



# TRINITY AREA SCHOOL DISTRICT WORK RELEASE, LATE ARRIVAL, EARLY RELEASE GUIDELINES

Trinity High School is pleased to offer Senior students the flexibility of late arrival, early release, and/or work release program. Because it is Trinity's obligation to ensure that you receive an appropriate education that prepares you for graduation, the following guidelines for the programs will be followed:

1. Students applying for the listed programs must be in their senior year and registered appropriately on their schedule.
2. Students must sign out in the Welcome Center prior to leaving the building. You must exit via Door #1 at the Main Entrance. Exiting through another door may result in disciplinary action. For everyone's safety, we must know who is in the building at all times.
3. It is a student's responsibility to maintain passing grades in courses required for your graduation to stay in the the listed programs. This will be monitored weekly, and students failing one course will meet with a staff member to develop a plan to improve academic performance. After the conference, the student will be given an opportunity over a defined time period to improve academic performance before being removed from the program.
4. A student having more than 10 absences per semester will be removed from the work release program.
5. For students participating in Late Arrival, excessive tardiness will result in removal of Late Arrival privileges.
6. Parent(s)/legal guardian(s) assume all responsibility for any time a student in the work release program is in transit to work and on days a student is not working during school hours.
7. Students in the early release/late arrival program are encouraged to investigate course offerings via the CalU Dual Enrollment program. Please see Guidance for more information.

***Additionally, for any student participating in Work Release:***

8. It is the primary responsibility of each student in the work release program to secure employment prior to October 1.
9. Students applying for work release must submit a completed "Work Release Permission Form" (attached to this sheet) for administrative review and approval.
10. Work times for students must include working at the time they are dismissed from school.
11. Students will be found truant if they work on a day they are absent from school.

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*(Please sign, detach, and return to your Homeroom Teacher.)*

Student Name: \_\_\_\_\_

I have read the above guidelines and understand that my son/daughter must abide by the rules stated above to be eligible to participate in the Work Release/Early Release/Late Entry Program at Trinity High School.

Parent/Guardian Signature: \_\_\_\_\_

I have read the guidelines and will carry out the requirements for participation in the Work Release/Early Release/Late Entry Program at Trinity High School.

Student Signature: \_\_\_\_\_