

Clear Creek High School

Work Study Program

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Overview

The work study program provides Junior and Senior students an opportunity to meet their academic requirements for graduation while gaining valuable work experience. Through this experience, students will build the knowledge and 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 a late arrival/early dismissal to participate in employment during school hours. Students can earn up to two credits per academic year through Work Study. This program is not offered during the summer. Only hours completed during the academic year will count for credit.

Work study is assessed on a Pass/Fail basis. Failure to comply with the regulations and expectations of the Work Study program will result in a grade of "F". To receive a Pass in work study, the student must complete a minimum of 75 hours per semester. 75 hours of Work Study equals ½ credit. A student can earn up to 2 credits per year in work study.

If a student changes jobs during the work study period, or has more than one job, a new work study agreement must be signed by the student, new employer and parent/guardian. Hours will combine between the employers to comprise the students total hours.

Time sheets must reflect the students name, dates of pay period, and hours worked. In addition, time sheets must be provided by the employer listed on the work study agreement(s). Examples of accepted time sheets include paycheck stubs and copies of time logs signed off by the employer.

Consequences for Inappropriate Behavior in Work Study

Work study during school hours is offered as a privilege to students. Students are allowed off campus because:

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- We feel it is reasonable to help establish qualities in students which many employers feel are lacking in many young people today (i.e responsibility, accountability, attendance, appropriate behavior with customers/colleagues, ethical choices, etc.)
 - They have mastered basic academics taught within the school setting and/or the traditional school setting is no longer appropriate.
 - They are gaining valuable experience in a field they are interested in pursuing
 - As juniors or seniors, they are mature enough to handle time off-campus without direct teacher supervision

Because Work Study is a privilege and because of the above factors, the following consequences may be served on students found cheating in any way (i.e. forging evaluations, etc.) or on students displaying unethical or irresponsible behavior during the time for which they have enrolled in Work Study.

- All credit or hours logged up to that time during that semester will be removed
- The students transcript will permanently show a "F" for the semester in which the infraction occurred
- Student will be assigned to a other classes or work opportunities as determined by an administrator during the periods for which he/she had been assigned to Work Study
- A new Work Study experience may begin the following semester; however the Work Study will only be allowed for a maximum of one school credit per year (rather than the two usually allowed per year)

There is never a good reason for forging timesheets! If your employer is not available to sign your evaluation on the day it is due, it is not his/her fault. You are always able to get evaluations to your employer in plenty of time for him/her to have some time to process it in a timely manner, return it to you so that you turn it in on time. Pre-arrange with your employer/supervisor an appropriate time to submit your evaluations so that you may turn them in on time to your school.

I have read and agree to comply with the above:

Student Signature /Date

Parent/Guardian /Date

Employer or Supervisor / Date

Work Study PROGRAM AGREEMENT

_____ (students name) will be permitted to enter into work study experience with _____ (employer/company name) @ _____ (complete mailing address).

The purpose of this Agreement is for the student to gain experience and knowledge relating to _____ (career/industry).

Said student will be supervised by _____ at the above location.

- 1) Employment and training of students shall be in accordance with Federal, State and Local laws and regulations pertaining to student trainees in a Work Study program. The employer/trainer agrees to instruct the student trainee in safety procedures while on the premises.
- 2) The student, during the process of training, will have the status of a student trainee.
- 3) This Work Study program is designed for the Clear Creek School District regular school year. The student trainee may be employed during the summer months; however, they will not earn credit during summer break.
- 4) Students may earn ½ credit for each 75 hours of work/training: Expectation for a passing grade is 75 hours per quarter/150 hours per semester. Each additional 75 hours worked will earn another ½ credit up to two total credits per year earned from work study.
 - a) The school may provide designated times during the school day for generally job related instruction. If a student's class schedule designates work during a particular period, the student should attempt to include this in the work schedule issued by the employer.
 - b) The student may work for Work Study credit outside of school hours (before/after school, weekends, non-school days within the school calendar year)

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- 5) The student is to receive a variety of experiences in the training station as determined by the employer/supervisor and in the vocational plan.
 - 6) The work study coordinator may consult with the employer regarding the plan and evaluation of the student's progress. Any complaints should be made to the Work study coordinator and necessary schedule changes will be made.
 - 7) The student's parent/guardian will be responsible for the conduct and attendance of the student while involved in this program. Prior notice of student's absence is expected. If the absences become excessive, the employer should contact the Work Study coordinator.
 - 8) The student trainee will be required to conform to the employer's/supervisors standards of conduct, dress code and other on-the-job performance.
 - 9) This agreement may be canceled at any time provided due notice is given to all parties.
 - 10) Workers compensation insurance coverage shall be provided to the student by the above referenced employer for paid employment.
 - 11) A copy of this agreement will be kept on file with the Work Study Coordinator.

The parent/guardian, student and employer mutually agree to release and hold harmless the Clear Creek School District Re-1, its officers, employees and agents from and against any claims, damages, awards or other matters of any nature arising out of this program and which are not covered by worker's compensation.

Student Signature /Date

Parent/Guardian /Date

Employer or Supervisor / Date

CCHS Coordinator / Date
