

**PEMBERTON TOWNSHIP HIGH SCHOOL**  
**OPTION TWO: SCHOOL TO WORK/INTERNSHIP GUIDELINES**

**Criteria for acceptance of Pemberton Township High School Credit for Work/Internship opportunities under Option 2 (Grades 11 through 12):**

This is not designed to replace or work in conjunction with our cooperative education programs. The cooperative education programs (CBE/CWE/CME) have a required classroom component and provide supervision and on-site visits. Under CBE/CWE/CME students receive 15 credits: 5 credits for the required class and 10 credits for the work experience component.

**High School credit will be awarded for programs under the following conditions:**

1. Programs will only be approved for students in grade 11 or 12.
2. It is the responsibility of the student and parent/guardian to find a work/ internship placement, which suits the interest and career goals of the student.
3. The application must be submitted to the school counselor. The counselor and the principal's designee will approve or reject the application. Any change in the work/internship must be approved.
4. A student will earn 2.5 credits for every 180 hours completed using the attached log. No partial credit will be given. Pass or fail grade will be issued. Grade will not affect GPA or class rank.
5. Hours will begin to be counted from the time of application approval and must be completed within the school year.
6. The attached weekly log must be filled in by the student and signed by the site supervisor. The log is to be signed by the Assistant Principal responsible for the School To Work program in September and at the end of 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> marking periods. The entire log will be turned in by June 1 of the year the program is completed to the Assistant Principal responsible for the School to Work program.
7. At the discretion of the school, administration and/or site supervisor the student may be ineligible to receive credit under this program (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
8. If the student has early release or late arrival due to the work/internship (and the work/internship is not on school grounds), the student cannot be on school property during such times.
9. Working papers, if needed, may be obtained through the school office.
10. The safety, cost and transportation, to and from, any Option Two program and any and all costs for programs, fees, books, supplies, support, tutoring, etc. are the responsibility of the student's parent/guardian. By completing the Option Two request the parent/guardian(s) agree to indemnify and hold harmless Pemberton Township High School, its agents or employees from any and all claims of any type, action, complaint, judgment, costs or personal injury, arising out of, or related to, the student's participation in the Option Two program.

PEMBERTON TOWNSHIP HIGH SCHOOL  
OPTION TWO: SCHOOL TO WORK/INTERNSHIP GRADUATION CREDIT  
AGREEMENT, WAIVER AND RELEASE

I hereby acknowledge that \_\_\_\_\_ (Student), has my permission to participate in the community service project as described in the Application for Community Service/Internship/Work Program. I hereby agree that \_\_\_\_\_ (Student) may participate in this off-campus program. I hereby agree and understand that (Student/Guardians) are responsible for transportation to and from the site. I hereby further acknowledge, agree and understand that the Pemberton Township Board of Education has no obligation to perform background checks on any external participants. I further understand that participation in this activity is voluntary, and that there are risks involved in participating in this activity, and that Pemberton Township Board of Education is not responsible for the safety of those students participating in the activity. The safety, cost, and transportation, to and from, any Option 2 program and any and all costs for programs, fees, books, supplies, support, tutoring, etc. are the responsibility of the student's parent/guardian.

By completing the Option 2 request the parent/guardian(s) agree to indemnify and hold harmless Pemberton Township Board of Education, its agents or employees from any and all claims of any type, action, complaint, judgment, costs or personal injury, arising out of, or related to, the student's participation in the Option 2 program. I hereby agree to release Pemberton Township Board of Education, its employees and/or agents and anyone claiming through it, free and harmless from any and all lawsuits, demands or claims for any losses, damages, or injuries to person or property, including attorney's fees and costs, relating to or as a result of the student's participation in, or travel to and from the community service/internship/work activities. I further agree to indemnify and defend Pemberton Township Board of Education for any lawsuits, demands, or claims by third parties arising out of such activity.

Name of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

PEMBERTON TOWNSHIP HIGH SCHOOL  
OPTION TWO: SCHOOL TO WORK/INTERNSHIP CREDIT

Application for School to Work/Internship (circle one)

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Name and address of company/site where program will be performed:  
Contact/Supervisor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of Program:

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Will this Option Two program require a shortened school day?: \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, please explain:

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How will the student get to and from the job site?

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I agree to meet and complete all of the guidelines and requirements of the PTHS Option Two course program and agree with the Parent/Guardian consent guidelines

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Work Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement was: Approved \_\_\_\_\_ Rejected \_\_\_\_\_

Start Date: \_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

PEMBERTON TOWNSHIP HIGH SCHOOL  
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LOG

Name: \_\_\_\_\_ Location: \_\_\_\_\_

[illegible]

PEMBERTON TOWNSHIP HIGH SCHOOL  
OPTION TWO: SCHOOL TO WORK/INTERNSHIP GRADUATION CREDIT LOG  
REVIEW

**Marking Period 1 Review**

Hours to Date: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Marking Period 2 Review**

Hours to Date: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Marking Period 3 Review**

Hours to Date: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**End of Year Review**

Hours to Date: \_\_\_\_\_

Assistant Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_