

CEDAR BLUFFS HIGH SCHOOL SENIOR WORK RELEASE FORM

The student listed below has requested work release from Cedar Bluffs High School. The student making this request must provide a written request, signed by the parent, to the principal. The student must be making normal progress toward meeting all graduation requirements in order to be considered for work release. The student, employer and parent must fill out this form, and have signed approval by the principal, and guidance counselor.

The employer shall guarantee employment through the semester and or school year and sign to that effect.

Student Name: _____

EMPLOYER SECTION

Name of Business: _____

Address: _____

Name of Supervisor: _____

Days of the week employed at this location: (circle) M T W TH F

Hours of employment: Start: _____ End: _____

(Please provide a weekly schedule, if the schedule varies.) If for some reason the employer terminates this employee, the student and employer will inform the school principal or guidance counselor and this agreement shall be null and void.

Signature of Employer: _____

The school may end this agreement if the student ends employment, fails to attend classes on a regular basis, does not continue to make progress toward meeting graduation requirements, does not adhere to the work release agreement, or is declared ineligible under school rules.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal: _____ Date: _____

Guidance Counselor: _____ Date: _____

SENIOR WORK RELEASE POLICY

Seniors, who wish to work during school hours, can be released as long as he/she meets class hours and graduation requirements. This release must begin during the first two weeks of a semester. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed and on file in the office of the Principal before work release can be granted.

1. The student must carry at least a C average to be eligible for work release.
2. Work release students must attend the first four periods of school.
3. Students on work release may not participate in extracurricular activities.
4. The students must carry at least 20 hours of class work and meet all eligibility requirements to be able to be released from school.
5. The employment must be outside the home. Students cannot work for family members.
6. Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out everyday. During their regular working hours, the student is not to be in the village of Cedar Bluffs or on school grounds unless it is part of their work release or administrative approval has been granted. On days students do not work, they should report to the office and have something to work on.
7. If a student is unable to attend school because of illness, the student should not be at work.
8. Students will receive a grade of "Pass" or "Fail" recorded each quarter. The Guidance Counselor shall monitor the progress with the employer and student. Students will provide the Guidance Counselor with a weekly schedule and a copy of each pay stub.
9. Exceptions to these rules may be granted by the principal.

If, at any time, the job should cease or place of employment or hours change, it is the responsibility of the student and his/her parents to notify the school immediately and, if this is not done, the work release may be revoked. Work release may also be revoked for failing a class: A warning will be issued after the first offense. Work release status may be revoked on the second offense. Students must apply each semester to take part in the work release program.