



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526
Educational Services
(925) 552-5500 • FAX (925) 743-3902

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT INTERNSHIP AGREEMENT

This MEMORANDUM OF AGREEMENT is for the purpose of outlining the arrangement between the San Ramon Valley Unified School District and the Internship Site on the conditions of the opportunities available to the student-intern while at the Internship Site. The goal is to foster a mutual understanding, shared responsibility and a commitment to working together to facilitate hands-on experiences in a career field of interest identified by the student. San Ramon Valley Unified School District prohibits discrimination in matters affecting access to programs on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, gender identity, or disability.

THE STUDENT AND PARENT/GUARDIAN AGREES TO:

1. Adhere to all of the expectations as outlined in the High School Student Handbook and at the internship site.
2. Provide own transportation to and from the internship site.
3. Assume all responsibility, accountability, and liability for any and all acts arising out of the student's participation in the internship program, including but not limited to the operation of a motor vehicle to and from the internship site.
4. Understand that the student intern will receive no wages for time at the internship site.
5. Understand that the student intern may not be protected by the Workmen's Compensation laws of the State of California for any injury or illness incurred as a result of his/her onsite training. The School does not provide liability insurance coverage for Internship Program students. If liability insurance coverage is required by the participating business/organization, it is the responsibility of the student to provide documentation of coverage.
6. Abide by the assigned internship site weekly schedule (days/hours) except by mutual agreement of all parties.
7. Realize that students in the Internship Program follow the school calendar, and as such, attendance at the internship site is not required on non-school days.
8. Understand that reporting to the internship site on days absent from school or during a suspension is not allowed. This will require the students to modify Internship hours accordingly on alternate schedule days and notify the mentor of such.
9. Arrive on time daily for both school and internship and if late or absent for reasons beyond student's control, call the appropriate person.
10. Attend any necessary training sessions, all seminars, and complete all assignments in a timely manner.
11. Complete a Learning Plan at the beginning of the school year and maintain a weekly journal, to be reviewed by Internship Site Coordinator at each quarterly progress report.
12. Average 12 hours of interning per 10 days of school for the duration of the school year (school breaks not included). Time logs must be maintained and turned in to Internship Site Coordinator at each quarterly progress report.
13. Understand that any breach of confidentiality may result in immediate dismissal.
14. Grant consent to be photographed for educational and promotional purposes; video, brochures, articles.
15. Understand that being terminated from the internship site due to an illegal act, absenteeism, lack of cooperation etc., may result in being dismissed from the Internship Program with the status of Failure (F) on the student's transcript.
16. Understand that parents/guardians should communicate question/concerns directly to the school internship coordinator, not the internship site mentor.

17. Abide by all implied and stated terms included in this agreement.

THE INTERNSHIP SITE AGREES TO:

1. Assign an individual employee as the student's mentor.
2. Understand the internship is to benefit the student in career exploration and the student intern is not entitled to wages for the time spent in training and should not displace regular employees.
3. Provide the student with meaningful work assignments which, within the confines of employer needs and time-tables, will enhance and complement the student's academic program.
4. Provide the student with an orientation to the work setting, including confidentiality, and emergency & safety procedures, upon initiation of each new internship experience, as appropriate.
5. Provide safe and healthful working conditions for the student and hold San Ramon Valley Unified School District harmless for any injury, illness or damages resulting directly or indirectly from the student's intern activities.
6. Provide students to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
7. Notify the Site Internship Coordinator if aware that there is a sex offender employed at the internship site.
8. Evaluate the student's work performance at the end of each semester.
9. Communicate questions and concerns directly to the School Internship Coordinator.
10. Abide by all implied and stated terms included in this agreement.

THE SCHOOL SITE AGREES TO:

1. Provide a School Internship Coordinator to work with businesses, organizations, schools, and the community.
2. Provide Internship Site with appropriate personal and academic information on qualified student applicants, upon written authorization by the parent/guardian.
3. Coordinate efforts of program participants including students, parents, teachers and internship site mentors.
4. Maintain documentation; internship site placements, mentors, student hours, student evaluations, and correspondence with students, parents, and internship site mentors for a minimum period of three years.
5. Abide by all implied and stated terms included in this agreement.

By signing below, I acknowledge that I have fully read and understand the Internship Agreement. I understand that if I have any questions or concerns about this agreement, it is my responsibility to discuss this with the Internship Site Coordinator.

Student Name (PLEASE PRINT)

Student Signature

Date

Parent/Guardian Signature

Date

Internship Mentor Signature

Date

Internship Site Coordinator Signature

Date

San Ramon Valley Unified School District Internship Course and Grading Policy

1. This is a yearlong non-college prep elective course. Students may earn 5 credits each semester (Pass/Fail) if they have successfully completed the required course objectives.
2. This course must count as one of the student's scheduled classes (this may be either the 6th or 7th course).
3. Students are responsible for securing their own internship and completing the required paperwork in order to be accepted into the Internship program.
 - a. Internship Agreement
 - b. Course and Grading Policy
 - c. Contact Information sheet
 - d. Learning Plan
 - e. State of CA CDE B1-6 form (Volunteer Form)
 - f. SRVUSD School Field Trip Form
 - g. SRVUSD Personal Automobile Use Permission Form
4. Students are required to meet the minimum of **TWELVE internship hours every 10 school days / 2 weeks** in order to earn full credit for the course. Students will be required to maintain a weekly time log and have it signed by their Internship Mentor/Supervisor. Time logs will be turned into the Internship Site Coordinator every quarter progress report (every four weeks).
5. Students must maintain a weekly journal that will be checked at each quarter progress report by the Internship Site Coordinator. This journal should address progress on learning plan/goals.
6. Students may not change their internship mid-year. A change will only be permitted with prior approval from the Internship Site Coordinator.
7. A student may drop from the internship program anytime during the first 3 weeks of a semester without grade penalty, if approved by parent/guardian. Based on space availability, student may add an open class during this time or secure a Teacher's Aide position.
8. After the 3rd week of the semester, a student who drops will receive a No Mark or F (as determined by Internship Site Coordinator) on the student transcript.

INTERNSHIP APPLICATION PACKETS MUST BE TURNED IN TO COUNSELING WITH COURSE SELECTION SHEETS.

Your signature below indicates you have reviewed and agree to the course and grading policy for the Internship program.

Student Name (PLEASE PRINT)

Student Signature

Date

Parent/Guardian Name (PLEASE PRINT)

Parent/Guardian Signature

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Internship Contact Information

STUDENT-INTERN CONTACT INFORMATION:

Student-Intern:	School:
Cell:	E-mail:
Street Address:	City, Zip:

INTERNSHIP COORDINATOR CONTACT INFORMATION:

Coordinator:	School:
Phone:	E-mail:
School Address::	City, Zip:

INTERNSHIP SITE CONTACT INFORMATION:

Organization/Business Name:	
Address:	City, Zip:
Mentor:	Title:
E-mail:	Phone:
Cell:	Website:

Intern Name: _____
School Site: _____ Grade: _____
Cell Phone: _____ Parent Phone: _____
Email: _____

Supervisor/Mentor Name: _____
Company/Organization: _____
Phone: _____
Email: _____

Internship Learning Goals:

Academic learning

The student applies and tests knowledge learned in the classroom to the workplace.

Career development

The student advances knowledge of the qualifications and duties of a position and can explore their interest in a field.

Skill development

The individual gains an understanding of the skills and knowledge required for success in the workplace.

Personal development

The student develops decision-making and critical thinking skills, increased confidence and self-esteem.

Think of what you want to accomplish in the internship and how it relates to the above categories. Stray away from vague or overly broad statements and focus on areas you wish to grow.

Intern Personal Learning Goals:

Instructions: Identify goals as it relates to the four components above—identify resources and timeline after goals are discussed.

Goals	Resources	Timeline
1. Academic Learning:		
2. Career Development:		
3. Skill Development:		
4. Personal Development:		

REQUEST FOR VOLUNTEER/UNPAID TRAINEE AUTHORIZATION FOR MINOR

CDE Form B1-6 (Rev. 04-12)

(Print Information)

Minor's Information			
Minor's Name <i>(First and Last)</i>		Home Phone	Birth Date
Home Address		City	Zip Code

Local Education Agency Information			
LEA Name		LEA Phone	
LEA Address		City	Zip Code
List educational program for this placement:			

To be filled in by employer or agency of placement.			
Business or Agency of Placement Name		Business Phone	
Business Address		City	Zip Code
Minor's services during volunteer/unpaid training:			
Employer's Name <i>(Print First and Last)</i>	Employer's Signature	Date	

To be signed by parent or legal guardian.

As the parent or guardian, I hereby grant permission to the above minor to volunteer or be placed for unpaid training.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Parent/Guardian's Name <i>(Print First and Last)</i>	Parent/Guardian's Signature	Date
--	-----------------------------	------

Certification

In compliance with California Education Code 51769, subject to certain exceptions, during the educational unpaid training placement, the LEA is responsible for providing worker's compensation insurance covering that minor.

I hereby certify that, to the best of my knowledge, the information herein is correct and true.

Authorizing Personnel's Name and Title <i>(Print)</i>	Authorizing Personnel's Signature	Date
---	-----------------------------------	------



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

STUDENT CODE OF CONDUCT FOR SCHOOL TRIPS AGREEMENT

Grade 6-12

School-sponsored trips are planned with an educational objective. The success of these trips depends upon the conduct of all students who participate.

Participation in a school trip is a privilege. It should be noted that attendance is voluntary, not mandatory, and, as such, the student agrees to abide by the rules and regulations or forfeit his/her personal rights to participate in the trip. In order that everyone receives maximum benefit from their participation on this trip, the "Student Code of Conduct" must be adhered to at all times. There are standards for behavior that students are expected to uphold at all times. These include:

1. Respecting public and private property.
2. Obeying all policies of the San Ramon Valley Unified School District, school and organization in effect for the duration of the trip.
3. Conducting oneself in a courteous and respectful manner at all times.
4. Remaining in the presence of adult supervision at all times, unless explicit consent has been given by an adult supervisor.
5. Following directions and instructions of chaperones without fail.
6. Refraining from bringing, consuming, or being in the presence of drugs, alcohol or tobacco. Understanding that choosing to bring, consume, or be in the presence of others who are consuming will lead to suspension and/or expulsion, as well as immediate termination of the trip privilege. Consequences will be applied regardless of whether the student has brought or consumed alcohol, tobacco or drugs, or has associate with, or is in the presence of others who are consuming drugs, alcohol or tobacco.
7. Acquiring a physician's written orders to carry and take any prescription medication.
8. Adhering to the trip dress code.
9. Abiding by the curfew established.
10. Spending each night in the assigned room.
 - a. No student may leave his/her room for any reason after lights are out without a chaperone's permission and presence. The only exception to this rule is when all hotel guests are to respond immediately to a fire alarm or other emergency situation.
 - b. No student shall be in another student's room when the other student is of the opposite gender, unless a chaperone is present.
11. Consenting to a luggage check by appropriate school staff prior to leaving for the field trip and upon return.
12. Allowing to a search of the room and personal belongings at any time deemed necessary by the appropriate school staff based on reasonable suspicion.



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

STUDENT CODE OF CONDUCT FOR SCHOOL TRIPS

I agree that if or any reason I am in violation of the rules of the school trip, I may be brought before the appropriate school personnel for disciplinary action. I further agree to accept the penalty imposed on me, with the understanding that all such actions will be explained to me. I further realize that the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense or being arrested by law enforcement officers.

Rule violations will be dealt with in the following manner:

- 1. The staff supervisors will take immediate action for any rule violation.
2. The staff supervisors will notify the principal of the violation and the action taken and make a recommendation for disciplinary action.
3. Violators will have the opportunity to state their version of what happened.
4. The principal or other SRVUSD administrator will make the formal decision as to the penalty imposed based on all evidence presented.
5. The penalties may include the following
a. Reprimand
b. Probationary period
c. Disqualification from future activities
d. Being sent home at own expense
e. Suspension and/or recommendation for expulsion from school

I understand the behavior expectations and the consequences of violating the Student Code of Conduct. I have read this code and agree to comply with all of the rules and regulations as outlined by the staff supervisor.

Student Signature _____ Date _____

I understand and support the behavior expectations and the consequences if my child Violates the Student Code of Conduct. My child has read this form and will comply with all of the rules and regulations as outlined by the staff supervisor.

Parent/Guardian signature _____ Date _____

The above Student Code of Conduct has been explained to the school trip participant. I Have notified the participants as to the rules and regulations of this school trip. I will serve as the appropriate staff supervisor during the school trip by signing below.

Staff Supervisor signature _____ Date _____

Staff Supervisor signature _____ Date _____



San Ramon Valley Unified School District

PERSONAL AUTOMOBILE USE PERMISSION FORM

Form with fields for Driver #1 and Driver #2 information, including Name, Birth Date, Phone#, License #, Expiration date, Year/Make of Auto, Vehicle License #, Insurance Carrier/Agent, Phone #, B.I. & P.D. Limits, Policy #, Exp. Date, Vehicle Capacity, Driving Restrictions, Student's Name, and Teacher's Name.

I certify the above information is correct and that the required insurance coverage is in-force. I understand that I must have liability insurance coverage meeting the District's minimum requirement and agree to advise the District, in writing, of any changes in the above information.

District Insurance REQUIREMENT

MINIMUM Insurance Limits of \$100,000/\$300,000 Bodily Injury and \$25,000 Property

I understand that seat belts and/or car seats are required by law to be worn/used by all passengers. I further understand that safety considerations and California State Law require that no child ride in the front passenger seat of my vehicle. I also understand that children MUST be secured in an appropriate passenger restraint system (safety seat or booster seat) until they reach six (6) years of age or weigh sixty (60) pounds.

I represent that I am not a registered sex offender as defined by Megan's Law, California Penal Code Sec. 290

* Your signature confirms that you have the minimum insurance required and that you understand and will comply to the above.

* Please submit a copy of your Driver's License and Proof of Insurance Card with form.

Driver #1 Signature

Date

Driver #2 Signature

Date

Administrative Approval

Date

NOTE:

If you drive your personal automobile while on school business and you are involved in an accident, by law your own insurance policy is used first. The District liability policy would be used only after your liability policy limits have been exceeded. The District does not cover, nor is it liable for, comprehensive and collision coverage to your vehicle.

BU:BU: 10100 (2part NCR) Revised: 12/11/07

DISTRIBUTION: White-School; Yellow-Driver

