

May 2012

Byron High School 2012-13 Work Experience Program Requirements

You must:

Be at least 16 years of age and have junior or senior standing.

Apply for a work permit through the high school office if under the age of 18.

Have a training agreement on file with the work experience coordinator – signed by the student, employer, and parent/guardian. This **must** be done in the first two weeks of the school year. You must be willing to do all necessary paperwork in order to participate in Work Experience—including providing proof of employer insurance, training agreements, training plans, and time sheets. **This paperwork is mandatory!**

Not have unexcused absences, suspensions, or excessive tardiness or you could be removed from the program and lose credit for the semester and/or year. If credit is lost in **any** class for poor attendance while on work experience, work experience credit will be **automatically** lost for the semester and/or year.

Have an attendance record that reflects no more than 10 absences per year without unexcused absences or excessive tardiness in previous high school years.

If you are absent from school, you will not be allowed to work that day either. Call your employer within the time period he/she specifies to report your absence.

You must work at least one hour for each clock hour you are released from school during the week.

The maximum number of combined hours of school (including shared time and/or taking a college course) and work may not exceed **24** hours per week.

You must conform to all rules and regulations of your place of employment as well as school rules.

You are responsible for your own transportation to and from the workplace. Transportation problems do not justify absence from work.

Expect to work according to the employer's schedule, which may include weekends and holidays.

Keep the employer informed of school vacations and request any necessary time off at least two weeks before the vacation period.

You must complete **weekly** time records for the work experience coordinator. This must be submitted each week to the coordinator with a signature of the employing supervisor. Your WEP grade can be lowered if turning in time sheets is a persistent problem.

You may be required to take a physical exam and/or drug test paid for by the employer as a condition of employment.

The use of tobacco, alcohol and drugs is strictly prohibited for all student participants regardless of age. Your work experience is part of the school day. If you are at work under the influence of alcohol or drugs, you will be subject to legal action, loss of work experience, and loss of credit.

If a problem occurs that affects your ability to work, you are responsible for contacting the work experience coordinator immediately. The coordinator will investigate the situation and make every effort for resolution.

Student participants who are injured on the job must report the injuries to their work supervisor immediately and to the work experience coordinator as soon as possible.

A change of employment may be allowed once during the work experience provided written permission is obtained from the work experience coordinator, and the student has met the conditions for termination outlined by the school prior to termination/change of employment. Written consent of the work experience coordinator and parent/guardian is necessary **before** termination of employment. Termination or change in employment without **prior** written consent will result in a failing grade for the marking period and/or semester.

Unexcused absences from work will be cause for removal from the program and loss of credit for the semester.

You must keep the work experience coordinator informed of anything that affects your job.

You must work during your release time from school; also, the work you do must include training you cannot receive by working at your job after school.

Work Experience is a privilege, not a right. Failure to comply with any of these requirements can be cause for removal from the program and loss of work experience credit!

Please remember to keep all business information of the employer confidential!

I have read and understand the expectations of the Work Experience Program.

Student

Date

Parent/Guardian

May 2012

Byron High School Work Experience Application

This application **MUST** be completed in ink in your best handwriting or typed.

Date_____

Name_____ Social Security Number_____

Address_____

City_____ State_____ Zip_____ Phone_____

Birth Date _____ Status in School Next Year (Jr. or Sr.)_____

Mother's Name_____ Father's Name_____

Occupation_____ Occupation_____

Daytime Phone_____ Daytime Phone_____

List your career pathway as stated during your most recent Educational Development Plan (EDP) completed with your parents. Your job **must** be in your career pathway according to State of Michigan guidelines.

As required by the State of Michigan, you must have at least one class that is related to and will support your work experience. What will be your related class during your work experience?

List anything you have done related to your career path including course work, employment, volunteer work, job shadowing experiences, etc.

Give **3** reasons why you have chosen your career path. What makes you suited to pursue a career in this area?

1. _____

2. _____

3. _____

What is your ultimate career goal? (What do you see yourself doing in 20 years?)

Are you currently employed in a job related to your chosen career path (please circle)?

Yes No

If not, do you have a job prospect in your career path? Yes No

Place of Employment _____ Supervisor _____

Address _____ Phone () _____

City _____ State _____ Zip _____

How long have you worked there? _____ What time of day would you work? _____

List any extra-curricular activities in which you plan to participate next school year.

Will you have your own transportation? _____

Maximum school and work hours combined cannot exceed 24 hours per week by federal law.

YOU MUST INCLUDE A TYPED RESUME INCLUDING AT LEAST 3 NON-RELATED REFERENCES TO BE ELIGIBLE FOR WORK EXPERIENCE!

I hereby authorize Byron Area Schools to furnish information concerning myself to prospective employers and other organizations as permitted by state and federal law.

Student Signature

Date

Parent/Guardian Signature

Date