

Cedar Vale High School

Internship & Work-Study Program Earn High School Elective Credit

Program Goal

Our goal is for all students to graduate **College and Career Ready**. The Internship & Work-Study Program gives students real-world experience, helps them learn workplace skills, and allows them to earn **high school elective credit** for paid jobs or unpaid internships.

Who Can Participate

1. Students in **good standing**
 2. Students **on track to graduate**
 3. Students able to handle a flexible schedule (arrive late/leave early, up to 3 periods)
 4. Must be enrolled in at least **4 other classes**
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Requirements

Before starting, students must get signatures from:

1. Parent/Guardian
 2. Student (acknowledgment form)
 3. Business/Agency Partner
 4. Guidance Counselor
 5. Principal (Mrs. Kelly)
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Credit & Hours

1. **30 hours per 9-week period = 0.5 credit per semester** (1 credit per year)
 2. Hours must be **verified every 2 weeks**
 3. **Paid jobs:** submit copies of paycheck stubs (can black out private info)
 4. **Unpaid internships:** use the school log sheet, signed daily by business supervisor
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End-of-Semester Presentation

At the end of each semester, students must present to a school committee about:

1. Their job/internship
 2. Skills learned
 3. Reflection on the experience
Parents and business supervisors are encouraged to attend.
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Parent & Student Agreement

1. Parents approve participation and agree to transportation and safety responsibility once the student leaves school property.
 2. Students must follow **all school rules**, keep accurate records, and complete all program requirements to receive credit.
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Business/Agency Partnership

Businesses are asked to:

1. Sign a participation agreement
2. Verify student hours each month

3. Complete a monthly evaluation
4. Support student learning of workplace skills

Questions? Contact:

Mr. Wachter, Counselor – wachtlerl@cvs285.org

Mrs. Kelly, Principal – 620-758-2791

Grading & Expectations

- **A = Exceeds Expectations**
- **B = Meets Expectations**
- **C = Needs Improvement**
- **U = Unacceptable**

Students are graded on:

- Attendance & punctuality
- Character & responsibility
- Appearance & hygiene
- Attitude & teamwork
- Productivity & safety
- Communication & cooperation
- Respect for others

Required Signatures

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Business/Agency Partner Signature: _____ Date: _____

Guidance Counselor Signature: _____ Date: _____

Principal (Mrs. Kelly) Signature: _____ Date: _____