

Milan C-2 Work Study Agreement



Objectives- The 21st Century Educational Commitment to all individuals in high school includes the promise that all students will graduate from High School College and Career Ready. Regardless of the direction a student chooses, they must make their own decisions and an educational plan must be in place to meet the goals and provide a learning structure. The Milan C-2 High School Work-Study Program allows students with paying jobs and/or unpaid internships to prepare for the world of work AND earn high school elective credit. This program provides documentation that supports Career Based Skills, verification, and accountability.

Eligibility Requirements:

- Be a Junior or Senior in good academic standing and on track to graduate with your cohort.
- Must have above a 90% attendance rate to be eligible to enter the program.
 - Must maintain a 95% attendance rate while in the program.
 - Students are required to work Tuesday-Friday for all days school is in session. Students may make arrangements with the employer for additional hours, but they will not count towards their work-study credits.
 - The student must attend school each day; after six unexcused absences students will lose credit and you may be removed from the Work-Study Program.
 - If a student exceeds six (unexcused) tardies they will be removed from the Work-Study Program and placed into regular classes at school.
- Have no major discipline infractions to enter the program and avoid suspension or expulsion while in the program.
- Work-Study must be consecutive periods during the school day.
- Parent/Guardian Approval/Signature
- Student Program Acknowledgement Agreement/Signature
- Individual Transportation Agreement must be completed.
- Internship/Work-Study Business Partner Approval/Signature
- School Counselor Approval/Signature
- Principal/Superintendent Approval/Signature
- Students must have employment prior to starting the program.
- Work-Study hours will replace up to 3 scheduled classes, preferably at either the beginning or the end of the day (flexible based on student preference and employer availability).
- Students will receive 0.5 credits per semester for each period they are scheduled for work-study (up to a total of 3 credits per year); these will be documented as electives.
- Students must maintain passing grades in all academic subjects.
- Work supervisors will be contacted on a regular basis to review hours and work status.
- Unannounced work visits will be made by Mrs. Forster to review hours and work status.
- If absent from school, the student will not attend work on the same day (**the student will be removed from the Work Study Program if they attend work and not school**).
- Students will meet with the Counselor and Mrs. Forster immediately if he/she is considering quitting their job prior to giving notice to the employer.
- If a student quits or is fired from employment, they must return to school as a full-time student (to replace work-study) immediately. If this situation arises (student quits or gets fired) it will result in an automatic failing grade for the term.
- The student will maintain a positive attitude and be cooperative while in school and on the job site.
- Students may switch jobs as long as continuous employment is maintained. Students must notify the counselor and Mrs. Forster before changing jobs.

Hourly Verification

- For Work-Study verification, students must provide the school with their paycheck information, listing hours worked. Confidential or sensitive information will be blacked out and photocopies will be made and filed in a secure location as evidence supporting credibility for Work-Study hours and awarded credit.
- Students' work schedules must be given to Mrs. Forster weekly.
- For an Unpaid Internship, students must use the provided hourly log-in sheet and have it initialed by the business or agency partner daily. Each week, the log sheet will need to be signed by both the student and business supervisor before submitting to Mrs. Forster to certify the total number of hours worked/logged.
- Hours must be verified during the last week of each of the four quarterly Milan C-2 grading periods. Special circumstances may be considered when requested to Milan C-2 in writing.

Grade Determination

Career Ready Requirements used to Determine Student Grades

- Internship/Work-Study Business Partner Rubric (Provided)
- Pay stubs/log-in sheets turned in on-time weekly

The Work-Study Program provides junior and senior students an opportunity to meet their academic requirements for graduation while gaining valuable work experience along with the ability to earn credits and a paycheck. Through this business experience, they will build the knowledge, skills, and self-confidence to be successful in higher education, in the workplace and in life. Students participating in this program will attend their academic classes daily and be granted an “early dismissal” or “late entry” to participate in employment during school hours. Students leaving in the middle of the school day will sign out and back in through the high school office.

Individualized Transportation Agreement

Students participating in the Milan C-2 Work-Study Program will be involved in activities off of the High School campus. In order to take part in this program, it will be necessary for students to provide their own transportation between the High School campus and their individual off-campus location.

I give permission for my student, _____, to provide their own transportation from Milan High School to locations where they participate in the Milan C-2 Work-Study Program activities.

Flex Program Placement: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Parent/Guardian Approval

This form is the first step in securing approval for your Milan C-2 Junior or Senior to participate in the Milan C-2 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)/guardian(s), school counselor, Mrs. Forster, and principal/superintendent. Students can participate as a volunteer in an Internship Program or as a paid Work-Study employee. Students must keep a record of their hours and complete all paperwork in compliance with the program. **Supervisors may not be immediate family.**

Students who participate, do so by their own choice, accept full responsibility for their transportation, safety and any cost for participation upon leaving school property. Students may be subject to a modified schedule allowing him/her to leave school early, up to three periods (students must sign in/out in the HS office or they will be counted absent for the remainder of the day). All work study students must be enrolled in a minimum of four classes in addition to work study. Students enrolled in a Work-Study Program are subject to all rules and conditions as listed in the Milan C-2 Student Handbook. Please feel free to contact your school counselor or an administrator with any questions.

I have reviewed the information packet and I approve my student's participation in the Work-Study Program at Milan C-2 High School for all or part of the 2023-2024 school year.

Student's Name _____ Grade _____ Date _____

Parent/Guardian Signature _____

Parent/Guardian Phone # _____

Student Agreement

I acknowledge that I have reviewed the information packet, discussed the program in detail with my parents/guardians, and I agree to all provisions, procedures, and requirements. I agree to be completely honest to the best of my knowledge when submitting all documentation, I understand that the Milan C-2 Student Handbook applies to my participation, and I agree to complete all program requirements. Failure to abide by the signed agreement may result in removal from the program, loss of credit, and will be subject to the building discipline code.

Student Signature _____

Phone # _____

Business or Agency Partnership Signature of Approval (Paperwork Included)

Business/Agency Partner Signature _____

Phone # _____

Business/Agency Name _____

Step Four and Five: School Counselor and Administrative Approval

School Counselor Approval _____ Date _____

Administration Approval _____ Date _____

Dear Business Person or Agency Leader,

Preparing high school students for their future is a big responsibility, that is why our school wants to work with our local businesses to help ensure the success of our future workforce. I am writing this letter to you to confirm your willingness to have a Milan C-2 High School student participate in an Internship or Work-Study Program for part or all of the 2023-2024 school year. The Work-Study Program allows our high school students to earn high school credit for volunteering as an Intern or for a student with a job to participate in a paid work-study program. The student presenting this letter to you would like to secure your approval to participate in the program.

Because this is a school supported program and the student can receive high school credit(s), we have the chance to work together to ensure that our student develops effective and efficient workplace habits while working for your organization. You will be provided with more information with this letter in regards to when your work-study student should be reporting to you to work as well as a monthly Grade Sheet that helps set the expectations for our student when they volunteer or work for your organization. We ask that you carefully review the grade sheet and if you're comfortable in helping us to evaluate the student's workplace practices, please sign and allow the student to return the form to Mrs. Forster.

Please know that at the end of each month we ask you to complete a monthly evaluation of our student and submit it to Mrs. Forster.

Thank you for your kind consideration and we look forward to working with you throughout the course of the school year if you are willing and comfortable in serving as a partner in our Work-Study Program. If you have any questions, or if we can be of any service, please do not hesitate to contact me at Milan High School (660-265-1406).

Sincerely,

Brooke Dodson,
Milan High School Principal
660-265-1406
bdodson@milan.k12.mo.us