

Parent Permission and Student Consent for Participation in a Work-Based Learning Experience



_____ *High School*

Please Print Neatly:

Student Name _____
Address _____
City/State/Zip _____
Home Phone _____ Cell Phone _____
Date of Birth _____ Current Age _____ Homeroom _____
Parent/Guardian 1 Name _____
Phone 1 _____ Phone 2 _____
Parent/Guardian 2 Name _____
Phone 1 _____ Phone 2 _____
Emergency Contact Name _____ Phone _____

Parent Request for Pupil Participation

I request that my child be permitted to participate in an internship in the Career Connections Program. I fully understand and accept the following conditions of his/her admission to this elective program.

1. Transportation to and from the place of employment will be the parent's responsibility.
2. The parents will assume all responsibility for working hours beyond those designated in the Training Agreement.
3. The parents of the student are not relieved of any responsibility with regard to the personal conduct of their child while in training.
4. The student must conform and be subject to all rules and regulations adopted by the training agency for its regular employees. Such training may be discontinued at any time, for cause, by any of the parties, but each is to notify the others in advance in writing.
5. Insofar as it is practicable, the student is to progress from job to job in order to obtain experience in all phases of operation in his/her selected occupational field.
6. The student must, upon completion or termination of the activity, return to scheduled classes at _____ High School within twenty-four hours.
7. Carroll County Public Schools strongly recommends to parents that if their son/daughter does not have health insurance coverage through a family policy that they get health and accident coverage insurance available through the school system. Parents should request an insurance application from the Career Coordinator or school office if they are interested.
8. Parents will be responsible for the child's satisfactory work and school attendance while in this program.
9. Complete parent cooperation and acceptance of their responsibilities will be expected at all times in order to assure their child's success in the program.

We make every effort when screening a business to provide a safe environment for the student. As part of the screening process, we request the employer submit a Certificate of Insurance verifying that they have

Liability and Workers Compensation insurance. There are times when we do not receive this verification from an employer. Please note the Board of Education does not guarantee the business has insurance or establish the limit of insurance a business must carry nor do we guarantee their coverage is or will remain in effect. In the event that the student sustains an injury while working for an employer, be advised that either the employer's or student's insurance may pay for treatment. The student is an actual employee of the business, paid or unpaid, while in this program and must comply with all employee/employer laws and regulations set by the State.

Parent Initials _____

Career Connections Rules and Regulations

1. All school rules apply during the work-based learning experience.
2. Students will notify the employer and Career Coordinator as early as possible when absence from school and place of employment is necessary.
3. Students will inform the Career Coordinator at their school whenever absence from school and the work site is necessary.
4. Whenever a student is absent from school, he/she shall also remain absent from work.
5. Students must receive at least average ratings from the employer to remain in the program.
6. Changing employers requires the prior approval of the Career Coordinator.
7. A series of disciplinary actions at school will result in the termination of the student from the program and rescheduled back at school.
8. Students in the Career Connections program will adhere to all school rules and serve detentions, suspensions when required.
9. The Career Connections student must remember that this type of program is a privilege. The student is a representative of the school and must conduct him/herself in a manner that will not bring adverse reflections to either party.

Parent Initials _____ **Student Initials** _____

Safety Regulations

As part of your work-based learning, you will be using various types of equipment, machinery and tools. Your work-site supervisor will stress the value of safety. It is part of your overall responsibility to adhere to safety rules and instructions in school, to and from work and of course, while working on the job. You will be expected to take care of and use all equipment in a safe way and comply with the following:

1. Observe all safety rules and signs.
2. Follow directions, do not take chances. If you don't know the rules or proper procedure, ask your supervisor.
3. Report unsafe conditions to your supervisor and Career Coordinator.
4. Safety glasses and required protective devices must be worn at the job site based on occupational requirements.
5. Every injury, no matter how small, must be reported to your immediate supervisor and your Career Coordinator as soon as possible.
6. Do not operate, adjust, or repair equipment UNLESS consistent with hazardous occupation laws and authorized by the work-site supervisor and Career Coordinator.
7. Use the right tool for the job. Use it correctly and safely.
8. Lifting heavy objects could cause serious accidents. Lift properly- bend with your knees. Get help!

9. Inattentiveness, “fooling around”, or horse play is not part of your job; therefore, do not become involved in such activity.
10. Keep every work site orderly and clean.

Parent Initials _____ **Student Initials** _____

Transportation to Community Based Learning Sites

The Carroll County Public School System provides students with many opportunities to participate in specialized elective programs. The Career Connections program is offering an opportunity for selected students to participate in an internship. These sites are typically located off of school property. Furnishing transportation for these experiences, in all cases, shall be the responsibility of the parent/guardian. In no event shall the Board of Education of Carroll County, its agents, or its employees be held responsible for any injury that may be fall a student or third party during a student’s participation in such events taking place off of school property, or in transportation to and from such events. (This paragraph is repeated on work site paperwork.)

Parent Initials _____

Expectations

The organizations that sponsor interns from _____ High School are providing extended learning opportunities for you. These organizations may employ students from many other high schools in the area. As an intern, you must continue to strive for excellence and professionalism in all that you do. You will be held accountable for your actions. Failure to maintain professionalism could result in your internship opportunity being rescinded. Punctuality, quality work output, and a positive attitude are expected at all times.

I will agree to the following terms:

- To be prompt and prepared at all times, maintain accurate work hour records, attend work everyday you are scheduled and perform your best. You will not be eligible to take off days for “personal business”.
- To maintain workplace confidentiality and not discuss sensitive, proprietary information that is gained from the employer.
- To maintain professional behavior and ethics while working as an intern at an employer site. This includes refraining from personal calls and unauthorized internet use.
- To contact the Career Connections Coordinator and supervisor immediately if presented with a difficult situation.
- It is inappropriate for students participating in work-based learning experiences to conduct personal relationships with coworkers. Depending on the age and position of the coworker, this may even be illegal. The relationship between students of any age and any work-site adult is to be one of a professional nature at all times. The interactions of work-site adults with students should remain clearly within the confines of this professional nature at all times, both on and off the work-site. If a student participating in work-based learning experience is harassed in any way, contact your Career Coordinator immediately.

The following are some examples of behavior directed towards students, which will not be tolerated:

- Child Abuse/Sexual Abuse/Mental Injury
- Sexual harassment
- Personal or intimate references to self or others
- Intimate or inappropriate gifts
- Letters/communication of an intimate or non-professional nature
- Telephone calls regarding non-professional matters or concerns
- Meeting a student for nonprofessional reasons
- Dating and sexual relations
- Condoning or participating with students(s) committing illegal acts or acts in violation of school rules
- Initiating, encouraging or engaging in obscene or pornographic discussions or displays with student(s)

Parent Initials _____ Student Initials _____

I consent to parent/guardian contact and emergency information on this document being shared with my child's internship supervisor for use in case of emergency at the internship site.

Parent Initials _____

By signing this agreement, I am aware that:

- An internship through Career Connections is not guaranteed and will be dependent upon the availability of related job opportunities as well as the quality of my academic credentials.
- I will be expected to complete the requirements set forth by the Career Connections Coordinator.
- My on-the-job performance in addition to my required coursework will determine my grade for the internship experience.
- I will be expected to serve as an ambassador for _____ High School, Carroll County Public Schools and the Career Connections Program.

As evidenced by the signatures below, you are testifying that you have read and understand the above provisions and agree to participate in the program.

Parent Signature _____ Date _____

Student Signature _____ Date _____

***Note:** Parent approval to participate in the Career Connections Internship Program does not imply student acceptance into the program. The student must meet all the requirements prior to program participation.*

For questions regarding this agreement, please contact _____, Career Connections Coordinator, _____ High School at 410-_____ or _____@carrollk12.org.

Student/Parent copy

School copy