

Work Study Contract

The Work Study Program provides students an opportunity to meet their academic requirements while gaining work experience and the ability to earn money. Students participating in this program will be granted 'early release' in order for them to attend their jobs during school hours.

In order to be a part of and remain in the program the student must read and agree to the following regulations:

1. To maintain **passing grades** in all academic subjects.
2. To **sign out** each day in the Work Study Log located in the Main Office.
3. To submit weekly pay stub and timesheets, signed by their work supervisor. Timesheets and a copy of your pay-stub to be submitted the Monday following the end of the week.
4. If assigned a detention, the student will serve it on the day given or seek permission to serve it the following day.
5. 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.
6. The student will go directly to work once released early, unless other arrangements have been made. Alternative permission slip form must be signed by the student's parents regarding schedule changes.
7. The student will attend school each day scheduled for classes. In the event that the student is excessively late to school they will be removed from the Work Study Program.
8. The student **must** inform the School to Career Counselor if they are terminated from their job.
9. The student will inform the School to Career Counselor of any work schedule changes.
10. The student will inform the School to Career Counselor about any thoughts of quitting their job prior to giving notice to the employer.
11. The student will maintain a good attitude and be cooperative while in school and on the job.

I have read and understand the rules within the Work Study Program and agree to comply with all.

Student Name – Printed

Student Signature

Date

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