

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Special Education Vocational Program TRAINING AGREEMENT

\*\*Student who does not drive own vehicle

(Business name) will permit \_\_\_\_\_ (student name) to be at their business for the purpose of gaining knowledge and experience in employability skills during the 20\_\_ - 201\_\_ school year. The training will be provided in accordance with the following conditions:

THE BUSINESS AGREES TO:

1. Allow the student to be on their premises during the hours of \_\_\_\_\_ and \_\_\_\_\_ on the following days each week \_\_\_\_\_.
2. Provide a safe environment and follow all applicable regulations.
3. Work with the student and school special education teacher to create a suitable vocational education experience for his/her education.
4. Assist in the evaluation of the student's performance during his/her training period.
5. Consult with the school special education teacher if the student has been absent or if dismissal is anticipated. (A conference about any issues should be held to avoid dismissals.)
6. Understand that all students will be transported by KPBSD bussing services and no students will have their own vehicle on the premises of the business.

THE STUDENT AGREES TO:

1. Complete and return on time all forms requested by the special education teacher.
2. Be enrolled in Work Experience YY725 class.
3. Attend and participate in classes each school day as a prerequisite to work.
4. Inform the special education teacher in the event of illness or emergency.
5. Follow the training agreement and IEP to develop the knowledge and skills necessary to become an effective employee at work.

GENERAL POLICIES FOR STUDENT, BUSINESS, AND SCHOOL:

1. Regular conferences (a minimum of one for each nine-week period) should be held by the business and the special education teacher to discuss the student's progress.
2. The special education teacher through collaboration with the business reserves the right to withdraw the student from the work program or reduce the number of student hours under the following conditions:
  - a. The student's school and attendance, performance, or grades are unsatisfactory.
  - b. The policies or rules of the business or the program are abused by the student.
  - c. Position responsibilities are not approved by the special education teacher.
3. The student will be cleared to begin special education vocational training after this form and the Parent Approval of Student's Special Education Vocational Training form have been signed by all parties and copies of these forms are on file at the student's high school.

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

Business Signature : \_\_\_\_\_

Student (Printed): \_\_\_\_\_

Business Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

School Phone: \_\_\_\_\_

Business (Printed) \_\_\_\_\_

