

Name _____

Date turned in _____

WORK EXPERIENCE STUDENT APPLICATION CHECKSHEET 2023-24 (updated 3/31/23)

To be considered for the Work Experience Program, please complete the following items and **return to the GUIDANCE OFFICE.**

1. Work Experience application packet:

- a. _____ Complete form and obtain all signatures
- b. _____ Attach current resume'
- c. _____ Attach copy of driver's license
- d. _____ Attach proof of car insurance
- e. _____ Signed medical release form (attached)
- f. _____ **NOTARIZED Driving Release Form** – sign the appropriate form according to the student's age. Students under 18 years of age **MUST** have their parent or guardian **sign in front of a notary.** If a student is 18 years of age, the student may sign the driving release form **in front of a notary.** Mrs. Bradley (Guidance Suite) or Mrs. Ramey (front office) may notarize the form.

Administrator Approval	Initial
JM	
RG	
DS	
KG	
KE	

- 2. **Return application to the GUIDANCE OFFICE when completed.** After approval into the program, counselors will integrate work experience into your schedule.
- 3. Please check in the boxes below indicating when you are available to work. If you are working only one period per day, the work experience may be only 1st period or 7th period.

	Semester 1	Semester 2
1st Period		
2nd Period		
3rd Period		
4th Period		
5th Period		
6th Period		
7 th Period		

WORKPLACE PREFERENCE: 1. _____ 2. _____
 CONTACT PERSON: 1. _____ 2. _____

Mission of Program: to provide experience/practice in a given area of work to students who have completed three (preferably 4) credits in their career pathway.

Please make sure everything is completed, signed, and attached before turning in.

WORK EXPERIENCE PROGRAM - Rules and Information

Seniors who have completed 3 credits in a career pathway may enroll in the Work Experience Program. This program is a privilege, not a requirement. These students may earn credits for work experience in their related career pathway. These students must adhere to the following rules and guidelines:

1. Students must have an approved Work Experience application on file with the Work Experience coordinator.
2. Students need to choose a job in a related field of training. Coordinator must approve the job location. Just having a job is not enough – it needs to relate to your area of interest. Extenuating circumstances will be considered by the approval committee.
3. Students must attach a copy of their current proof of auto insurance and a copy of their driver's license. You must keep car insurance for the entire school year and keep a current proof of auto insurance on file with the Work Experience coordinator throughout the year.
4. Each student must sign out in the front office every day before leaving school. To leave without signing out is like leaving school without checking out through the office and is considered skipping. Students must also sign back in if returning to school for class. Students must leave the school property upon signing out unless special permission is given to stay. Also, students should not come back into the building after leaving (without permission from coordinator) unless coming back for a class.
5. Students **MUST NOT** ride together. **NO ONE** is to transport a student in a private vehicle. Each work experience student will drive themselves to work.
6. If the student must leave work experience early or not attend classes after work experience that day, a parent/guardian **MUST** call the office and sign out the student before the student leaves work.
7. The following attendance rules shall apply to all Work Experience students along with the Rowan County Senior High School attendance policy. If you are excessively absent or tardy, you may not remain in the program. The student must call in to the employer when absent. The student must also contact the Work Experience coordinator when absent. If the absence is known in advance, both the employer and coordinator must be notified in advance.
8. The student must comply with all rules at the place of business. This includes dressing appropriately for the job situation, learning the job requirements as soon as possible, asking questions when needed, keeping a notebook to write down instructions, discussing problems with the work supervisor (and the coordinator), and discussing everything job related with the coordinator.
9. Parents must sign an approval form to allow their student to run errands (in the county) for the worksite. (form attached)
10. During bad weather, the administration and Work Experience coordinator will decide if students drive to work.
11. Students are not permitted to work for family members or in the same office as a family member unless pre-approved by the program coordinator.
12. The student **will not be allowed to quit or change employment until the end of a semester (unless pre-approved by the coordinator)**. Getting discharged from your job (fired) is automatic removal from the program.
13. If the student fails any class in the first semester, that student will automatically be removed from the Work Experience Program. The student will not be allowed to remain at school to work on credit recovery.

14. Only seniors are eligible to participate in the Work Experience Program. Students will work **daily** when school is in session. ***(Any work scheduled for the student when school is not in session is strictly between the employer, student, and parent and is not affiliated with Rowan County Senior High School or the Rowan County Board of Education.)***
15. Students in this program work for a grade and experience only. In some cases, the employer may pay the student for work experience. **This is an extra reward, not one that is requested or expected.**
16. Placements are arranged by the Work Experience coordinator. Relatives and students are allowed and encouraged to contact businesses or work locations for placement at the permission of the program coordinator.

****Students may NOT work at the following locations due to legal issues with the public and confidentiality rights:**

Outside of Rowan County and may not drive outside of county boundaries during work time.

Morehead Police Dept.

Kentucky State Police Dept.

Cave Run Marina

Pawn Shops (unless already working there as a paid employee)

Any place where beer, alcohol, cigarettes, or guns are the primary items for sale.

****This list may be adjusted as needed.**

17. Students earn $\frac{1}{2}$ credit per class period at work. Class credit and grades are based on employer and coordinator evaluations, attitude, attendance, check-in and check-out time sheets, job-related projects, alternate assignments, end-of-semester assessments, and performance. Alternate assignments are used for excused absences and the student is responsible for obtaining the assignment from the Work Experience coordinator. Alternate assignments must be completed after the school day.
18. Students may not leave the place of business during work experience time except in the event of an emergency at which time the student will contact the Work Experience coordinator or RCSHS Administration prior to leaving the place of business and a parent/guardian will call and sign the student out of school.
19. Students that drive to work must agree to the following terms:
 - Must be approved by Principal
 - Must follow the guidelines of the driving permission form
 - Must follow time guidelines and not return to school early or leave early for work
20. The Work Experience coordinator will visit and/or check on students regularly.
21. In the event of an accident, students will notify the Work Experience coordinator(s) and/or principal immediately.
22. Any form of school discipline including in school or out of school suspension will result in an evaluation on whether or not the student may remain in the Work Experience program.

GROOMING/APPEARANCE/UNIFORMS

Some work sites have uniforms that must be worn to work every day. Students must make sure that uniforms and shoes are clean before going to school each day. Uniforms will not be worn to school.

Appropriate grooming is also necessary before going to work. Students should make sure that they have showered, used deodorant, shaved, cleaned and combed hair (pull back in ponytail).

ATTENDANCE POLICY

Students will be graded on attendance. It is important that students come to school/work every day. If unable to go to work, absent from school for sickness, or participating in a school field trip, students must contact the Work Experience coordinator and their supervisor in advance. **NO** student will be permitted to remain at school instead of going out to work for **ANY** reason. If students are too sick to work, they are too sick to stay at school and must go home. There will not be any work made up from other classes during work time. The Work Experience Program is a class as well as a job and should be treated as such.

A student who skips work during the Work Experience time is subject to the following:

- Loss of driving privilege
- Removal from Work Experience Program

**Rowan County Discipline Policy will be followed. Additional behavioral guidelines included in the discipline policy will apply to the Work Experience situation.

I certify that I have read the rules and that I will abide by them. I understand that if I do not abide by these rules, I may be subject to dismissal from the Work Experience Program. By my signature below, I understand and agree to the terms, policies and procedures included in this document.

Student _____

Date _____

I have read the above mentioned rules for the Work Experience Program and have discussed them with my child. I understand that if my child does not abide by these rules, that he/she may be dismissed from the program. By my signature below, I understand and agree to the terms, policies and procedures included in this document.

Parent _____

Date _____

RECOMMENDATIONS

To apply for Work Experience, students must have recommendations from three instructors. (The screening committee member will sign when the application is approved.)

1. _____
Instructor's name

_____ Date

2. _____
Instructor's name

_____ Date

3. _____
Instructor's name

_____ Date

_____ Date

_____ Committee Member

MEDICAL AUTHORIZATION

Office of Career and Technical Education

Should it be necessary for my child to have medical treatment while participating in the internship, I hereby give the school district and/or work-site personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

___ **Yes** ___ **No**

Permission is also granted to release emergency contact/medical history to the attending physician or to work-site personnel if needed.

___ **Yes** ___ **No**

Student's Name _____

Date of Birth _____

Address _____

Daytime Phone for Parent or Guardian _____

Contact other than Parent or Guardian _____

Relation to Student _____

Phone _____

Family Doctor _____

Doctor's Phone _____

Preferred Hospital: _____

Address _____

Phone _____

Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, or other restrictions? Please explain any that are required.

Signature of Parent/Guardian

Date

Approval for student to travel/run errands for worksite (in-county only):

I give permission for _____ to travel in Rowan County as part of their work experience and/or to run errands for the worksite.

Parent/guardian signature

Date

