

Calvert County Public Schools

Career Exploration Guide and Forms for Parents and Students



**330 Dorsey Road
Prince Frederick, MD 20678**



Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

1. Director of Student Services
2. Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at:
<https://ocracas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zack Sewell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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May 2020

Dear Calvert County Public School Students and Families:

The Career Exploration Internship Program in our school system provides our students with an opportunity to have a nontraditional learning experience outside of the classroom under the guidance of a mentor. Denzel Washington said, "Show me a successful individual, and I'll show you someone who had real positive influences in his or her life. I don't care what you do for a living – if you do it well, I'm sure there was someone cheering you on or showing the way. A mentor."

As students approach the end of their journey with us, we hope they will take advantage of the opportunities our Career Exploration Internship Program has to offer. Students will be given the opportunity to meet a professional in their chosen field and to cultivate a network and relationship with a person who could become an important figure in their future pursuits. Working together with our community professionals enables us to expose our students to the world of work. Of course, CCPS will follow the coronavirus pandemic guidelines for social distancing that the Governor of Maryland and the Maryland State Department of Education have enacted to ensure our students stay safe. Internships could look a little different with some taking place on-line similar to a telework environment, while others that require face-to-face interaction may need to be modified as appropriate.

Research suggests that internships improve employment prospects and that interns learn more on the job than in the classroom. Internships allow participants to learn from the inside out. Just as important as discovering students' passions is discerning those professions that are not a fit.

The work-based learning staff hopes this internship is a meaningful and positive experience for your child while maintaining their health and safety.

Sincerely,

A handwritten signature in blue ink that reads "Daniel D. Curry". The signature is fluid and cursive, with the first name "Daniel" and last name "Curry" clearly visible.

Daniel D. Curry, Ed.D.
Superintendent of Schools

Career Exploration Program Overview

The Career Exploration Student Internship Program is available during the summer through the spring of a student's senior year. The program allows students to gain real-world experience in a chosen career field while earning one elective credit. In the spring of each year, rising seniors receive information on the program and can apply to be part of the program. Once qualified seniors from each high school are accepted into the program, they have the opportunity to enrich their curricular opportunities beyond the school site. They will accomplish this through exploratory internships in specific environments where students can utilize their individual talents and abilities in a career they want to explore.

Internships are an important element of the career development process. An internship is not the same as a short-term job; internships have structured learning goals, provide supervision and offer an experiential learning component that can strengthen resumes. It can also be paid or unpaid. Internships can expand knowledge of one's self and provide an individual with insight to a career that interests him or her. The participant will also gain marketable skills related to a field of interest and help in making important contacts. It is a time to discover what a student likes or doesn't like, about a job while determining the best fit for career preferences and interests before starting college or a career.

The goals of the Career Exploration Program are to give students the opportunity to:

- Explore a possible career
- Develop skills
- Gain valuable career-related experiences
- Build potential relationships with professionals in a chosen career path

Student placements are found through various means. CCPS has a list of pre-approved businesses that readily participate every year. We also do cold-calling, a door-to-door approach and accept referrals and suggestions from students and parents. We continually look to build our internship resources and are always on the hunt for new businesses to contact. Businesses and placements are vetted prior to a student being referred for a placement.

Upon completion of the program students earn one elective credit. The course is pass/fail and the grade will show under the marking period in which the student completed the program. If the student does not complete all the requirements of the program they will receive a Fail. If a student chooses to withdraw from the program, paperwork must be submitted "prior to 7 days after the date of the first report card issue date".

Career Exploration Internship Program Requirements

The Career Exploration Internship Program is available to rising seniors during the summer through the spring of their senior year. The program allows them to gain real-world work experience in a career field of their choosing. Students will earn one elective credit upon completion of the program.

To be considered eligible for an internship placement, students should:

- Complete the application process (cccweb@calvertnet.k12.md.us/programs)
- Be a rising senior
- Have an attendance rate of 94% during their Junior year
- Have GPA of 2.5 or better
- Submit two teacher completed recommendation forms
- Have reliable transportation to placement site
- Turn in a signed Internship Agreement (signed by student/parent/placement host/school coordinator)
- Submit a current resume

In order to earn one elective credit, the following are requirements of the program:

- A minimum of 50 hours participating in the internship
- Completed activity/hours log
- One placement site picture of you doing your work
- Attend one monthly meeting with the program coordinator
- Completed final project or paper
- Thank you note to placement host
- Placement evaluation
- Parental evaluation



Calvert County Public Schools (CCPS) Career Exploration Program Student/Parent/Business Agreement for Professional Career Internships

CCPS Career Exploration Program is designed for students to participate in internships and shadowing experiences. Professional career internships are designed to give students professional experience to enhance the student's academics in preparation for college or a career.

The term for the Agreement shall be one school year commencing on _____ and concluding before _____.

This agreement may be modified only in writing and executed by all parties. This agreement shall be governed by the laws of the State of Maryland.

The parties agree to the following terms:

THE STUDENT AND PARENT/GUARDIAN WILL:

1. Adhere to the school system's policies.
2. Attend an orientation meeting with the Career Exploration Coordinator.
3. Actively participate in the internship.
4. Provide own transportation to and from the placement site.
5. Assume full responsibility for conduct and safety while in transit to and from school, home and work and while engaged in placement participation.
6. Successfully complete the program requirements to receive credit for the program.
 - a. Participation of 50 placement hours.
 - b. Complete the activity and hours log.
 - c. Participate in monthly meetings with the Career Exploration Coordinator.
 - d. Complete a brief essay describing the placement experience or complete a relevant project.
 - e. Submit an on-site photograph.
 - f. Send a thank you email or letter to the placement staff.
7. Comply with the placement attendance schedule.
8. Discuss placement problems with Career Exploration Coordinator.
9. Understand that loss of an internship placement due to the negligence of the student will result in dismissal from the program without receiving credit.
10. Continuous communication and cooperation with the Career Exploration Coordinator.
11. Remain in the program until all requirements are met to earn the credit hour.
12. Grant consent for photographs to be used for educational and promotional purposes.
13. Notify the attendance office one day prior to internship based absences.

14. Notify teachers prior to absences due to internship and understand that you are responsible for any missed assignments/tests/quizzes.
15. Notify placement if you are sick or unable to work as scheduled. (No show could result in immediate removal from the Career Exploration Program.)

THE SCHOOL SYSTEM WILL:

1. Provide a Work-Based Learning Coordinator to work with businesses, schools, and the community.
2. Make qualified students aware of available internship opportunities.
3. Screen and match qualified students for referral to internship experience opportunities.
4. Facilitate the interview process.
5. Monitor, on a monthly basis, the progress of the student.
6. Maintain records documenting internship site placements, placement hosts, student hours, student evaluations and correspondence with students, parents and business partners.
7. Coordinate the combined efforts of the program's participants.
8. Award credit to participating students who have met the academic requirements of their academic program.
9. Inform students and placements of any actions which affect student-placement relations.

THE BUSINESS/PLACEMENT WILL:

1. Participate with the student's internship coordinator in respect to student's work experience and activities with scheduling.
2. Assign an individual employee as the student's point of contact/supervisor.
3. Provide the student with meaningful work assignments, which within the confines of employer needs and timetables, will enhance and complement the student's academic program.
4. Provide the student with an orientation to the work setting upon initiation of each new internship work experience as appropriate.
5. Present students, with 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, environment, and community issues impacting the business.
6. Evaluate the student's work performance. Discuss the evaluation with the student and complete the internship evaluation forms.
7. Provide safe and healthful work conditions for the student and hold CCPS harmless for any injury.
8. Notify the Career Exploration Coordinator of any personnel issues which may affect the student's continued placement.
9. Comply with Maryland law and CCPS policies and procedures regarding sexual abuse, sexual misconduct, sex offenders, and nondiscrimination as indicated below:

EMPLOYMENT OF SEX OFFENDERS

Maryland Law requires certain sex offenders to register with the State and with the local law enforcement agency in the county in which they reside work, and/or attend school. If a registered sex offender, as

determined by the definition contained in the Criminal Procedures Article of the Annotated Code of Maryland, is employed by the Business, then the Business is prohibited from assigning that employee to work CCPS student interns.

CRIMINAL BACKGROUND

Section 6-113 of the Education Article of the Maryland Code requires that a Business working with CCPS may not knowingly assign an employee to work with direct, unsupervised, and uncontrolled access to CCPS students if the employee has been convicted of or pled guilty or nolo contendere to a crime involving a sexual offense, child sexual abuse, and crimes of violence.

NONDISCRIMINATION STATEMENT

Businesses working with CCPS must not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

I hereby certify that I have read, understand, and received a copy of the CCPS Career Exploration Program Student/Parent/Business Agreement for Professional Career Internships.

Student Name (printed)	Student Signature	Date
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Parent/Guardian Name (printed)	Parent/Guardian Signature	Date
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Business Name

Placement Supervisor (printed)	Placement Signature	Date
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CCPS Coordinator Name (printed)	CCPS Coordinator Signature	Date
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STUDENT EMERGENCY CONTACT FORM

Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Parents/guardian Emergency Information:

Name: _____ Home/Work Phone: _____

Relationship: _____ Cell Phone: _____

Name: _____ Home/Work Phone: _____

Relationship: _____ Cell Phone: _____

Insurance Carrier: _____

Insurance Policy #: _____

Allergies: _____

Person(s) to contact if parent/guardian is unavailable:

Name: _____ Phone: _____

Name: _____ Phone: _____

CERTIFICATION OF AUTHORIZATION

I do hereby certify that I am the natural parent or legal guardian of the minor child listed above and do hereby authorize emergency medical treatment for accidental injury while participating in the CCPS Career Exploration – Student Internship Program.

Signature of Parent/Guardian

Date

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: _____ and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that _____ and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Signature of student: _____

Signature of parent/guardian: _____

CALVERT COUNTY PUBLIC SCHOOLS

ADDENDUM ADDRESSING THE COVID-19 PANDEMIC

Student, Parent/guardian, and Employer acknowledge that this addendum addresses COVID-19 related protocol requirements in the workplace today.

Student and Parent/guardian acknowledge reviewing and understanding The Centers for Disease Control and Prevention (CDC) basic guidelines for safe practices in the workforce including:

- Conducting a daily health check
- Wearing cloth face coverings, if appropriate
- Hand washing, along with cleaning and disinfecting surfaces
- Adhering to social distancing recommendations
- Other recommendations which an Employer may require

More information regarding COVID-19 and steps to reduce workers' risk of exposure and contamination is available at [cdc.gov](https://www.cdc.gov) and the Student and family members are encouraged to review it for additional information.

Under the Occupational Safety and Health Act of 1970 (OSHA), employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. *

As Employers take steps to reduce workers' risk of exposure and contamination, Employer acknowledges following OSHA and CDC ongoing updated strategies and recommendations responding to COVID-19, and will review these practices with Student.

All signatures must be affixed to this agreement before the student is allowed to participate in the program.

Employer Mentor's Signature	Date	Parent's Signature	Date
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WBL Coordinator's Signature	Date	Student's Signature	Date
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Information regarding OSHA/HHS Guidance can be found at <https://www.osha.gov/Publications/OSHA3990.pdf>

Information regarding CDC Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020, can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#more-changes>

*For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.



MEDIA RELEASE FORM

CCPS requires consent to photograph, record, and include all individuals participating in the CCPS Career Exploration – Student Internship Program. No images or recordings will be taken or released without written consent. If you consent, please complete, sign, and return this form.

Student Name (printed)	Student Signature	Date
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Parent/Guardian Name (printed)	Parent/Guardian Signature	Date
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Business Name

Placement Supervisor (printed)	Placement Signature	Date
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Travel Outside of Calvert County

I give permission for my son/daughter to travel to the following areas outside of Calvert County for this internship (check all that apply):

- ☐ Anne Arundel County
- ☐ Charles County
- ☐ P.G. County
- ☐ St. Mary's County
- ☐ Washington DC

I understand that transportation is the responsibility of my son/daughter and hereby grant permission for him/her to pursue participation in the Calvert County Career Exploration Program.

Signature of Parent/Guardian: _____

Date: _____

Early Dismissal for Career Exploration Program

_____ has my permission to leave school early when necessary and appropriate to complete scheduled hours in the Career Exploration Program. I understand that he/she will sign out from school as per normal procedure for an early dismissal and give at least 48 hours prior notification to the Program Coordinator. Abuse of this constitutes immediate dismissal from the program.

Signature of Parent/Guardian: _____

Date: _____