

Yarmouth High School

Work/Study Program

To earn .5 credit** of work study (per semester), the following requirements must be met:

- The student will follow these steps to secure a part-time job in an area of interest:
 - a. Will have three firm job leads by a given date;
 - b. Will have interview(s) completed by a given date;
 - c. Will have work schedule identified by a given date. OR
 - d. Will be employed at the start of the ELO
- The employer must agree to the work/study program requirements as described below.
- The part-time job must offer a minimum of 10 hours of work per week.
- A designated school staff member will visit the job site twice to observe and meet with the supervisor and the employee.
- Work/study will be assessed on a PASS/FAIL basis. Success (passing) in this program is based on the work-site supervisor's weekly checklist feedback. If a student receives rankings below "meets expectations" in one or more areas, the school work/study supervisor will develop an improvement plan with the student and the employer. The work/study supervisor will monitor the student's progress on this plan in successive weeks. If the student does not show appropriate effort and initiative in addressing the identified area(s) of weakness, a meeting will be convened at which the probable loss of credit for the work/study placement will be discussed.
- If the student is scheduled to work on an inclement weather day, he/she is expected to be at the work site as scheduled, whether or not school is in session.
- If the student is ill or unable to meet the employer's schedule, the student is required to notify them and their school work/study supervisor *prior* to the shift. Excessive absences, more than three per semester, will result in a review of the placement and possible loss of credit.

Work Site Expectations

Host sites are the backbone of the work study program. They provide vital supervision and opportunities for students to earn school credit in a work setting. To ensure the safety of students, Sites are expected to:

- Ensure work activities follow all required laws, with an emphasis on safety of the student.
- Provide a certificate of liability insurance naming "Yarmouth School District" as additional insured.
- Provide proof of Worker's Compensation coverage.
- Supervisor background check (completed by Yarmouth Schools)
- Provide proper on-site training and supervision.
- Complete paperwork and evaluations.
- The student will be evaluated in the following areas:
 - Attendance/responsibility
 - Initiative and enthusiasm
 - Personal appearance
 - Accuracy/speed of work
 - Attitude toward safety/confidentiality
 - Attitude toward fellow workers
 - Attitude toward supervisors
 - Handling of equipment

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Step One: Parent Approval

This form is the first step in securing approval for your son or daughter to participate in the Yarmouth High School Work Study Program. Participating students must agree to the provisions, procedures and requirements of the program, and secure approval from a business or agency partner, parent(s), guidance counselor and administrator. Students who participate do so by their own choice and accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. All work study students must be enrolled in a minimum of four classes in addition to work/study. Students enrolled in the YHS work/study program are subject to all rules and expectations as listed in the YHS Student Handbook.

I have reviewed the information packet and I approve of my son's or daughter's participation in the Yarmouth High School Work/Study Program for the _____ school year.

Student's name _____ Grade _____ Date _____

Parent signature _____

Parent Phone(s) _____

Step Two: Student Agreement

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents, and I agree to all requirements. I agree to be completely honest to the best of my knowledge when submitting all documentation, I understand that Yarmouth High School behavior expectations as stated in the Student Handbook apply to my participation, and I agree to complete all program requirements. Failure to abide by the signed agreement may result in my removal from the program, loss of credit, and a disciplinary consequence.

Student signature _____ Phone _____

Step Three: Business or Agency Partnership Signature of Approval (Paperwork included)

Business or Agency Partner Signature _____ Phone _____

Business or Agency Name _____

Step Four and Five: Guidance and Administrative Approval

Guidance Counselor Approval _____ Date _____

Administrator Approval _____ Date _____