

# FLORENCE HIGH SCHOOL

## Work Study Contract

*A potential work study student must meet with the work study coordinator first to review rules, instructions, evaluation forms and other required documents.*

- The following documents must be on file with the work study coordinator:
  - Completed Work Study Employer Information Sheet
  - Completed Work Study Contract
  - If any inappropriate behavior or reprimands occur on the job documentation must be given to the work study coordinator
- Work Study is available to juniors and seniors only. **It is not offered during the summer.**
- Every 70 hours of work completed can earn  $\frac{1}{2}$  (.5) credit of elective credit. You may earn a maximum of **THREE** credits per year.
  - \* A student may only earn a maximum of 3 credits for credit redemption/regain over his or her high school career
- Submit copies of documents which verify hours worked. Verification can be a copy of your pay stubs, time sheets (with supervisor confirmation), or a statement of hours worked from your employer. **Work hours documentation must be submitted on a monthly basis.**
- **ONE WORK STUDY EMPLOYER EVALUATIONS MUST BE COMPLETED WITH YOU AND THE EMPLOYER AND TURNED IN EACH MONTH.** You have until the 10<sup>th</sup> of each month to submit work hours and evaluations from the previous month.
- The work study coordinator will set up one face to face meeting per month to check in on student progress.
- Submit a typed, one page, double-spaced final paper each year. This paper should be error free (grammar, margins, spelling, punctuation, etc.) The report you type will be on the following topics:
  - \* Job experiences: including customer conflict resolution, general job description, how your job interacts with other positions in the company
  - \* Job outlook
  - \* Personal growth
  - \* Career readiness and plans
- You must give a two-week notice before terminating any employment. Failure to do so or being fired will result in loss of credit earned and hours logged up to that time for that semester. You must notify the work study coordinator of any job changes and complete a new contract with your new employer.
- Students are not allowed on campus during the time your school schedule shows **WORK STUDY**. Three reports of being seen on campus during the period of Work Study may result in loss of credit earned and hours logged up to that time for that semester.

- If at any time a student is failing any other classes, his/her Work Study may be reassigned to another class.

REMEMBER THIS CLASS IS **PASS/FAIL**. Failure to comply with any of the above results in an 'F'.

I HAVE READ THE CONTRACT FOR WORK STUDY AND AGREE TO COMPLY WITH **ALL** EXPECTATIONS FOR CREDIT.

\_\_\_\_\_  
Student signature/date

\_\_\_\_\_  
Parent/Guardian/date

\_\_\_\_\_  
Work Study Coordinator signature/date

**WORK STUDY IS A PASS/FAIL CLASS,  
TO RECEIVE A PASSING GRADE YOU MUST:**

**COMPLETE THE ENROLLMENT PROCESS AND BE APPROVED FOR THE  
PROGRAM BY THE WORK STUDY COORDINATOR. YOUR SCHEDULE  
WILL NOT REFLECT "WORK STUDY" UNTIL THIS PROCESS IS  
COMPLETED!**

## Consequences for Inappropriate Behavior During Work Study

WORK STUDY during school hours is offered as a *privilege* to students. Students are allowed off campus because:

- 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, etc.)
- They have mastered basic academics taught within the school setting and/or the traditional school setting is no longer appropriate
- 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 given to students found cheating in any way (i.e. forging evaluations, not completing hours etc.) or for 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 student's transcript will permanently show a "F" for the semester in which the infraction occurred.
- Student will be assigned to a different class during the blocks 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 three usually allowed per year).
- The employer will be contacted and notified of the episode/situation.

*There is never a good reason for cheating! 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.*

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I have read and agree to comply with the above:

\_\_\_\_\_  
Student signature/date

\_\_\_\_\_  
Parent/Guardian/date

\_\_\_\_\_  
Employer/date

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## WORK EXPERIENCE & INTERNSHIP PROGRAM AGREEMENT

\_\_\_\_\_ will be permitted to enter into a work study training  
Student's name  
experience with \_\_\_\_\_ @ \_\_\_\_\_.  
Employer/Company name Complete Mailing Address

The purpose of this Agreement is for the student to gain experience and knowledge relating to \_\_\_\_\_.

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 Experience/Internship 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 Experience/Work Study Program is designed for the Fremont RE-2 School District during the regular school year. The student trainee may be employed during the summer months however they will not earn credit during the summer break.
4. Students may earn  $\frac{1}{2}$  credit for each 70 hours of training:
  - The school may provide up to three periods per school day for generally job-related instruction. If a student's class schedule indicates work during a particular block, the student should attempt to include this in the work schedule issued by the employer.
  - The student may work for Work Study credit outside of school hours (before/after school, weekends, non-school days within the school calendar year.)
5. The student is to receive a variety of experiences in the training station as determined by the employer and work study coordinator.
6. The Work Study Coordinator will consult with the employer monthly regarding the plan and evaluation of the student's progress. Any complaints should be made to the Work Study Coordinator and necessary schedule adjustments 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 standards of conduct, dress code and other on-the-job performance.
9. This Agreement may be cancelled at any time provided due notice is given to all parties.
10. Worker's 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 Fremont RE-2 School district, 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/date

\_\_\_\_\_  
Work Study coordinator/date

WORK STUDY/INTERNSHIP EMPLOYER INFORMATION

**Student Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **(home)**

\_\_\_\_\_ **(cell)**

**Name of Parent/Guardian** \_\_\_\_\_

**Worksite** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**Name of Supervisor** \_\_\_\_\_

**Supervisor's signature** \_\_\_\_\_

**Student's Job Title** \_\_\_\_\_

**Date started** \_\_\_\_\_

**Intended work days/hours** **Mon** \_\_\_\_\_ **Tues** \_\_\_\_\_ **Wed** \_\_\_\_\_

**Thurs** \_\_\_\_\_ **Fri** \_\_\_\_\_

**Sat** \_\_\_\_\_ **Sun** \_\_\_\_\_