



Greater Ohio Virtual School

1879 Deerfield Road, Lebanon, OH 45036

Greater Ohio Virtual School Work Study Program Policy

The Work Study Program provides our high school students an opportunity to meet their academic requirements for graduation while gaining valuable work experience and earning a paycheck. This experience will build the knowledge, self-confidence, and instill high quality employment characteristics. Students can earn up to four elective credits by participating in the program. Any students who are currently working a job where they receive a paycheck stub can sign up for the Work Study class by completing the application at www.mygovs.com.

Students are able to:

- **Earn Academic Credit:** When students appropriately document 30 hours of paid employment, they will receive .25 elective credit towards the elective credit required for graduation. Students may earn up to four credits in this manner.
- **Earn Attendance Hours:** When students appropriately document hours of paid employment for a week, they can earn up to 13 hours of credit towards that week's attendance. However, they will only get credit for the hours earned (maximum of 13 per week) that match the number of academic hours they have earned for the week. Review the example carefully and ask questions if you do not understand.

EXAMPLE:

We can only credit you a maximum of 13 hours a week toward attendance. Tommy spent 13 hours on classwork and worked 20 hours at his fast-food job. After documenting his hours in the Work Study Log, he will get the maximum of 13 hours credit towards attendance for the week (13 classwork, 13 work study). Tommy has met his hours for the week.

Tracking of Work Study Hours

In order to have hours counted, students will utilize the same procedures as the documenting of off-line hours for their academic classes. Work study students would document the time that they worked at their job in the last question of the lesson. This time may not overlap with any other offline hours (Activity Logs) or online time (Computer Seat Time). These times will have to be verified by the submission of a paystub which can be uploaded as an attachment in the last question. Students can attach a screenshot or picture of their paystub. The student is responsible for recording their hours into their Work-Study class Log Entry each week, as well as submitting paycheck stubs or official timesheets.

To participate in the program, all parties must agree to the following:

EVERYONE

1. All parties agree that the primary purpose of this employment-based experience is educational.
2. The agreement will not be terminated without the knowledge of all parties concerned.
3. The learning experience will be planned and managed on the basis of a written training plan.
4. The coordinating coach and supervisor will agree on a training plan for the student.

Central Office 513.695.2924

Fax: 513.695.2588

email: govs@warrencountyesc.com

www.MYGOVS.com



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STUDENT:

1. The policies, rules, and regulations of the school and the business will be upheld.
2. Actions, attitudes, and appearance will reflect positively on the school and the business.
3. Advanced notification of absence will be given to the employer.
4. Records of work experience (timesheets), goals, pay stubs and self-evaluation will be completed and submitted as required by the school.
5. The student will be punctual, have regular attendance at school and on the job.
6. The student will maintain 25 hours of full-time attendance equivalency.

PARENTS/GUARDIAN:

1. Responsibility for the personal conduct of the student at school and at work.
2. The student will be encouraged to carry out duties and responsibilities effectively.

EMPLOYER/SUPERVISOR

1. The student will be assigned a supervisor who will work with the coordinating coach on the student's training plan and periodically evaluating the student.
2. Local, state and federal employment and compensation regulations apply to the student.
3. Counsel the student about his or her progress on the job.

COORDINATOR

1. The coordinator will work with the supervisor to evaluate the student's performance.
2. The coordinator and supervisor will agree on a training plan for the student.
3. The coordinator will counsel the student about his or her progress on the job.
4. The coordinator will determine the student's final grade.

Students will earn .25 elective credits for every 30 hours of work completed.

Students can earn up to 13 hours a week towards attendance but can earn no more than the academic hours earned. Students must work at a job where you can earn a paycheck.

The student will work to learn the following skills:

- Demonstrates reliability and integrity with responsibilities.
- Demonstrates effective work ethics and accountability.
- Demonstrates punctuality in arriving to work.
- Demonstrates discipline and self-control.
- Demonstrates ability to work as part of a team/collaborate.
- Demonstrates professionalism in dress and actions.
- Demonstrates a desire to learn new skills and information.
- Demonstrates strong decision-making, problem-solving skills.
- Demonstrates leadership potential.
- Demonstrates creative thinking or innovative solution ideas.
- Demonstrates effective communication skills.
- Demonstrates knowledge of the technology needed to do the job.
- Demonstrates initiative and self-direction.
- Demonstrates adaptability and flexibility.
- Demonstrates respect for diverse groups of people.
- Demonstrates knowledge of strengths, skills, and experiences necessary to be successful.

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