpose of this program is to assist Regional Occupational Program students enrolled in _____ in developing the occupational competencies listed on their training plan through a combination of related classroom instruction and unpaid on-the-job training experiences.

The _____ School District cooperating with Mission Trails Regional Occupational Program (ROP) and _____ located at _____ mutually agree to the following responsibilities:

The Training Station Management Shall:

1. Have a clear understanding of program objectives and willingness to participate.
2. Be engaged in a business operation, which requires employment in the occupation for which the training is provided.
3. Provide the student with unpaid on-the-job training experiences in an environment that will not endanger the health, safety, welfare, or morals of the student.
4. Provide adequate equipment, materials, and other resources, which will expand the competencies developed in the related classroom instruction portion of the program.
5. Assist in developing a training agreement and training plan for each student.
6. Consult with community classroom teacher regarding the student's progress.
7. Maintain training records (including a copy of the training plan) at the training site.
8. Agree to defend, indemnify, protect, and hold harmless the school district, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens which arise from or are connected with the acts or omissions of the training station management, its officers, agents and employees.
9. Have the right to terminate student at management station with or without cause if student fails/refuses to conform to safe working practices or comply with reasonable directions of training management station.

The School District Shall:

1. Provide a related classroom instruction program for community classroom students that is: (a) scheduled an average of three instructional periods per week for the length of the program with a minimum of one instructional period per week, (b) based on the skills, knowledge, and attitude necessary for employment in the occupation for which training is conducted, (c) limited to community classroom students.
2. Release the community classroom teacher an average of one hour per week for every five students for supervision. A minimum of one hour per week shall be provided. (Only the teacher of the classroom portion will supervise the student's on-the-job training experiences).
3. Make supervision visits to training stations at least once every three weeks. (Each visit shall include an observation of the student engaged in on-the-job training experiences).
4. Limit the number of students enrolled in a community classroom section to 30 students with maximum of 75 students per full-time community classroom teacher
5. Locate and select training stations and plan on-the-job training experiences.
6. Prepare individualized training plans.
7. Monitor student's progress by completing the individualized training plan, provide ongoing and final student evaluation, grant graduation credit for acquisition of occupational competencies and evaluate progress.
8. Develop and keep file records, including: training agreements, training plans, on-the-job supervision observations, and on-the-job training site locations with students' training hours.
9. Agree to defend, indemnify, protect, and hold harmless the training station management, its officers, agents, and employees against any and all losses, injuries, claims, actions, judgments, and liens which arise from or are connected with the acts or omissions of the school district, its officers, agents, and employees.
10. Inform students of program rules and responsibilities.

All on-the-job training experiences provided at the above location shall be in accordance with the student's training plan, which includes occupational competencies and duration of training for attainment of each competency.

All training experiences shall be under the immediate supervision and control of a Regional Occupational Program teacher who is an employee of the school district and holds a valid California teaching credential. Upon determination by the teacher that the student has achieved a competency, the student shall be assigned to other competencies. A student who has attained a competency shall not continue those tasks encompassed by the competency without pay.

Unpaid on-the-job training experiences shall not: (a) provide the training station management with any immediate benefit, (b) allow a student to replace an employee or cause an employee's hours to be reduced, nor preclude the hiring of additional employee, (c) include productive work of any kind.

The School District is considered the legal employer. The _____ District shall carry Public Liability insurance and Worker's Compensation Insurance covering students enrolled in a Community Classroom course. The District shall carry Public Liability insurance and Worker's Compensation insurance covering the teacher of a Community Classroom course.

Neither the School District nor the training station management shall discriminate against any student or employee on the basis of race, color, national origin, sex, marital status, parental status, or handicap in employment practices or on-the-job training experiences.

Training Station Management's Signature

Telephone Number

Date

Vocational Education Director's Signature (or designee)

Telephone Number

Date