



CLEAR CREEK
SCHOOL DISTRICT RE-1

Best Educators. Empowered Learners. Visionary District.

CCHS Internship Program Handbook- Student/Parent

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PROGRAM OVERVIEW

Clear Creek High School's Internship Program will provide opportunities for students to apply 21st-century skills in a career field and industry that a student would like to pursue after graduation. An internship and/or job shadow is a form of first-hand learning that integrates knowledge and theory learned in the classroom with relevant application and skill development that reflects the expectations in a changing world.

Research shows that students who participate in career-focused coursework combined with experiences in the workplace have increased graduation rates, motivation in academic study, course completion and job earnings following graduation.

Students can gain experience through an Internship in a career/industry area of their interest. These opportunities are provided to **Juniors and Seniors only!**

INTERNSHIP ELIGIBILITY REQUIREMENTS:

Students must apply to the Internship Program by:

- Be in the 11th or 12th grade
- Completing the Internship Application
- Receiving a recommendation from a teacher or counselor
- Completing the Career Interest Survey (through Naviance or Onet Online)

Students must take an Internship Preparation Course. A semester of Career Connections will fulfill this requirement, or an online asynchronous series of assignments within the internship google classroom will be given. This class offers self-assessment, career guidance, job skills and work ethics as part of its curriculum and will be scheduled at the beginning of the internship.

INTERNSHIP CREDITS:

Students can earn up to 0.50 credit per quarter (1 period) for an Internship. Interns work approximately a minimum of 6 hours per school week for a minimum of 6 weeks per quarter. Students must work at least 60 hours to meet the [CDIP Internship Requirements](#).

.05 credit = 60 hours

INTERNSHIP SCHEDULE PER QUARTER:

1-2 week(s) - Career Preparedness in School (Part of Internship Preparation Course)

6-7 weeks - On Site

1 week - Reflection/Presentation/Capstone

Total - 9 weeks (option for student to complete semester internship with adjusted schedule)

STUDENT EXPECTATION

Student must agree to commit to the following:

- To be placed as an intern or maintain employment at _____ (partner company).
- To attend required classes, workshops, seminars or other work readiness training before and/or during the internship/work experience.
- To attend all scheduled classes in accordance with school policies or risk losing internship or forfeit school credit for internship/work.
- To work according to the schedule agreed upon between the student and employer. .
- To provide own transportation to and from work site unless provided by the program. If the student drives, the student will ensure the vehicle is insured and follow CCHS policies surrounding student drivers.
- To act as an ambassador for Clear Creek High School, its students, faculty, and staff by conducting oneself in a positive, ethical and respectful manner and maintain good grooming, appropriate dress and professional behavior throughout internship/employment.
- To be familiar with and follow the work site's employment policies, procedures, dress code, privacy or confidentiality agreements and behavioral expectations.
- To notify work site and school contact person of absences and/or tardiness according to worksite policies and procedures and to inform school contact person of any changes in internship/work status (cutback of hours, change in work schedule, or dismissal).
- To maintain communication with the school contact person via Google Classroom, email, phone or face-to-face contact at school
- To meet the requirements in the course syllabus or program policies and to turn in documentation required for school credit to the Career Connections Coordinator. *This may include timesheets, pay stubs, performance evaluations, internship projects, etc.*
- To report any injuries that occur while performing internship duties and follow worker's compensation procedures. Report injury to school Internship Coordinator and school nurse and internship employer.

What Internship Supervisors Expect of Students:

- Fulfill the responsibilities and tasks assigned while learning about the workplace and gaining important job skills.
- Trust experience. Listen to constructive feedback and learn from successes & challenges.
- Be willing to learn, grow, and develop new skills as well as show good attendance and work habits.
- Be a steady employee who is dependable, timely and trustworthy.
- Have increasing levels of the knowledge, initiative, and motivation it takes to be considered a valued employee.
- Be interested in the operations of the business, understand what it takes to keep the business successful, and comply with the same personnel rules & regulations as other employees.
- Realize that employers do have a business to run. They cannot always afford to spend the time with you that they'd like. They cannot afford to keep someone who constantly needs to be monitored or whose work repeatedly needs double-checking.

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What Internship Supervisors Should Not Expect of Students:

- You know how to do everything right away. They know you're learning what it means to hold a job and will not do everything perfectly all the time.
- They will give you a chance to understand what you do wrong, so you can learn from your mistakes. It is okay to mess up, as that is how we learn. They will give you tasks where you have room to fail and learn from your mistakes.
- They will not give repetitive, boring assignments for prolonged periods of time in isolation or without understanding why the work is important.
- High-profile work that is crucial to the business right from the beginning. As time goes on, you may be ready for more difficult work and more challenging tasks.

Guideline for Your First Week on the Job:

Things you should know about my business if you plan to be successful here:

- Be able to define the main purpose of the departments.
- Ask what each person does. Read the employee handbook.
- Know the hours, dress code, policies & procedures, reporting structure, and ask how the equipment works.
- Ask what to do if you're going to be late or absent from work and how much advance notice is needed.
- Ask what you are expected to do. Ask what you are expected to learn.
- Ask how much you will work independently. Ask how you will be supervised. Find out if there are any specific expectations.
- Let me know who should be called if there is an emergency.
- Let me know how you can be reached when not at work.

Guidelines for Your First Month on the Job:

Orientation to the Company

- Read materials distributed to you
- Describe the history of the company
- Describe products produced or services rendered
- Show and explain the organizational chart
- Explain company policies & procedures
- Explain employee benefits & services

Orientation to the Department (student is working in)

- Explain the functions of the department
- Explain how the department fits into the company

- Explain general organization of the department
- Explain any specific rules of the department

Orientation to the Work Group

- Introduce yourself to all co-workers
- Explain specifically what they do
- Understand to whom you are responsible

Orientation to the Specific Job

- Overview of what you will do and how it's to be done
- Explain why the job is done
- Explain how the job fits in with the other jobs
- Explain how the job fits into the company
- Know where to get help if needed

Find out About. . .

- Working hours
- Overtime policy & procedure
- Salary policy & pay days
- What to do in case of absence
- Rules concerning punctuality
- Vacation & holiday policies
- Medical, injury, & first aid
- Eating Facilities
- Thrift & Savings Plans
- Social & athletic activities
- Educational policy
- Suggestion system
- Policy on personal mail, phone calls & visitors
- Appropriate dress & grooming

Basic Skills:

- Reading: locate, understand and interpret written information.
- Writing: communicate thoughts, ideas and information in writing.
- Mathematics: perform basic computations.

- Listening: receive, attend to, interpret and respond to verbal messages and other cues.
- Speaking: organize ideas and communicate orally.

Thinking Skills:

- **Creative Thinking and Problem Solving:**
 - Generate new ideas.
 - Make connections between information gathered and personal experiences to apply and/or test solutions
 - Recognize problems and develop and implement a plan of action.
- **Decision Making:** Specify goals, generate options, consider risks, and then evaluate and choose the best option.
- **Knowing How to Learn - Initiative/Self-Direction:**
 - Use efficient learning techniques to acquire and apply new knowledge and skills.
 - Pursue opportunities to engage and learn interests
- **Inquiry/Analysis:** Recognize and describe cause-and-effect relationships and patterns in everyday experiences
- **Media Literacy, Digital Literacy, and Data Literacy:** Organize and process symbols, pictures, graphs, objects and other information that you review in the workplace.

- Learn more about skills you will use at work by reading about [Colorado's Essential Skills](#).

Resources:

- Time: select relevant activities, rank them and follow schedules.
- Money: use or prepare budgets, make forecasts, keep records and make adjustments to meet objectives.
- Material and Facilities: acquire, store, allocate and use materials for HTI efficiently.
- Information: acquire, organize and interpret information.

CREDIT DECLARATION

_____ (student name) has been accepted into an internship agreement with _____ (Employer) and agrees to complete the internship according to the CCHS rules and regulations for the hours identified below for the identified quarters.

☐ 2024 _____ Quarter 1	☐ 2024 _____ Quarter 2	☐ 2025 _____ Quarter 3	☐ 2025 _____ Quarter 4
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Student Information:

(student name)

(school name)

Students may earn up to 0.5 credits per semester and no more than 2 credits through the Internship Program per year. Students must obtain permission from their school counselor or principal prior to earning credit for hours worked.

Specific requirements outlined in the course syllabus must be met in order for a student to earn the Internship credits. These may include academic assignments associated with the Internship, submission of time sheets and observation in the workplace by district staff.

Credit will be awarded at the end of the completed internship time period identified on this document.

The student and school agree to follow the district's credit guidelines as noted above. Partial credit may be awarded based on staff discretion and how many hours completed.

This student is expected to complete _____ (please fill in blank) hours this term.*

***Credit can be denied based on failure to honor/execute the Contract and negative reviews/evaluations determined by the Internship Coordinator, School Counselor or Principal.**

STUDENT RESPONSIBILITIES

1. Students participating in the internship program (once hired onto an internship), **must work a minimum of 6 hours per school week in order to earn their maximum credit hours per quarter.** 60 hours per quarter spent working at an internship is required to earn internship hours and 120 hours per semester is expected to earn one credit.
2. Students accept responsibility for all transportation to and from the internship location. If a student drives themselves, they must have a valid driver's license and at least the state minimum required insurance. *Students who do not have access to their own personal transportation should work with their school point of contact in advance of their internship start to develop a plan for transportation to their internship. Once transportation has been identified, lack of transportation is an unacceptable reason to be absent from work and students should communicate in advance any challenges with transportation. Special circumstances may apply.*
3. If you lose your placement (job) because of a situation that is beyond your control, you are expected to work with the Internship Coordinator to gain a new experience as soon as possible. *If you lose your placement due to poor or improper performance, such as showing up late to work or being absent from work without notification, you could be dropped from the Internship Program and risk losing credit. The employer should notify the Internship Coordinator in advance of terminating the student for poor performance to ensure a warning period has been given.*
4. Students may withdraw or transfer from an Internship placement after providing appropriate notification when it would enhance their educational opportunities. Students must consult the coordinator and parents for approval. After reviewing the issue, it will be a mutually agreed upon decision as to whether or not placement is changed.
5. If a student is removed from the job, or withdrawn for any reason, they may not apply for unemployment compensation according to the Colorado Unemployment Security Act.
6. Students will be evaluated by their supervisor once per quarter. The credit will be awarded by the Internship Coordinator. **It is the student's responsibility to deliver the evaluation form to the supervisor and return the completed evaluation form to the Internship Coordinator.**
7. Students must turn in accurate and complete records of hours accumulated on a **weekly** time sheet to the Internship Coordinator sometime during the designated day determined at the beginning of the quarter and outlined in the Course Syllabus. If students are absent from the worksite, it is their responsibility to inform their supervisor, Internship Coordinator and school attendance office immediately. This absence is also reflected on the weekly time sheet. Students are required to make up missed hours. This make up will be determined with the input of the individual employer, student and CCHS representative.
8. Earning a passing grade during weekly Internship check-in is required in order to earn credit. Students must attend all required classes in order to attend their work experience. (For example, if a student misses school due to illness, they must also forgo their work experience per policy.)
9. Students are under full supervision of their supervisor and are expected to perform up to their supervisor's standards while also maintaining academic achievement.

Students are at the very heart of the CCHS Internship Program. The purpose of the internship program is to assist students in becoming a productive member of the community while gaining valuable experience and skills vital to their future. Students are a representative of Clear Creek High School while in this school-to-career program. The manner in which they conduct themselves while serving the public, determines the praise or criticism the school

may receive as well as whether or not businesses continue to provide hands-on work experience for high school students. As a condition for acceptance into the Internship Program, students agree to carry out their training on the job in a manner that will reflect credit upon themselves, the school and the Internship Program.

Student

Student Name (Print)

Student Name (Signature)

Date

PARENT/GUARDIAN EXPECTATIONS

The parent or guardian agrees:

- To be responsible for the personal conduct of their student while participating in the Internship Program.
- To encourage their student to communicate directly with the worksite supervisor and Internship Coordinator when late or absent from work.
- To provide the support needed for the student to fully engage in the internship program.
- To assist their student with transportation, as needed.
 - The School District generally does not provide transportation to and from work due to lack of vehicles/staff availability. In certain situations, arrangements might be made on a case-by-case basis.
- To support their student in reporting any injuries that occur while performing work related duties and following worker's compensation procedures. Report injury to employer, the Internship Coordinator and School Nurse immediately.

Work-based learning experiences are educational in nature and are designed to help the students experience career interests, build competencies in career interest areas, and develop or enhance employable skills.

1. The parents/guardians should work with the school district point of contact to see that the student is equipped for his/her training experience with items such as proper professional dress and transportation to the internship. *Once transportation has been identified, lack of transportation is an unacceptable reason to be absent from work and students should communicate in advance any challenges with transportation that may arise unexpectedly. Special circumstances may apply.*
2. The parents/guardians should realize that while students are on the job, they must put priority towards his/her work. (Examples are not being absent due to family outings and responsibilities, etc.)
3. The parents/guardians should discourage absences of the student from either classes and/or the Internship placement. **Students who are earning credit for working MUST have attended classes each day that they work or risk losing the right to participate in the school-to-career program.**
4. Earning a passing grade at the weekly Internship Check-in is required in order for the student to earn any credit for working. Students are allowed only three (3) excused absences from the weekly Internship check-in per quarter. Missing a check-in will be counted as absent in the attendance office. Timesheets must be turned in even if the student and/or employer are unable to meet that week.
5. Parents are encouraged to become involved in the Internship Program. We realize that you are an important resource and we want to establish a good working relationship with you.
6. The parents should feel free to contact the Internship Coordinator and request a conference to discuss the student's progress or any problems that might arise.

Parent/Guardian

Parent/Guardian Name (Print)

Parent/Guardian Name (Signature)

Date

WORKSITE SUPERVISOR

The experience a student gains through an Internship should provide them with a learning situation, both in school and in the community that will enhance their classroom learning.

The Worksite agrees to the following:

1. To permit _____ (student name) from Clear Creek High School to enter the workplace as an intern/employee under the supervision of _____ (worksite supervisor's name) for the purpose of gaining knowledge and experience in the area of _____ (career area/industry).
2. Supervisor agrees to obtain parent/guardian permission before administering a polygraph, drug test, physical or other screening prior to internship placement or employment.
3. The worksite agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, national origin or marital status. A lack of English speaking skills is not a barrier to admission or participation.
4. The employer/supervisor will instruct the student on: in-office procedures, appropriate dress, office culture/etiquette, and safety policies and procedures. Clear Creek School District reserve the right to prohibit an internship/employee activities considered to be high risk or hazardous in accordance with Clear Creek School District worker's compensation policy.
5. Ensure the student is given the opportunity to gain well-rounded experience in a safe environment and progress in his/her position as proficiency allows.
6. **To contact school staff if concerns arise regarding a student's work performance.**
7. To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.
8. To verify the intern/employee timesheet/work hours and complete the required weekly, and/or final Performance Evaluations each term, providing feedback on student's work quality and ability to meet workplace expectations.
9. To restrict internship hours to 7 AM- 10 PM. Variances need to be approved by CCSD and must follow the labor laws in Colorado.
 - On school days, after school hours, no minor under the age of 16 is permitted to work in excess of 6 hours unless the next day is not a school day.
 - Except for babysitters, no minor under the age of 16 is permitted employment between the hours of 10:00 p.m. and 5:00 a.m. unless the next day is not a school day.
 - Minors may not work more than 40 hours per week or 8 hours in any 24-hour period unless there is a business emergency.
 - See more details on Colorado Youth Employment Law in this [Fact Sheet](#).

10. The supervisor is considered a partner in the program of training. Please assist the school by providing planned occupational experiences and on-the-job instruction.
11. The student should have opportunities to gain various experiences leading to their occupational goals. Your student will ask for your assistance in establishing a training plan of job tasks and goals in order to show progress.
12. The Internship Coordinator will communicate with the work-site supervisor to discuss the student's performance, verify work hours, and help in any way possible.
13. The student will be evaluated by the supervisor each grading period and will confer with the Internship Coordinator regarding the student's training and progress. It is the student's responsibility to deliver the evaluation form to the supervisor and return the completed evaluation form to the Internship Coordinator.
Please notify the Internship Coordinator if student difficulties arise at the workplace, including attendance problems.
14. Last minute emergencies will happen, but supervisors should try to give the student as much notice as possible about changes in the schedule. Many students plan their personal business around their work schedules and are not always available for last minute changes.
15. We encourage the involvement of the supervisor in the training of their student. Suggestions from the supervisor for improving the experience is vital and very appreciated. Please work closely with the student to provide challenging work assignments, compliment the student for a job well done and provide constructive criticism for errors and lack of judgment.

We appreciate the time and partnership of the business community!

Business Partner

Supervisor Name (Print)

Supervisor Signature

Date

INTERNSHIP COORDINATOR

The Internship Coordinator agrees to the following:

- Develop a training plan outlining the specific skills the student will learn on-the-job in collaboration with the worksite supervisor/employer.
 - Provide case management support and act as a liaison between the student, parent/guardian, school and work site supervisor.
 - Ensure that work site conditions meet the requirements of the law and will not endanger the health, safety, or welfare of the student. Staff reserves the right to withdraw a student from the internship/work site when serious concerns arise related to student safety and/or well-being.
 - Visit the worksite to evaluate student progress and assist the worksite supervisor, as needed, to help the student meet worksite expectations and perform at their full potential.
 - Provide consultative support to the worksite supervisor to ensure a successful and meaningful internship experience for the student and supervisor.
 - Communicate school credit earned to counseling/admin based on hours worked as documented on timesheet per course syllabus or program policy.
1. The coordinator will work closely with the student and the worksite supervisor to ensure a good training experience and will meet with any student who might be having problems that would affect the student's success in the Internship Program. The coordinator is expected to give suggestions to the student in regard to personal appearance and conduct.
 2. The coordinator is expected to visit each Internship site and hold conferences with the worksite supervisors. . The coordinator is to hold a private conference with the students to inform them about their job progress. There will be a minimum of one contact per grading period.
 3. The coordinator will assist teachers, students, counselors and parents in understanding the Internship Program and its requirements and advantages. The coordinator prioritizes developing networks and increasing community partnerships.

LEGAL EXPECTATIONS

Wages and Workers Compensation:

1. When a student is paid by an outside employer, the participant is covered by the employer's worker's compensation insurance. The student is otherwise covered by the school's worker's compensation policy when engaged in internship related activities. Students covered by the school's worker's compensation policy must report an injury to his/her supervisor and school contact person as soon as possible, but no later than 4 business days or may not be eligible for worker's compensation coverage.

Termination:

1. Grounds for termination during the internship may include but are not limited to:
 - a. Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
 - i. Poor work performance
 - ii. Unprofessional or inappropriate behavior
 - iii. Failure to meet program expectations
 - b. In the event that the student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at Clear Creek High School, the student may face additional disciplinary action as deemed reasonable by the Internship Coordinator and/or School Administration.
 - c. Termination may result in a failing grade and/or reduction in the number of credits issued.

Resignation:

1. Due to the nature of an internship arrangement, a student may not withdraw from an internship without prior authorization from staff except in severe and justifiable circumstances.
2. If the Student resigns from the internship program before all program requirements are complete, the number of credits issued will be determined by the policy stated in the course syllabus or program handbook. If the student resigns after half of the required hours are completed, the student may be eligible to earn 0.25 credits, in lieu of the full 0.5 credits.

Confidentiality:

1. The student acknowledges that in the course of the internship experience he/she may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.
2. The student understands he/she is required to maintain confidentiality of direct or indirect information at all times, both during and after the internship experience. The student understands that he/she may not share, discuss, or reveal any confidential information with anyone.
3. Failing to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.
4. The student agrees to abide by the confidentiality policy as stated above.

CREDIT DECLARATION

☐ 2024_____ Quarter 1	☐ 2024_____ Quarter 2	☐ 2025_____ Quarter 3	☐ 2025_____ Quarter 4
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Student Information:

(student name)

(school name)

Students may earn up to 0.5 credits per semester and no more than 2 credits through the Internship Program per year. Students must obtain permission from their school counselor or principal prior to earning credit for hours worked.

Specific requirements outlined in the course syllabus must be met in order for a student to earn the Internship credits. These may include academic assignments associated with the Internship, submission of time sheets and observation in the workplace by district staff.

The student and school agree to follow the district's credit guidelines as noted above. Partial credit may be awarded based on staff discretion and how many hours completed.

This student is expected to complete _____ (please fill in blank) hours this term.*

***Credit can be denied based on failure to honor/execute the Contract and negative reviews/evaluations determined by the Internship Coordinator, School Counselor or Principal.**

CODE OF ETHICS

The Code of Ethics is an agreement between you and the school as to the rules and regulations that have been established in order for you to earn credit through the Internship Program. Should you violate any one of the rules listed below, you could lose credit or be dropped from the program. All violations will be reviewed, and it will then be determined by the school whether the violations are reason for dismissal from the program. Please carefully read each item, and if you do not understand something, be sure and ask the Internship Coordinator before you sign below.

1. The Internship Program is a part of the school curriculum. I will not accept a training position unless I intend to keep it for the remainder of my Internship enrollment.
2. I will report at the scheduled time and will remain until I am scheduled to finish. If I am unavoidably detained or unable to report to work, I will notify my employer immediately and the Internship Coordinator on my weekly time sheet. **I understand that I must attend school if I attend work.**
3. I realize that to be dishonest or to fail on my job reflects on me, on my school and on the Internship Program. I will be honest with money, merchandise, time and effort. I also realize that any substance abuse will result in my being dropped from the Internship Program and losing Internship credits.
4. I will not receive visitors at my placement and will not make or receive unnecessary personal telephone calls. My recreation will be scheduled in advance so that it will not interfere with my placement.
5. I will strive to do the best job I am capable of doing and I will not do "just enough to get by." I will conduct myself in a polite way and be as neat in appearance as possible. I will perform only tasks that are related to my work while I am on the job.
6. I will consult with the Internship Coordinator before resigning if I believe that my studies, family, physical health or moral well-being are jeopardized because of my placement. If I quit or change my placement without consulting the Internship Coordinator, or if I am fired, I know that I can be dropped from the Internship Program. This can result in the loss of Internship credits. I know that I cannot apply for Unemployment if I am fired or withdraw from the position.
7. I will attend the required Internship seminars, complete all assignments, and attend the annual Employer-Employee Celebration (if we are able to host this event). I will also conference with the coordinator following each employer evaluation/visitation.
8. I understand Internship grades and credit will be awarded only at the end of a completed grading period. If I drop from the Internship course before the end of a grading period, I will receive zero credit for the grading period.

PERMISSION + RELEASE FORM

FOR PRINT + ELECTRONIC MEDIA

Print and Electronic Media

Because of the community's interest in public education, print and electronic media sometimes request to visit schools for stories about programs and current events. Permission for close-up photographs and interviews of students under the age of 18 years old can be granted to the media only with parent approval.

Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by the print and/or electronic media:

- ☐ Yes, I give my permission for the media to interview and/or photograph my child.
- ☐ No, I do not want my child interviewed or photographed by the media.

District Media

In the interest of promoting the successful programs of Clear Creek School District and improving the outside communications, the district uses photographs and video footage of students in our schools.

This agreement constitutes permission to use photographs and video footage of the student named on the Internship Contract* in presentations about our schools, programs and people that may be distributed by Clear Creek School District. All photographs and video footage shall remain the sole property of Clear Creek School District. I understand that no compensation will be made to me for this use. Clear Creek School District assumes no liability of any nature in connection with such filming and/or interviewing.

- ☐ Yes, I give my permission for Clear Creek School District to use photographs/video footage of my child for information and possible distribution about its schools or programs.
- ☐ No, I do not want photographs/video footage of my child used by Clear Creek School District for information and possible distribution about its schools or programs.

*** By signing the Internship Contract you are in agreement with the above mentioned media release and are stating that you as the parent/guardian are giving consent for your student to be photographed/filmed for promoting Clear Creek School District.**

I have read and understand the expectations outlined in the CCHS Internship Handbook and agree to abide by the expectations.

Student

Student Name (Print)

Student Name (Signature)

Date

Parent/Guardian

Parent/Guardian Name (Print)

Parent/Guardian Name (Signature)

Date

Business Partner

Supervisor Name (Print)

Supervisor Signature

Date