

BRYANT HIGH SCHOOL
Internship Student/Parent Contract
2019-2020 School Year

The Internship program is a cooperative effort between the school and business partners in the community. The student receives training/experience through part-time employment, internships, and/or volunteer work. Students selected for participation in this program take regular courses in high school in order to meet all graduation requirements, along with working/interning/volunteering a minimum of 10 hours per week. Students may be released from school for Internship during periods 1-3 or during periods 5-7. Students will be present on campus for fourth period each day. A student is not allowed to leave campus for work purposes unless he/she is enrolled in a work/ internship-supervised program. Students receive one local credit per period of internship/work (up to three credits). By signing this contract, student and parent/guardian understand that the Bryant School District will only provide limited transportation to the internship location for extenuating circumstances, on a case by case basis. The Bryant School District will not provide transportation to and from the internship location. The privilege of being in the program carries with it responsibilities each student and his/her parent(s)/guardian must understand and agree to.

1. Students must be off the Bryant High School campus during their scheduled Internship periods unless given prior approval by the Internship Coordinator and/or school administration.
2. I understand that my place of employment, internship, or regular volunteer work is considered an "internship site". I understand that I must have committed to an approved internship site each semester by the deadline for school schedule changes (four days after semester starts), or I will not be able to participate in the Internship program. **This may require communication with the coordinator during the summer months.**
3. Providing any type of in-home services, including but not limited to, babysitting or providing personal/health care services, will not be approved as an internship site.
4. I will attend all training required by my employer. Required training during the regular school day may be authorized if I notify my internship coordinator in advance and if approved by the principal.
5. The internship experience should encompass aspects of a career pathway the student is interested in pursuing. If I enroll in the Internship program and plan to use a current job as my internship site, I understand my job is subject to the rules of this contract.
6. I will not leave a position without notification to and approval of the Internship coordinator. I will make all necessary arrangements to then leave the position with satisfactory notice and a satisfactory work record. If I quit my job or change internship sites without discussing the situation with the coordinator, I understand I may receive an "F" for all internship credits and may be rescheduled into a full class schedule.
7. If I lose my job or placement at my internship site for reasons beyond my control (such as a reduction-in-force), I will not be penalized. I will then be placed in an alternate suitable internship site or within a reasonable time frame.
8. I understand that Internship is a part of my school schedule; therefore, attendance is critical. I should make all attempts to report to my internship for my scheduled periods/work schedule. However, if I will be absent for Internship, whether excused or unexcused, I will do the following:
 - a. Contact my supervisor/employer **IMMEDIATELY** to inform him/her of my absence
 - b. Contact the Internship coordinator to inform him/her of my absence
9. I will maintain an accurate and up-to-date record of the hours worked at my training station using the log provided by the coordinator. I understand that this log may be reviewed by the coordinator at any

time. Falsifying information on the time log in any way could result in receiving an “F” and being removed from the program.

10. I understand that I will be evaluated by my internship site supervisor each semester. While on the job/internship, I am expected to abide by company policy. A portion of my grade in this course will be based on the employer evaluations/student reflections of the evaluations.
11. I understand that I will be responsible for assignments including, but not limited to (1) End of course project detailing my experience in my internship(s), (2)Performance evaluations, (3)Time logs, (4)One-on-One meetings with coordinator
12. I understand that my behavior, appearance, and conduct at my internship site are a reflection of my school; therefore, I will endeavor to conduct myself in a polite and courteous manner and be a good representative of my school and the Internship program. I will comply with all state and federal legislation concerning employment, Internship program guidelines, and school district guidelines.
13. I will cooperate with my coordinator and keep him/her informed of anything that might have a bearing upon my job/internship. I recognize the coordinator as the primary authority for guidance and counseling of the Internship program.
14. I understand that failure to comply with the requirements of this contract may result in receiving an “F” for the semester, being dropped from the Internship program, and being assigned to another class for the remainder of the semester.
15. I understand participation in the internship program is not required and I am choosing to participate voluntarily and of my own free will. I also understand that my participation in the internship program, including, without limitation, at the internship site and internship-related sites, during travel to and from the internship site and internship-related sites, and the use of any facilities at the internship site or internship-related sites, shall be undertaken by me at my sole risk and that the Bryant School District will not be liable for any claims, demands, injuries, damages, actions, or causes of actions, either to me or to my property, arising from, or in any way connected with, the internship. As part of my voluntary participation in the internship program, I release, discharge (and covenant not to sue) the Bryant School District, its board of directors, administrators, employees or agents from all liability that may arise out of injury to me or my property. I understand that the laws of the State of Arkansas grant the Bryant School District statutory immunity from suits for damages. I also understand that if I perform an internship with a county, city, public charter school, special improvement district, or other political subdivision of the State of Arkansas, Arkansas laws grant statutory immunity from suits for damages from those entities as well.
16. Any exceptions to this contract will be handled on an individual basis as the need arises. Such exceptions will be documented in writing.

I, (STUDENT), AGREE TO UPHOLD THIS CONTRACT TO THE BEST OF MY ABILITY. I, (PARENT), GIVE MY SON/DAUGHTER PERMISSION TO PARTICIPATE IN THE INTERNSHIP PROGRAM AND WILL ENCOURAGE MATURE, RESPONSIBLE ACTIONS FROM HIM/HER WHILE ENROLLED.

Student Name (please print)

Student Signature (date)

Parent Name (please print)

Parent Signature (date)