

FREDERICK DOUGLASS HIGH SCHOOL

2003/2004 School Year

WORK STUDY STUDENT RULES AND GUIDELINES

1. The student's training station must be approved by the teacher-coordinator.
2. The student is responsible for his or her transportation to and from work.
3. The student is to be available for work at the time scheduled by the employer and may be expected to work on weekends when requested to do so.
4. **If a student is absent from school, he or she must be absent from work.**
 - A. In case of dental or doctor appointments, court, etc., notice can be given ahead of time to the teacher-coordinator and no call needs to be made to the school. The student may go to work.
 - B. If the student is ill, **a call must be made to the employer and to the teacher-coordinator.** If no call has been made to the school by 11:00 A.M., the teacher-coordinator will inform the employer that the student will not be at work that day. A student who works on days that he or she is absent from school will be counted as unexcused for the entire day.
5. Excessive absenteeism, truancy, or poor citizenship at school or work, will result in exclusion from the program. An accumulation of five (5) days of unexcused absences per semester will result in no grade for the class and the work experience and the student will be excluded from the program.
6. An uncooperative student will be removed from the program.
7. The employer and teacher-coordinator give the grade received for the work experience
8. Cooperatively. **Students must pass both classroom and work experience** to remain in the program. **If a student fails the class, he or she also fails the work experience.**
9. Any student, who is not employed by October 1, will be scheduled for a full school day.
10. If it is necessary to quit or change jobs for any reason, the teacher **must be** consulted before any such change can be made. No work experience credit will be given to students who are not employed. If the student has no job by the end of the semester, he or she will be withdrawn from the program.

11. If a student is dismissed from his or her job, new employment must be obtained within a two-week period from day of the job loss.*
12. All Work Study students **must leave the building ten minutes after their last class** or lunch as indicated on their I.D. cards.
13. The student and parent/guardian agree to confer first with the teacher-coordinator rather than the employer concerning such matters as pay, hours, transfers, and other work programs. The teacher will then confer with the employer if a problem does exist.
14. The student is responsible for submitting a monthly time sheet. It is imperative that the sheet be given to the teacher-coordinator because the student's credit is calculated from the time sheet. If no time sheets are submitted, the student will receive an "E" on the progress report and/or the report card and no credit will be earned. The time sheet is due one week after the end of the preceding month. **The job supervisor must sign it.**
15. The student agrees to maintain a business like attitude at the school and at the work place.
16. The student agrees to participate in the Employer-Employee luncheon and other possible social functions. The cost will be approximately \$42.00