



SENIOR WORK RELEASE POLICY

SCHOOL YEAR 2015-2016

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. The students must carry at least 20 hours of class work and meet all eligibility requirements to be able to be released from school.
4. The employment must be outside the home. Students cannot work for family members.
5. Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out every day. 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.
6. If a student is unable to attend school because of illness, the student should not be at work.
7. **Work release students will be assigned a NCCS Staff for monitoring and reporting.**
8. Students will receive a grad of "Pass" or "Fail" recorded each quarter. The **assigned NCCS Staff** shall monitor the progress with the employer and student. Students will provide the **assigned NCCS Staff** 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.



SENIOR WORK RELEASE CONTRACT

SCHOOL YEAR 2015-2016

The student listed below has requested work release from Newberry Christian Community 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 to work release. The student, employer and parent must fill out this form, and have signed approval by the principal and assigned NCCS Staff. 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 assigned NCCS Staff and this agreement shall be null and void.

Signature of Employer: _____ Date: _____

The school may end this agreement if the student ends employment, fails to attend classes on a regular base, 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 Signature: _____ Date: _____

Assigned NCCCS Staff: _____ Date: _____