

High School Apprenticeship Program Application Parent/Guardian Consent Form

Office of Curriculum and Instructional Programs
Career and Postsecondary Partnerships
MONTGOMERY COUNTY PUBLIC SCHOOLS
850 Hungerford Drive, Rockville, Maryland 20850

SECTION I: STUDENT INFORMATION

Student's Name (Last, First, Middle) _____ MCPS Student ID _____ Grade _____

Student Cell Phone _____ - _____ - _____ (see Section III, *Optional Consent*, before providing this information)

Student Personal Email Address (see Section III, *Optional Consent*, before providing this information) _____

Student MCPS Email Address _____

School _____ Student's School Counselor _____

1. Parent/Guardian Name (Last, First, MI) _____

Parent/Guardian Phone Number _____ - _____ - _____ Parent/Guardian Email Address _____

2. Parent/Guardian Name (Last, First, MI) _____

Parent/Guardian Phone Number _____ - _____ - _____ Parent/Guardian Email Address _____

STUDENT INTEREST AND EXPERIENCE

Career Field in which student is most interested _____

Name of organization from list of vacancies on the MCPS Apprenticeship website that is of most interest to the student _____

Student Experience: Describe any paid jobs, volunteer experience, or community service in which the student has participated:

Name of supervisor(s) at experiences noted above:

Supervisor # 1 _____ Phone Number _____ - _____ - _____

Supervisor # 2 (optional) _____ Phone Number _____ - _____ - _____

INTERNSHIP COORDINATOR

High School Internship Coordinator Name _____

Email address _____

SECTION II: PARENT/GUARDIAN/ELIGIBLE STUDENT CONSENT

The High School Apprenticeship Program at Montgomery County Public Schools (MCPS) offers a unique opportunity for students to pursue a career path, to gain first-hand work experience, and to determine a career interest before graduation. Apprentices work in a mentored, paid position. The apprentice chooses the career cluster of their interest and works with the School Internship Coordinator in applying for the position.

- 1. IT IS AGREED AND UNDERSTOOD** that apprenticeship organizations are solely responsible for selecting students for each apprenticeship.
- 2. IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program will comply with all Board of Education policies, MCPS Regulations, and the *Student's Guide to Rights and Responsibilities* in MCPS while participating in the Apprenticeship Program and all program-related activities. Failure to comply with the above may result in loss of placement and dismissal from the Apprenticeship Program.

SECTION II: PARENT/GUARDIAN/ELIGIBLE STUDENT CONSENT (CONTINUED)

3. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program will obtain and complete a student work permit, if they are under the age of 18.
4. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program must complete a minimum of 450 hours of work-based training and one year of related classroom training.
5. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program must complete the required number of apprenticeship hours each week based on whatever is agreed upon with the MCPS School Internship Coordinator, and that student hours may extend beyond the traditional school day.
6. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program will arrange for their own transportation to the worksite and related instruction and assume all transportation costs, including fuel and parking costs.
What is the student's transportation plan? _____
What is the student's back-up plan? _____
7. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program must sign out if they are leaving the school building to attend their apprenticeship.
8. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program must complete all assignments given to the student by the School Internship Coordinator by the due date.
9. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program must comply with all apprenticeship organization policies and procedures and safety guidelines and professional expectations. The student must notify the apprenticeship organization and the School Internship Coordinator of any absences or late arrival including requests for time off according to the apprenticeship organization.
10. **IT IS AGREED AND UNDERSTOOD** that the student participating in the MCPS Apprenticeship Program must notify the School Internship Coordinator of any concerns or complaints with the apprenticeship organization placement and/or working conditions.
11. **IT IS AGREED AND UNDERSTOOD** that students must complete a career related course as determined by the apprenticeship organization and an on-line module on Professional Competency and Financial Literacy.
12. **IT IS AGREED AND UNDERSTOOD** that the apprenticeship organization will pay the student for all work performed during the program at no less than minimum wage.
13. **IT IS AGREED AND UNDERSTOOD** that students participating in the MCPS Apprenticeship Program will maintain passing grades in all remaining school subjects and complete all assignments required by the student's MCPS teachers.
14. **IT IS AGREED AND UNDERSTOOD** that a parent/guardian conference is required in order for the student to terminate employment with the apprenticeship organization.
15. **IT IS AGREED AND UNDERSTOOD** that the student participating in the MCPS Apprenticeship Program will participate in progress/performance reviews scheduled with the apprenticeship organization and the School Internship Coordinator.

SECTION III: OPTIONAL CONSENT

IF YOU ARE IN AGREEMENT WITH ANY OF THE FOLLOWING STATEMENTS, PLEASE INDICATE BY CHECKING THE BOX:

- The Apprenticeship Program student named on Page 1 of this form may be videotaped, photographed, and/or recorded at some point during the Apprenticeship. These images and/or recordings may be used for a variety of purposes, including promotion of the Apprenticeship Program and that the images may be used without further notification. It is agreed and understood that the student will not be compensated for these uses and that MCPS owns all rights to the images, videos, and recordings, and to any derivative works created from them.
- The Apprenticeship Program student named on Page 1 of this form is allowed to be a passenger in a personal or work vehicle driven by an apprenticeship organization to/from work related events (with advance notification), and it is agreed and understood that I will hold MCPS harmless for any liability or damage that may occur. MCPS Form 560-31, *Parent/Guardian Approval for Trips, MCPS Transportation is NOT Provided*, must be completed and provided to the School Internship Coordinator.
- MCPS Apprenticeship Program staff or the apprenticeship organization may call, text, or email the Apprenticeship Program student named on Page 1 using the phone number(s) and email address provided by the student on the Apprenticeship Program application.

SECTION IV: SIGNATURES

I understand that my electronic submission of this form, and my electronic signature, are intended to be, constitute, and are equivalent to my personal signature.

AGREED AND UNDERSTOOD:

Name of Parent/Guardian/Eligible Student: _____

Signature of Parent/Guardian/Eligible Student: _____ Phone Number: _____ - _____ - _____

Email: _____ Date: ____/____/____