

Shasta Union High School District Community Classroom Off-Campus Packet Contents and Instructions

Information for Instructors and Career Technicians

During the course of the year it may become necessary for students to go into the community to perform various class-related activities. Before this can happen, SUHSD must have the permission of the student's parent/guardian.

The Community Classroom Off-Campus documents **MUST** be completely filled out with **ALL** signatures **BEFORE** any student may leave the campus. Please pay special attention to when forms are to be distributed and when forms are due. **ALL forms have instructions** for where **ORIGINAL DOCUMENTS** will be turned in and who needs **COPIES**.

Documentation of forms due at the beginning of the year will be documented by the CTE CAREER TECHNICIAN at each SUHSD site. Please provide your career tech with any SPREAD SHEET or AGREED UPON ALTERNATIVE you use to keep track of forms and paperwork. Please provide COPIES of the completed PARENT APPROVAL FORM and the INTERNSHIP STUDENT AND SITE FORM to the CTE Internship Coordinator BEFORE internships begin. If your program/industry partner requires more forms for an internship, please add them to this check list and provide a copy to your Site Career Technician and the CTE Internship Coordinator.

Allowing a student to leave the classroom/campus for class activities prior to completing/providing all required documentation exposes SUHSD to civil liabilities and is a violation of Ed. Code and District policy.

Required Documents:

Required Student Forms	When Distributed	Due (where to turn in)
Parent Approval for CTE Programs	Beginning of year	Before Internship (see form instructions)
CTE Training Agreement	Beginning of year	Before Internship (see form instructions)
Internship Participation Agreement	Beginning of year	Before Internship (see form instructions)
Emergency & Injury Notification Procedures	Beginning of year	Before Internship (see form instructions)
CDE Request for Volunteer/Unpaid Trainee Authorization for Minor	Beginning of year	Before Internship (see form instructions)
Release and Waiver of Liability	Beginning of year	Before Internship (see form instructions)
Publicity and Photo Release	Beginning of year	Before Internship (see form instructions)
Transportation to Off-Campus Classes or Activities Forms Check the applicable box below (1, 2, or 3)		
1. Minor (under 18) Form	Beginning of year	Before Internship (see form instructions)
2. over 18 Form	Beginning of year	Before Internship (see form instructions)
Copy of private Auto Insurance	Beginning of year	Before Internship (see form instructions)
Copy of vehicle Registration		
Copy of student's CA Driver's License If student drives, all of these copies must be included with these forms.		
Walking to off Campus Activity (only select if walking off campus)	Beginning of year	Before Internship (see form instructions)
Required Forms for Instructor/Student		DUE
CTE Training Plan	Beginning of year	Filled out before placement. Turned in after final evaluation (see from instructions).
Internship Student and Sites	NA	Before Internship (see form instructions)
Time Card	Each week or enough at start of internship to cover entire internship.	End of each week – FRIDAY (see form instructions)
Evaluation Report	To site supervisor at start of internship.	Every 3 weeks. Final Evaluation at end of internship.



Shasta Union High School District Parent Approval for CTE Programs

STUDI	ENT PRINTED NAME (First and Last):	
CTE C	ourse:	
1. 2. 3. 4.	parent/guardian for the above student, I give my consent for my student to participation for CTE activities. I understand my student will receive school credit for these activities. I understand that SUHSD does not provide transportation for these activities. I agree to not hold the CTE Training Site, Shasta Union High School District, o sustained to my student due to causes beyond the control of the CTE Training SI understand the following documentation is required before my student will be agree to complete, sign and have my student return these documents to the CTE red Documents:	r the CTE Instructor liable for any injuries lite or CTE Instructor. allowed to participate in these activities and I
	Required Student Forms	Due (where to turn in)
	Parent Approval for CTE Programs	Before Internship (see form instructions)
	CTE Training Agreement	Before Internship (see form instructions)
	Internship Participation Agreement	Before Internship (see form instructions)
	Emergency & Injury Notification Procedures	Before Internship (see form instructions)
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	Transportation to Off-Campus Classes or Activities Forms Check the applicable box below (1,2, or 3)	
	1. Minor (under 18) Form	Before Internship (see form instructions)
	2. over 18 Form	Before Internship (see form instructions)
	Copy of private Auto Insurance Copy of vehicle Registration Copy of student's CA Driver's License If student drives, all of these copies must be included with these forms.	Before Internship (see form instructions)
	3. Walking to off Campus Activity (only select if walking off campus)	Before Internship (see form instructions)
	Guardian Printed Name (First and Last):	DATE

The Shasta Union High School District is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. (Title VI, Title IX, and Section 504 Vocational Rehabilitation)

(Original - CTE Instructor; Copy - CTE Career Technician, Internship Coordinator, Student)



Shasta Union High School District CTE Training Agreement

Student Name (printed)	Date of Birth:	Age:
CTE Course Site (School):	Phone #:	
Training Site:	Phone #:	
Address of Training Site:		
Training Supervisor:	Position:	
Date of Training Period From:	To:	
Average number of Hours of Training: Per Day:	Per Week:	
Career Objective:		
SUHSD employees and agents plus the students enroll 3. As the legally designated employer of CTE students, S injury during instruction at the training site.	I the student's training advancements. insurance in the amount of one million dollars for bodily ed. SUHSD will maintain worker's compensation coverage to	
4. This agreement may be terminated by mutual consent of RESPONSIBILITIES OF CTE INSTRUCTOR:		
	ve the student-learner, to consult with the employer and to	raining supervisor, and to render any needed
consult with the Supervisor at a minimum of every thre due. CTE Instructor will provide on-going student assi	or. CTE Instructor or CTE Internship Coordinator will visit the weeks during the semester. CTE Instructor will inform stance, needed intervention and/or coaching and grant grant.	the Supervisor when evaluation forms are
competencies. 4. The CTE Instructor will have the authority to transfer of	or withdraw the student at any time.	
RESPONSIBILITIES OF THE TRAINING SITE: 1. To provide a variety of experiences for the student-lear	rner that will contribute to his/her career objective	
 To provide training for the student-learner for at least t To adhere to all Federal and State regulations regarding 	the minimum listed number of hours each <i>day</i> and each wg training, child labor laws, and other applicable regulation	
 To assist in the evaluation of the student-learner. To provide time for consultation with community class learner may be having. 	sroom teacher concerning the student-learner and to discu	iss with a teacher any difficulties the student-
To provide occupational guidance for the student-learn RESPONSIBILITIES OF THE STUDENT:	ner.	
 To be regular in attendance, both in school and on the To perform training site responsibilities and classroom 	responsibilities in an efficient manner.	duese and a willingness to learn
 To show honesty, punctuality, courtesy, a cooperative To conform to the rules and regulations of the training To furnish the community classroom teacher with nece 		ness, and a winnigness to learn.
 To consult the community classroom teacher about any To participate in those co-curricular school activities the RESPONSIBILITIES OF THE PARENT/GUARDIAN: 		
 To encourage the student-learner to carry out effective To share the responsibility for the conduct of the stude 		m the school, the training station, and his/her
(Student Signature)	(Parent Signature)	

Neither the SUHSD nor the training site shall discriminate against any student or employee based on race, color, national origin, sex, marital status, parental status, or disability in employment practices or on-the job training.

(CTE Instructor Signature)

(DATE)

(Training Supervisor Signature)

(Original - CTE Instructor; Copy – CTE Career Technician, Student)



Shasta Union High School District INTERN PARTICIPATION AGREEMENT

The objective of the Shasta Union High School District Career Technical Education Program is to contribute to your vocational training by providing opportunities for you to participate in an actual job setting related to your career choice. Because students will be actively involved in the business community and actually training in a business environment, participants must comply with the standards and policies set by the participating employers:

Participation Requirements

- Good grooming is essential in the classroom and at a worksite.
- Absences must be cleared by your school attendance coordinator. Excessive absences will result in dismissal from this training program.

Training Station Standards

Parent/Guardian Signature

- Follow company dress code policy.
- As a member of a school organization, you are not allowed to smoke.
- Tardies and absences are not consistent with a professional attitude.
- You must train for the full time assigned, even if you arrive late.
- Schedule appointments and school activities outside of internship and class time.
- Call the training stations as well as the classroom prior to being absent.
- Return to the classroom as scheduled for related instruction. Missing more than three related classes may result in failing the class and losing your non-paid or paid internship.
- Notify your instructor if you are offered a paid position so arrangements can be made (e.g., work permit).

Positive public relations are required of all interns. Clear communications and understanding will help the year run smoothly. Enjoy, learn, and have a good year!

Emergency Information	
Who to contact in case of emergency	Name Relationship Phone ()
site supervisor authority to call:	cal attention and I cannot be reached, I give SUHSD and the attending Phone (Phone ([] Yes [] No
Please list any special medical instruction (e.g., allergie information).	es, vision, seizures, limited physical activity, or other pertinent
following qualifications: • Is at least 16 years of age, except a studen • Is a full time student as defined in Title 5 • Has parent or guardian approval, if under	California Code of Regulations section 10103(b); 18 years of age; least once per week, the related classroom portion of the program.
Student Signature	Date

Date



Shasta Union High School District Emergency & Injury Notification Procedures

Student	Phone#	ID#
CTE Class	Assigned Work Days	Hours
Training Site	Supervisor	
Site Address	P	hone #
	Reporting Student Injuries	
	aining site supervisor MUST IMMEDIATE at tudent. Contact individuals/agencies in order of	LY notify the following individuals/agencies of of listing.
1 st = CTE Instructor 2 nd = Student's parent or guardian		
	SUHSD Emergency Contacts	
SUHSD Address: 2200 Eureka Way, Sui	te B, Redding, California 96001 Phone #	: (530)241 – 3261
SUHSD Instructor	Phone #	
SUHSD CTE Internship Coordinator:	Bret Barnes Phone # (5	530)241–4161 Ext. 15812
	Emergency Medical Information	
In case (student's name)administered by a qualified individual.	becomes	ill or is injured, medical treatment may be
Signature of Parent/Guardian		Date
	Student Emergency Information	
Name of Parent/Guardian	Ho	me Phone#
Work Phone#	Cell Phone	e#
Alternate Contact Person	Rela	ation to Student
Phone#		
Family Doctor	Phone	<u> </u>

Shasta Union High School District carries liability insurance and worker's compensation insurance on all its CTE Community Classroom students.

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(Original - CTE Instructor; Copy - EMPLOYER, CTE Career Technician, Student)

STATE OF CALIFORNIA DEPARTMENT OF EDUCATION

REQUEST FOR VOLUNTEER/UNPAID TRAINEE AUTHORIZATION FOR MINOR

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

(Print Information)

Minor's Information		
Minor's Name (First and Last)	Home Phone	Birth Date
Home Address	City	Zip Code
Local Education Agency Information		
SHASTA UNION HIGH SCHOOL DISTRICT LEA Name	(530)241-3261 LEA Phone	_
2200 EUREKA WAY	REDDING	96001
LEA Address	City	Zip Code
List educational program for this placement:	CTE COMMUNITY CLASSROOM AC	TIVITY
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 (Print First and Last)	Employer's Signature	Date
To be signed by parent or legal guardian.		
As the parent or guardian, I hereby grant permission to the I hereby certify that, to the best of my knowledge, the info	• •	unpaid training.
Parent/Guardian's Name (Print First and Last)	Parent/Guardian's Signature	Date
	Certification	
In compliance with California Education Code 51769, sur placement, the LEA is responsible for providing worker's		
I hereby certify that, to the best of my knowledge, the info	ormation herein is correct and true.	



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RELEASE AND WAIVER OF LIABILITY FOR STUDENTS/EXTERNS

riease Keaa Carejuny: Ims is a tegat aocument.
This Release and Waiver of Liability (the "Release') executed on today's date (day, month, year)
By
(Student Name - PLEASE PRINT)
I am an ADULT
I am a MINOR CHILD (Student/Extern) and my parent having legal custody and/or my legal guardian's name ("Guardian") is
And by
(Guardian Name - PLEASE PRINT)

In favor of Shasta Union High School District (SUHSD), a California school district, and any satellites, directors, officers, employees, and agents(collectively, "SUHSD").

The Student/Extern (and Guardian) desire(s) that the Student/Extern work for a designated externship site and engage in the activities relating to the general nature of work ("Activities"). The Student/Extern (and Guardian) understand(s) that the Activities may include but are not limited to the following: working one-on-one with patients, going in and out of patient care areas including exam rooms, assisting in different departments of the healthcare organization as needed.

The Student/Extern and the Guardian, do hereby freely, voluntarily and without duress execute this Release under the following terms:

- 1. Release and Waiver. The Student/Extern (and Guardian) do(es) hereby release and forever discharge and hold harmless SUHSD and their successors and assigns from any and all liability, claims and demands of whatever kind or nature, either In law or in equity, which arise or may hereafter arise from the Student/Extern's Activities with their externship placement.
 - The Student/Extern (and Guardian) understand(s) that this Release discharges SUHSD from any liability or claim that the Student/Extern. And in the event the Student/Extern is a minor child that the Student/Extern and Guardian may have against SUHSD and externship partners with respect to any bodily Injury, personal injury, illness, death or property damage that may result from the Student/Extern's Activities with their externship, whether caused by the negligence of clinic/hospital or its officers, directors, employees, or agents or otherwise. The Student/Extern (and Guardian) also understand(s) that SUHSD does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury, illness, death or property damage.
- 2. Medical Treatment. The Student/Extern (and Guardian) do(es) hereby release and forever discharge SUHSD from any claim whatsoever that arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Student/Extern's Activities with SUHSD or externship locations or with the decision by any representative or agent of SUHSD to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.
- 3. Assumption of the Risk. The Student/Extern (and Guardian) understand(s) that the Activities may include work that may be hazardous to the Student/Extern, Including, but not limited to, exposure to airborne and droplet diseases, exposure to blood borne pathogens, exposure to the Novel Coronavirus (Covid-19), and exposure to a myriad of other communicable health issues, which could be dangerous to the Student/Extern, especially if they do not wear protective equipment, are exposed for extended periods of time, or have a pre-existing immune system deficiency.
 - The Student/Extern (and Guardian) hereby expressly and specifically assume(s) the risk of injury or harm in the Activities and release(s) SUHSD and clinical partners from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.
- 4. Insurance. The Student/Extern (and Guardian) understand(s) that, except as otherwise agreed to by SUHSD in writing, SUHSD is under no obligation to provide, carry or maintain health, medical, travel, disability, or other insurance coverage for any Volunteer or Minor.
 - Each Student/Extern is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage.
- 5. Photographic Release. The Student/Extern (and Guardian) do(es) hereby consent that the Student/Extern's photograph may be taken or his or her image recorded digitally or by video camera while engaged in work for SUHSD and do(es) hereby grant

and convey unto SUHSD all right, title and interest in any and all photographic images and video and/or audio recordings made by SUHSD during the Student/Extern's activities with clinical partners, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. The Student/Extern (and Guardian) do(es) further grant and convey unto SUHSD all right to identify the Student/Extern by the Student/Externs name in or around any and all such photographic images and video and/or audio recordings made by SUHSD during the Student/Extern's activities with SUHSD externship program.

6. Other. The Student/Extern (and Guardian) expressly agree(s) that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. The Student/Extern (and Guardian) further agree(s) that in the event that any clause or provision of this Release shall be held to be invalid by any court or competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

IN WITNESS WHEREOF, the Student/Extern, or, in the event that the Student/Extern is a minor child, then the Student/Extern and

Guardian, have executed this Rel	ease as of the day and ye	ear first above w	ritten.	
Student/Extern's Signature:		Date of Birth		
Guardians Signature:				
Guardians Printed Name:				
VOLUNTEER OR MINOR &	GROUP INFORMAT	ION:		
I am a new Student/Exte	rn			
I am a returning Student	/Extern			
School affiliation: Shasta Union l	High School District			
CONTACT INFORMATION:				
Mailing Address:			Home Phone:	
City:	State:	Zip:	Cell Phone:	
Email Address:				
Emergency Contact:			Relationship to You:	
Contact Phone Number:			Alternative Phone #:	
Student Insurance Information	:			
Company Name:				
Insured Name:				

* Please attach a copy of insurance card front and back (Student can make a copy in class if necessary)*

(**Original** - CTE Instructor; **Copy** – CTE Career Technician, Student)



Shasta Union High School District Publicity and Photo Release Form

The Shasta Union High School District is making a concentrated effort to promote the positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio, and television stations and also developing our own publications. These publications include information, likenesses, and images, which may appear on the district web site as well as in other publications.

As we go about this project there will be opportunities for various students to be interviewed and/or photographed and identified by name and classroom or school. However, we understand that some parents may request that we do not identify their child(ren). Please fill out the form below to inform us of your wishes regarding publicity. Please note, however, that your child's image or likeness may appear in occasional candid photos without any type of name identification and the use of these candid photos of your child is permissible. This photo release form does not apply to photographs taken during extra-curricular activities. Students who attend extra-curricular activities forfeit their rights to retain authority over the publication of photos taken.

(Please print. Use a separate form for each child)

Studen	t Name	
School		Grade
Parent	Guardian Name	
	I give permission for my child to be interviewed, ide for use in district publications, including, but not lin other technological publications, videos, newspaper I give permission for SUHSD to use the likeness or identify my child by name.	nited to, publication via web site or s, radio, or television.
Parent	Guardian Signature	
Date_		

Please return this form to the school as soon as possible.

If we do not receive this form back, we will assume that you do not wish for your child to be interviewed or photographed. This form will be kept on file at your child's school. If a situation arises that may change your child's status regarding publicity, please notify Shasta Union High School District in writing as soon as possible. New photo release forms will not be required each school year.

(**Original** - CTE Instructor; **Copy** – CTE Career Technician, Student)



Shasta Union High School District TRANSPORTATION TO OFF-CAMPUS CLASSES OR ACTIVITIES

(To be used with minors)

SHS 🗆 EHS 🗆	☐ FHS ☐	PHS 🗖	NSIHS 🗆	Other:	
This is to certify that my son/daughter l	nas my permission to '	<u> Transport S</u>	elf Only.		
Student Name			Student I.D		
Class					
Class/Activity Location					
Period(s) of Class	(Class Telepl	none #		
Other					
YOUR SON/DAUGHTER'S SCHOOL A	DMINISTRATORS M	AY REVOKE	THIS PRIVILEGE	AT ANY TIME.	
Assumptio	n of Risk and In	demnifica	ıtion		
assume full responsibility for the safety and that I knowingly and voluntarily assume all and expressly acknowledge my intention by officers, agents and employees from any liabout of or are in any way connected to studen indemnify and hold harmless the District, it damage or expense of any nature whatsoeve class/activity location. This includes death a I HAVE READ THE ABOVE LANGUAGIVEN UP SUBSTANTIAL RIGHTS BY WITHOUT ANY INDUCEMENT.	risks of bodily injury to rexecuting this instrumer oility for personal injury, it's transportation to and is officers, agents and enr, which may be incurred whether the student is at GE, AND FULLY UND	my son/daughtent to exempt and bodily injury, which from above clamployees from end by reason of the fault or another territory.	er,d release Shasta Unio vrongful death, or pross/activity location. very claim or demand ne transportation to a er driver.	on High School District, its operty damage that may arise I also agree to hereby defend, I made, and every liability, loss, and from the above	
Driver's License #	Pare	nt/Guardian Si	gnature		
Vehicle Make	Stud	lent Signature_			
Vehicle License #	Care	Career Tech. Signature			
	Prin	cipal Signature ₋			
	Date	e Approved _			
Vehicles Registered Owner					
Address					
Phone #					
Insurance Carrier					
Insurance Policy #					
Insurance Expiration Date					



Shasta Union High School District (To be used with students 18 years old and older) TRANSPORTATION TO OFF-CAMPUS CLASSES OR ACTIVITIES

SHS 🗖	EHS 🗖	FHS 🗖	PHS 🗖	NSIHS 📮	Other:
This is to certify that	I have permissi	on to <u>Transpo</u>	rt Self Only.		
Student Name				Student :	I.D
Class					
Class/Activity Loc	cation				
Period(s) of Class			Class '	Telephone #	
Other					
YOUR SCHOOL ADM	MINISTRATOR	S MAY REVOK	E THIS PRIVIL	EGE AT ANY TIM	Е.
	Assumpt	tion of Risk	and Indem	nification	
exempt and release Sha injury, wrongful death, class/activity location. every claim or demand my transportation to an I HAVE READ THE	sta Union High S or property dama I also agree to he made, and every d from the above ABOVE LANGU NTIAL RIGHTS	School District, its age that may arise creby defend, indeliability, loss, dand class/activity locurage. JAGE, AND FUI	officers, agents and out of or are in an emnify and hold hange or expense of action. This include LLY UNDERSTA	nd employees from a ny way connected to armless the District, any nature whatsoe les death whether I a AND ITS TERMS, I	tion by executing this instrument to any liability for personal injury, bodily my transportation to and from above it's officers, agents and employees from ver, which may be incurred by reason of am at fault or another driver. UNDERSTAND THAT I HAVE TERELY AND VOLUNTARILY
Driver's License #			Parent/Gua	rdian Signature	
Vehicle Make			Student Sign	nature	
Vehicle License #			Career Tech. Signature		
			Principal Sig	gnature	
			Date Appr	oved	
Insurance Poncy # Insurance Expiration D					



Shasta Union High School District Walking to Off Campus Classes or Activities

S	HS □	EHS \square	FHS \square	PHS	NSIHS \square	Other:	
This is to c	ertify tha	at my son/dau	ighter has my	y permiss	ion to WALK to	the following activ	vity:
Student Na	me				Stuc	lent I.D	
Class:							
Class/ Acti	vity Locat	tion.					
Period(s) or	f Class		Class	Telephone	e #		
Other							
YOUR S	ON/DAU	GHTER'S SO	CHOOL AD	MINISTR ANY TI		REVOKE THIS P	RIVILEGE AT
Students n	nust follo	w all school r	ules while en	gaged in	this activity and	traveling to and fi	om the activity
Parent/Gua	rdian Sigr	nature				DATE:	
Student Sig	gnature					DATE:	
Career Tec	h. Signatu	ıre				DATE:	
Principal S	ignature. ₋					DATE:	

(Original copy - Career Technician:Copy - Class Instructor, Main Office, Student)