

CENTRAL ORANGE COUNTY CTE PARTNERSHIP AND SANTA ANA UNIFIED SCHOOL DISTRICT

CTE REGISTRATION FORM AND AUTHORIZATION FOR EMERGENCY TREATMENT

****THIS SECTION TO BE FILLED OUT BY PARENT/GUARDIAN****

COURSE NUMBER	COURSE TITLE	COURSE TIME/PERIOD	COURSE LOCATION
HOME SCHOOL		STUDENT EMAIL ADDRESS	
STUDENT	LAST NAME	FIRST NAME	STUDENT NUMBER
STUDENT ADDRESS	STREET	CITY	ZIP CODE
		BIRTHDATE	AGE

Internship training hours may be different from the regularly scheduled class hours. Check with class instructor for details at the number indicated below. This information is subject to change without notice. **I have read and agree to the TERMS AND CONDITIONS OF PARTICIPATION on the back of this form:**

Student signature _____ **Date:** _____

Parent signature _____ **Date:** _____

List below the name(s) of person(s) who may be contacted and to whom the student may be released. Students will not be released to persons not listed without parent permission:

Father/Guardian: _____

First and Last Name	Employer	City	Primary Phone #	Alternate Phone #
---------------------	----------	------	-----------------	-------------------

Mother/Guardian: _____

First and Last Name	Employer	City	Primary Phone #	Alternate Phone #
---------------------	----------	------	-----------------	-------------------

If the above person(s) cannot be reached, school personnel may contact and release your son/daughter to:

Relative/Friend: _____

Name	City	Relationship	Primary Phone #
------	------	--------------	-----------------

Relative/Friend: _____

Name	City	Relationship	Primary Phone #
------	------	--------------	-----------------

Should a serious illness or an accident occur and school personnel are unable to contact the parent(s)/guardian(s), permission is hereby granted for medical care to be given as required (the undersigned parent/guardian will assume responsibility for fees involved.). ☐ YES ☐ NO

Allergies to any drugs and/or foods _____

Any Special Medications or pertinent information _____

Parent/Guardian's Signature: _____ **Date:** _____

Family Physician: _____ Address: _____ Phone #: _____

****THIS SECTION TO BE FILLED OUT BY INSTRUCTOR****

INTERNSHIP SITE - EMERGENCY DISTRICT CONTACTS

In the event of any emergency, natural disaster, police or civic emergency, please follow your organization's emergency protocols, and then follow these steps:

1. EVALUATE THE INCIDENT:	Major accident/emergency: CALL 911
2. CONTACT THE INSTRUCTOR:	
Instructor Name _____	Classroom Phone # _____
Instructor Email _____	School Office Phone # _____
High School Name _____	Cell Phone # _____

IF YOU ARE UNABLE TO REACH THE INSTRUCTOR, REPORT THE ACCIDENT/EMERGENCY TO:

Lorraine Sanchez, Coordinator Special Projects, CTE (951) 454-4617 (cell) (714) 241-6560 (office) Lorraine.Sanchez@sausd.us	Don Isbell, Director, CTE (714) 856-5264 (cell) (714) 241-6598 (office) Donald.Isbell@sausd.us
--	--

TERMS AND CONDITIONS OF PARTICIPATION

This CTE course may include an internship with a local employer.

During internships, CTEp students are covered by the Workers' Compensation Insurance carried by the Garden Grove, Orange or Santa Ana Unified School Districts.

CTEp does not provide accident insurance for classes held on school campuses or CTE facilities. During an internship training period, students who use their own transportation to travel to and from the training will need to carry personal auto insurance as required by California Vehicle Code 16051.

I agree to hold Central Orange County Career Technical Education Partnership, its participating districts and internship affiliates, their officers, agents and employees harmless from any and all liability or claims that may arise out of or in connection with my or my child's participation in this program.

CTE STUDENT CONDUCT

CTE classes are designed to reflect a real work environment. Industry and CTEp administrative guidelines require all students to comply with the authority of CTE administrators and instructors during participation in CTE classes. Students must adhere to the list below and current California Ed. Code and district policies.

Students on a CTE campus, bus, or at an internship training site must refrain from inappropriate actions which may result in their dismissal from the internship site. Inappropriate actions include but are not limited to the following:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Causing or attempting to cause damage to school property.
3. Stealing or attempting to steal school property or private property.
4. Possession, use, sale or attempted sale of any controlled substance, alcoholic beverage or drug paraphernalia.
5. Possession or use of any firearm, knife, explosive or other dangerous objects.
6. Committing obscene acts or gestures or engaging in habitual profanity or vulgarity.
7. Inappropriate attire: Instructor will advise students of appropriate classroom and internship site attire as it relates to the specific training program.
8. Disruptive or dishonest behavior, such as cheating, within the classroom on buses or training sites or willfully defying the valid authority of instructors or school officials engaged in the performance of their job duties.
9. Violating computer software licenses/agreements/copyrights or tampering with computer hardware/software configurations.
10. Committing acts of sexual harassment is defined as, "unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature."

These courses are offered to all eligible high school students without regard to race, color, national origin, sex, age, handicap or sexual orientation.

LIABILITY—Santa Ana Unified School District is the legal insurer for Community Classroom (non-paid) interns.

Santa Ana Unified School District insures students during scheduled training hours at their Community Classroom site. During the non-paid phase of the program, students are covered by the Santa Ana Unified School District's worker's compensation. When paid employment is involved, the company becomes the insurer.

The procedures below must be followed in order for claims to be paid by the Santa Ana Unified School District:

- ✧ Contact the CTE teacher or the CTE Administration office at (714) 241-6598.
- ✧ Call Company Nurse at 1-888-375-9781 and you will be referred to the closest designated medical center.
- ✧ Furnish the CTE office with the following information: student's name, student's age, adult or high school status, nature of injury, where the injury occurred, the time and the extent of the injury.
- ✧ Contact the SAUSD Risk Management office at (714) 558-5856.

In a medical emergency, call 911.