

LAMPETER-STRASBURG HIGH SCHOOL
Work Study Program
School & Employer Agreement

Student's Name: _____ Date: _____

The above named student has requested to participate in the Lampeter-Strasburg High School Work Study Program. The student has identified your organization as a source of employment for the program. As a participating organization you must agree to:

- Provide the student with an average of at least **7.5 hrs. per week for each credit traded at school. (i.e. 1 credit = 7.5 hours, 2 credits = 15 hrs).**
- Provide a safe, learning environment in which the student can work and learn
- Communicate the student's progress by completing and returning an evaluation form sent by the work study coordinator.
- Immediately notify the High School Guidance Office (717) 464-3311 ext. 2023 in the event that the student is no longer employed with your organization

The student is responsible for the following criteria, any violation of which will impact their schedule and or participation in the work study program.

- Continue to meet established graduation requirements
- No major or repeated violation of school rules
- No excessive unexcused/illegal absences or tardies
- Enrolled in a minimum of 2.0 credits during each semester of participation.
- Must be passing all of his /her classes as determined by the ineligibility list
- Must maintain employment status throughout program experience
- The student must provide bi-weekly confirmation of hours to the work study coordinator. This can be done by using a form provided in the guidance office or a copy of his/her paycheck stub.
- **Students are responsible for any class work missed during school delays and modified schedules.**

Violation of the above criteria will result in the following action:

1st violation - the student will receive a warning.

2nd violation - the student will not be allowed to leave for work study for one week.

3rd violation - program removal.

Any abuse of the work study program will jeopardize continued participation.

Should you have any questions or desire more information about the program, please contact Laura Hambleton, Work Study Coordinator, Lampeter-Strasburg High School, Lampeter, PA 17537. (717) 464-3311 ext. 2023.

Supervisor Signature _____ Date _____

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status or handicaps and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and section 504.

For information regarding civil rights or grievance procedures and information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Andrew Godfrey, Assistant Superintendent, Lampeter-Strasburg School District, Lampeter, PA 17537. (717) 464-3311 ext. 1003. Both the school and the work study employer agree to comply with the above statements.

DEADLINES

2 Weeks Prior to the 1st Day of the Semester for Which You are Applying

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(SUPERVISOR COPY)

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