

**COOPERATIVE CAREER TECHNICAL EDUCATION
JOINT VENTURE TRAINING AGREEMENT**

COURSE and PATHWAY	STUDENT
SCHOOL	

The major purpose of this program is to provide valuable on-the-job type of experiences for students. This document lists the agreed upon responsibilities of the involved parties. *(See reverse side for guidelines.)*

THE STUDENT IS RESPONSIBLE FOR:

1. Regular and punctual attendance.
2. Task performance in accordance with the negotiated conditions of the individual training plan.
3. Ethical standards of behavior.

THE PARENT OR GUARDIAN IS RESPONSIBLE FOR:

The student's behavior and cooperation with both the school and employer in order to assure the student's successful completion of training.

SANTA ANA UNIFIED SCHOOL DISTRICT IS RESPONSIBLE FOR:

1. Providing a teacher/coordinator to supervise the program.
2. Providing related instruction/Individualized Training Plans.
3. Providing all necessary support services to the Company Supervisor.

THE EMPLOYER IS RESPONSIBLE FOR:

1. Reporting attendance as required.
2. Determining trainee hours and pay. Trainees shall be paid at least the minimum wage as stipulated by current California State Industrial Welfare Commission Orders. A work permit is required for all trainees under 18.
3. Designating the on-site supervisor who will share responsibility for the students' training and will serve as the liaison with the program.
4. Providing Worker's Compensation and appropriate insurance coverage for trainees in accordance with existing law.
5. Providing the training opportunities as negotiated in the Individualized Training Plan.
6. Assisting with student/program evaluation as required.

EMPLOYER COMPANY INFORMATION		
PLEASE PRINT CLEARLY		
Company Name		
Email Address		
Mailing Address		
City	State	Zip
Telephone Number ()		
Signature	Date	
Print Signee's Name: _____		

COOPERATIVE CAREER TECHNICAL EDUCATION JOINT VENTURE TRAINING AGREEMENT

DEFINITION:

“COOPERATIVE CAREER TECHNICAL EDUCATION (CCTE)” is a job training program which is an extension of formal classroom training. Training is held in an appropriate setting that provides trainees the opportunity to expand the competencies developed in the classroom instruction portion of the course.

“IMMEDIATE SUPERVISION” means pupil participation in a paid on-the-job experience as outlined under an Individualized Training Plan wherein the Supervisor of the training site and Santa Ana Unified School District personnel share the responsibility for supervision of on-the-job experiences.

GUIDELINES:

Each student must have a written Individualized Training Plan describing the specific skills the student will be expected to learn and master.

Additionally, the instructor shall visit and observe each student at least once in every three weeks at their training site.

It is the policy of the Santa Ana Unified School District and the Management of the Cooperative Career Technical Education Facilities, that no person shall be excluded from participation in career technical education programs on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

SEXUAL HARASSMENT STATEMENT

The Santa Ana Unified School District is committed to maintaining an employment, educational and business environment free from harassment, intimidation or insult on the basis of an individual's sex. Positive action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment is a violation Federal law, State of California law, and Santa Ana Unified School District policy.

The Fair Employment and Housing Commission defines sexual harassment as, “unwelcome sexual advances, requests for sexual favors and other visual, verbal, or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a part of the employment or educational environment.” The prohibition against sexual harassments applies to employees and students. Any individual who feels they have been sexually harassed should direct their complaint to the supervisor of the alleged harasser, or in the case of a student, their supervising instructor. If the supervising instructor is the alleged harasser, the individual should direct their complaint to the CTE administrator.

All Joint Venture Agreements are subject to review by the Governing Board of the office of the Santa Ana Unified School District and shall be in effect until terminated or amended by mutual written consent of the parties and/or may be terminated upon sixty (60) days notice in writing by either party.