

**Pennsauken PUBLIC SCHOOLS**

**Pennsauken, NJ**

**Pennsauken High School**



**Senior Option Special Programs**

Effective for Class of 2021

REV. November 2019

# Pennsauken HS Senior Option Special Programs

Pennsauken High School utilizes multiple and diverse paths for all students to learn and succeed. Students have the opportunity to explore educational activities that are meaningful and relevant. The Senior Option Special Programs were created to allow students a pathway to obtain learning experiences outside of the traditional classroom environment. These experiences provide real-world connections not available in the traditional school setting.

Students will be permitted an early release from or a late arrival to school in order to participate in any of the Senior Option Special Programs.

The safety, cost and transportation, to and from, most of the Senior Option Special Programs will be the responsibility of the student's parent/guardian. However, students attending the RCBC Senior Option may be eligible for transportation and books.

Senior Option Special Programs will only be granted to seniors who are in good standing and on track to graduate at the end of their senior year. Students must adhere to the mandates of the Senior Option Special Programs Contract in order to participate in the program.

The Senior Option Special Programs Contract requirements include:

1. Signed parent permission.
2. Signed confirmation of good standing and graduation status by the school counselor.
3. Attendance of parent/guardian, counselor, and student at a meeting with the Principal/School to Career Supervisor to ensure all parties understand and are in agreement with the signed Contract.
4. Signature of the Principal finalizing the Senior Option Special Programs Contract.

Senior Option Special Programs status and privilege will be revoked under the following conditions:

1. The student is found on campus during their Senior Option Special Programs participation times without administrative approval.
2. The student fails to maintain graduation status. This includes fulfilling any state mandated testing as well as all other parameters for graduation.
3. The student has accrued more than 12 unexcused days absent from either PHS or their Senior Option Program.
4. The student has received more than 7 tier 1 discipline referral or 2 tier 2 discipline referrals.

There are 5 Senior Option Special Program Selections.

1. Senior Internships (SROPT-CRI)
2. School-to-Careers (SROPT-STC)
3. School-to-Work (SROPT-STW)
4. RCBC Senior Option (SROPT-RCBC)
5. Community Based Service (SROPT-CBS)



## Pennsauken High School Senior Option Special Program

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Birthdate: \_\_\_\_\_

**Brief description of the requested educational experience: Please include contact numbers and locations if available.**

**I affirm that the above student is in good standing and on track to meet graduation requirements for the \_\_\_\_\_ school year.**

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CST Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If student has a current IEP

**I am in agreement with all of the requirements for the Senior Option Special Program for my child.**

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

**I agree to all the requirements of the Senior Option Special Program. I realize that if I violate the terms of this contract, I will be removed from the program and return to Pennsauken High School as a full-time student.**

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

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Pennsauken High School Senior Option Special Programs

At Pennsauken High School, we are committed to helping our students be prepared for life after high school. These programs are supervised educational activities designed to provide students with exposure and to assist them in making career and educational decisions. We recognize there are multiple pathways to successful careers and feel these programs will give the students a head start on their pathway to a successful career.



### **Senior Internships (SROPT-CRI)**

### **Four Year College Bound Senior**

Student is experiencing what it is like to work for the business/organization usually without pay and must be supervised at all times. Student spends three to five afternoons a week in a career-focused position.



### **School-to-Careers (SROPT-STC)**

### **CTE Students**

Student is working in their field of interest and is paid by the employer. Student is working toward their certification or licensure and placement in entry level positions to help them transition to full time employment. Student will be receiving a W4 and W2. Student will be assigned a professional mentor by the employer. Student should be supervised and will work at least 15 hours/week.



### **School-to-Work (SROPT-STW)**

### **Non-CTE Students**

Student is working for a business and is paid by the employer. Student will be receiving a W4 and a W2. Student should be supervised most of the time and average about 15 hrs/week.



### **RCBC Senior Option (SROPT-RCBC)**

### **Student interested in beginning college senior year**

Student will take a minimum of 3 college courses at RCBC during the fall semester and 3 college courses spring semester on the campus of Rowan College at Burlington County.



### **Community Based Service (SROPT-CBS)**

### **Senior student who wants to serve**

Student is volunteering their time and resources at a nonprofit organization. The student will not be paid for their service but will gain valuable experience in a workplace. The student will be supervised.

**Pennsauken PUBLIC SCHOOLS**  
**Senior Option Special Program**

-- Links to Offered Programs

- Senior Internships
- School-to-Careers
- School-to-Work
- Community- Based Service
- RCBC Sr. Option/ Dual Credit Enrollment

Pennsauken Public Schools provide a superior education by utilizing multiple and diverse paths to success for all children. Students are able to explore educational experiences that are meaningful and relevant, and that provide opportunities to explore and achieve at high levels. Senior Option Special Program serves as an alternative to traditional high school courses.

Special Option programs allow students to obtain learning experiences outside of the traditional classroom environment. These experiences provide real-world connections not available in the school setting.

Students may be permitted an early release from or a late arrival to school in order to participate in some of the approved Special Option programs.

When visiting the website one will see the types of programs in the menu box on the left that show the options available to students of the Pennsauken Public School District as an alternative means of gaining necessary experience for success in the workplace.

## Senior Internships (associated with college bound students)

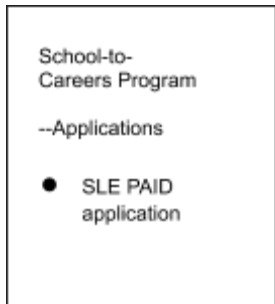


Pennsauken Public School District Procedures for Senior Option Special Programs

The Senior Internship program (SROPT-CRI) has no required classroom component.

1. Program will only be approved for students in grades 12 who are in good standing with attendance, will meet all graduation credit requirements, have limited discipline referrals and have passed all NJ State testing requirements.  
Applications must be submitted to School-to-Careers advisor and approved before any hours are counted toward the program. Work sites deemed unsafe, inappropriate or not meeting state or federal guidelines will not be approved.  
  
The application must be submitted to the school counselor. The counselor along with the student's School-to-Careers Supervisor will approve or reject the application. Any change in the work program must be approved by the School-to-Careers Supervisor and guidance counselor.
2. It is the responsibility of the student and parent/guardian to find an internship placement which suits the interest and career goals of the student. The School-to-Careers Supervisor may assist in the process of finding appropriate placement
3. The student must assume responsibility for providing transportation to and from the site.
4. The work experience hours must be completed during the regular school year. Summer hours will not count.
5. An internship is usually a non paid position in which the student learns valuable and applicable lessons while on the job site. The student typically spends three to five afternoons a week in a career-focused position.
6. A weekly log must be completed by the student and signed by the site supervisor. The log is to be approved/signed by the student's School-to-Careers Supervisor at the end of each marking period.
7. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the work program for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
8. If the student has early release or late arrival due to the work program (and the program is not on school grounds), the student cannot be on school property during such times.
9. Working papers must be obtained through the school office.
10. Special situations must be approved by the school principal and central administration.

## School-to-Careers (associated with CTE students)



Pennsauken Public School District Procedures for Senior Option Special Programs

The School-to-Careers (SROPT - STC) program has no required classroom component.

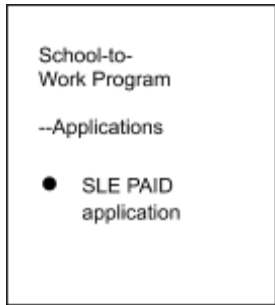
1. Program will only be approved for students in grades 12 who are in good standing with attendance, will meet graduation credit requirements, have limited discipline referrals and have passed all NJ State testing requirements.

Applications must be submitted to School-to-Careers advisor and approved before any hours are counted toward the program. Work sites deemed unsafe, inappropriate or not meeting state or federal guidelines will not be approved.

The application must be submitted to the school counselor. The counselor along with the student's School-to-Careers Supervisor will approve or reject the application. Any change in the work program must be approved by the School-to-Careers Supervisor and guidance counselor.

2. It is the responsibility of the student and parent/guardian to find a work placement which suits the interest and career goals of the student. The School-to-Careers Supervisor may assist in the process of finding appropriate placement
3. The student must assume responsibility for providing transportation to and from the site.
4. The work experience hours must be completed during the regular school year. Summer hours will not count.
5. A weekly log must be completed by the student and signed by the site supervisor. The log is to be approved/signed by the student's School-to-Careers Supervisor at the end of each marking period.
6. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the work program for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
7. If the student has early release or late arrival due to the work program (and the program is not on school grounds), the student cannot be on school property during such times.
8. Working papers must be obtained through the school office.
9. Special situations must be approved by the school principal and central administration.

## School-to-Work (associated with non CTE students)



Pennsauken Public School District Procedures for Senior Option Special Programs

The School-to-Careers (SROPT - STW) program has no required classroom component.

1. Program will only be approved for students in grades 12 who are in good standing with attendance, will meet graduation credit requirements, have limited discipline referrals and have passed all NJ State testing requirements.

Applications must be submitted to School-to-Careers advisor and approved before any hours are counted toward the program. Work sites deemed unsafe, inappropriate or not meeting state or federal guidelines will not be approved.

The application must be submitted to the school counselor. The counselor along with the student's School-to-Careers Supervisor will approve or reject the application. Any change in the work program must be approved by the School-to-Careers Supervisor and guidance counselor.

2. It is the responsibility of the student and parent/guardian to find a work placement which suits the interest and career goals of the student. The School-to-Careers Supervisor may assist in the process of finding appropriate placement
3. The student must assume responsibility for providing transportation to and from the site.
4. The work experience hours must be completed during the regular school year. Summer hours will not count.
5. A weekly log must be completed by the student and signed by the site supervisor. The log is to be approved/signed by the student's School-to-Careers Supervisor at the end of each marking period.
6. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the work program for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
7. If the student has early release or late arrival due to the work program (and the program is not on school grounds), the student cannot be on school property during such times.
8. Working papers must be obtained through the school office.
9. Special situations must be approved by the school principal and central administration.



## Community-Based Service



Pennsauken Public School District Procedures for Senior Option Special Programs

The Community Based Service (SROPT - CBS) program has no required classroom component.

1. Program will only be approved for students in grades 12 who are in good standing with attendance, will meet graduation credit requirements, have limited discipline referrals and have passed all NJ State testing requirements.

Applications must be submitted to School-to-Careers advisor and approved before any hours are counted toward the program. Work sites deemed unsafe, inappropriate or not meeting state or federal guidelines will not be approved.

The application must be submitted to the school counselor. The counselor along with the student's School-to-Careers Supervisor will approve or reject the application. Any change in the work program must be approved by the School-to-Careers Supervisor and guidance counselor.

2. It is the responsibility of the student and parent/guardian to find a work placement which suits the interest and career goals of the student. The School-to-Careers Supervisor may assist in the process of finding appropriate placement
3. The student must assume responsibility for providing transportation to and from the site.
4. The work experience hours must be completed during the regular school year. Summer hours will not count.
5. A weekly log must be completed by the student and signed by the site supervisor. The log is to be approved/signed by the student's School-to-Careers Supervisor at the end of each marking period.
6. At the discretion of the school administration and/or site supervisor, the student may be dismissed from the work program for just cause (excessive school absenteeism, tardiness, insubordination, dishonesty, poor performance, or other serious violation).
7. If the student has early release or late arrival due to the work program (and the program is not on school grounds), the student cannot be on school property during such times.
8. Working papers must be obtained through the school office.
9. Special situations must be approved by the school principal and central administration.

**RCBC Senior Option and Dual Credit Courses/College Internet Courses**

College  
Courses/  
College  
Internet  
Courses  
  
--Application

Pennsauken Public School District Procedures for Senior Option Special Programs

Rowan College at Burlington County Senior Year Option (SROPT - RCBC)

All students interested in the Early College Senior Year Option must set an appointment with their guidance counselor on an individual basis to see if they qualify for the program.

RCBC Senior Year Option:

- Students will attend college courses on the RCBC Mount Laurel Campus.
- Students must take four courses total each semester (i.e. 3 courses at RCBC and 1 at PHS).
- Students are responsible for the cost of tuition.
- To participate in Senior Year Option students must:
  - Hold a 3.0 cumulative GPA
  - 5 or less days absent the previous school year
  - No conduct incidents



## STUDENT WORK STUDY APPLICATION PACKET Senior Option Special Program

Dear Students and Parents:

The Pennsauken High School School-to-Careers Program is pleased to offer the Senior Option Special Program which your child, \_\_\_\_\_ has applied to participate in for the upcoming \_\_\_\_\_ school year. The program offers students the opportunity to gain hands-on workplace skills and to test their academic knowledge in a "real world" setting. The School-to-Careers Supervisor/Advisors will coordinate with students and employers to ensure that students have a meaningful learning experience.

Included in this packet are the following documents that will explain the program in detail:

- A-1 Student Application
- A-2 Career Agreement
- Two Teacher Recommendation Forms

1. **Please read all of the enclosed materials provided.**
2. **Complete and sign required Career Agreement forms.**
3. **Please return your application to the School-to-Careers office at Pennsauken High School**

Please contact the School-to-Careers office (856) 662-8500 ext. 5242 if you have any questions concerning the program. The School-to-Careers staff looks forward to your child's participation.

## Attachment A-1: Student Application

Last Name:		First Name:		MI:
Street Address:				
City:		State:		Zip:
Home Phone:		Email:		Date of Birth:
GPA:	Student ID#:	Social Security #:		Guidance Counselor:

### Work and Volunteer Experience

Experience	Tasks You Performed	Dates Involved

### Extracurricular Activities, Hobbies and Interests - (Include Athletics, School Clubs and Leisure Interests)

Activity/Hobby/Interest	Position(s) Held - (if applicable)	Years Involved

### Career Interests - (List up to 3 career areas that you would like to explore and reasons why these areas interest you.)

Career Interest	Reasons
1.	
2.	
3.	

### Work Reference - List One (1) Work-Related Reference

Work Reference #1		Work Reference #2		
Name				
Position Held				
Company Name				
Phone				
Dates of Your Employments	From:	To:	From:	To:
Describe your duties/tasks:				

NOTE: Use additional sheets if necessary



**Attachment A-2: Career Agreement  
PENNSAUKEN PUBLIC SCHOOLS**

**FOR "PAID" SCHOOL-SPONSORED EMPLOYER/AGENCY AGREEMENT  
STRUCTURED LEARNING EXPERIENCES**

(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-4 Structured Learning Experience)

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SLE Teacher Supervisor: \_\_\_\_\_ SLE Teacher Supervisor Phone #: \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

Hours of Work Activities: \_\_\_\_\_ to \_\_\_\_\_  All That Apply: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_

Student will report to the work site: Daily \_\_\_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, N.J.A.C. 6A:19-4, Structured Learning Experiences, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (N.J.A.C. 6A:19-4.1(c)).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (N.J.A.C. 6A:19-4.1(b)).
- (3) The student will be placed in training sites deemed non-hazardous, (N.J.A.C. 6A:19-4.1(c)).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee.
- (5) The district will maintain the student's records reflecting the paid structured learning experience, (N.J.A.C. 6A:19-4.1(d)).
- (6) The employer communicates bimonthly with PHS about the student's attendance with appropriate time sheets.

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, N.J.A.C. 12:56-18.2, School-to-Work Programs, the school district and business/agency understand that the intent of this paid structured learning experience is instructional, not productive employment. Therefore, the paid structured learning experience (SLE) must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the paid structured learning experience meets the following regulatory requirements:

- (1) The student is at least 16 years of age;
- (2) The structured learning experience must be related to a formal training plan for the student\*\*;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade and/or credit for time

- spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor; and the student does not replace an employee.

**In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to an offer of employment at the conclusion of the paid school-sponsored structured learning experience.**

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_ Signature: \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

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**PART 3: INSURANCE STATEMENT:** The student is a paid employee when participating in a school-sponsored, paid structured learning experience; therefore, the student must be covered by the employer's liability insurance and workers' compensation insurance during the structured learning experience. The student is responsible for transportation from school to the structured learning experience site and from the site to home; therefore, the student and/or the student's parent/guardian is responsible for providing appropriate auto insurance if the student will drive. The employer and student or parent/guardian agree to provide copies of their respective insurance certificates to the structured learning experience teacher prior to the start of the paid, school-sponsored structured learning experience.

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#### **PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the paid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.\*\*
- (7) I understand that my SLE grade will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

**I understand that this is a paid structured learning experience and I am not entitled to a promise of employment at the completion of the paid structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the paid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

**Photo Release**

- (4) I understand that School-to-Careers events attract attention from the media and are also used to promote partnerships between schools and employers, so there is a possibility that students will be photographed during this experience. I grant permission to photograph my son/daughter for these promotional purposes.

Yes  No

**I understand that this is a paid, school-sponsored structured learning experience and that the student is not entitled to a promise of employment at the completion of the structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

I hereby give my consent for \_\_\_\_\_ to participate in this paid, school-sponsored structured learning experience during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Senior Option Special Program Teacher Recommendation Form

The purpose of this program is to expose students to a wide range of general workplace skills, knowledge and competencies, with the goal being, to better prepare students for future opportunities. The student listed below has applied to participate in a *Work Based Learning Program*. Please assist us by completing this form and returning it to the *School-to-Careers Supervisor/Advisor* as quickly as possible. Thank you.

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Students: Fill in your name and ID # and give the form to your reference.

*Please check in the appropriate column.*

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
4. Self-motivated			
5. Demonstrates responsibility (directs energies toward tasks)			
6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
8. Punctual			
9. Cooperates with others			
10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
14. Capacity to try new ideas and increase knowledge			

1. Do you recommend this applicant for the *Work Based Learning* program?

Yes  No

2. Additional Comments \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Dat

**This form is to be completed privately by the teacher and submitted to Mr. Snyder's Office.**



# Senior Option Special Program Teacher Recommendation Form

The purpose of this program is to expose students to a wide range of general workplace skills, knowledge and competencies, with the goal being, to better prepare students for future opportunities. The student listed below has applied to participate in a *Work Based Learning Program*. Please assist us by completing this form and returning it to the *School-to-Careers Supervisor/Advisor* as quickly as possible. Thank you.

Student's Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Students: Fill in your name and ID # and give the form to your reference.

*Please check in the appropriate column.*

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
4. Self-motivated			
5. Demonstrates responsibility (directs energies toward tasks)			
6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
8. Punctual			
9. Cooperates with others			
10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
14. Capacity to try new ideas and increase knowledge			

1. Do you recommend this applicant for the *Work Based Learning* program?

Yes  No

2. Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form is to be completed privately by the teacher and submitted to Mr. Snyder's Office.**



## STUDENT WORK STUDY APPLICATION PACKET Senior Option Special Program



Dear Students and Parents:

The Pennsauken High School School-to-Careers Program is pleased to offer the Senior Option Special Program which your child, \_\_\_\_\_ has applied to participate in for the upcoming \_\_\_\_\_ school year. The program offers students the opportunity to gain hands-on workplace skills and to test their academic knowledge in a "real world" setting. The School-to-Careers Supervisor/Advisors will coordinate with students and employers to ensure that students have a meaningful learning experience.

Included in this packet are the following documents that will explain the program in detail:

- A-1 Student Application
  - A-2 Career Agreement
  - Two Teacher Recommendation Forms
1. **Please read all of the enclosed materials provided.**
  2. **Complete and sign required Career Agreement forms.**
  3. **Please return your application to the School-to-Careers office.**

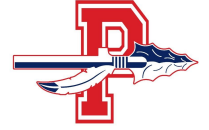
Please contact the School-to-Careers office (856) 662-8500 ext. 5242 if you have any questions concerning the program. The School-to-Careers staff looks forward to your child's participation.

## Attachment A-1: Student Application

Last Name:		First Name:		MI:
Street Address:				
City:		State:		Zip:
Home Phone:		Email:		Date of Birth:
GPA:	Student ID#:	Social Security #:		Guidance Counselor:
<b>Work and Volunteer Experience</b>				
Experience	Tasks You Performed			Dates Involved
<b>Extracurricular Activities, Hobbies and Interests - (Include Athletics, School Clubs and Leisure Interests)</b>				
Activity/Hobby/Interest		Position(s) Held - (if applicable)		Years Involved
<b>Career Interests - (List up to 3 career areas that you would like to explore and reasons why these areas interest you.)</b>				
Career Interest		Reasons		
1.				
2.				
3.				

<b>Work Reference - List One (1) Work-Related Reference</b>					
Work Reference #1			Work Reference #2		
Name					
Position Held					
Company Name					
Phone					
Dates of Your Employments		From:	To:	From:	To:
Describe your duties/tasks:					

NOTE: Use additional sheets if necessary



**Attachment A-2: Career Agreement**  
**Pennsauken PUBLIC SCHOOLS**  
**FOR “UNPAID”, SCHOOL-SPONSORED STRUCTURED LEARNING**  
**EXPERIENCES STRUCTURED LEARNING EXPERIENCES**

*(N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A: 6A:19-4, Structured Learning Experiences)*

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SLE Teacher Supervisor: \_\_\_\_\_ SLE Teacher Supervisor Phone #: \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

Hours of Work Activities: \_\_\_\_\_ to \_\_\_\_\_  All That Apply: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thus \_\_\_\_\_ Fri \_\_\_\_\_

Student will report to the work site: Daily \_\_\_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

**PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4*, Structured Learning Experiences, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-4.1(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee.
- (5) The district will maintain the student’s records reflecting the unpaid, career orientation structured learning experience, (*N.J.A.C. 6A:19-4.1(d)*).
- (6) The employer communicates bimonthly with PHS about the student’s attendance with appropriate time sheets.

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, the school district and business/agency understand that an unpaid structured learning experience taking place at a work site must include all of the following elements to be consistent with a “learning experience” and not be considered “employment.” We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;

- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The unpaid SLE is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

**In addition, the school district, business/agency, student, and parent/guardian understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored structured learning experience.**

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_ Signature: \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

**PART 3: INSURANCE STATEMENT:** The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the unpaid, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature, and responsibilities for insurance coverage of this unpaid structured learning experience.

**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the unpaid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.
- (7) I will furnish my SLE teacher supervisor with all necessary information pertaining to my unpaid SLE, including all SLE- related assignments and reports. I understand that my SLE grade or credit will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

**I understand that this structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

**SIGNATURE OF STUDENT:** \_\_\_\_\_ Date: \_\_\_\_\_

**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the unpaid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

**Photo Release**

- (4) I understand that School-to-Career events attract attention from the media and are also used to promote partnerships between schools and employers, so there is a possibility that students will be photographed during this experience. I grant permission to photograph my son/daughter for these promotional purposes.

Yes  No

**I understand that this unpaid, school-sponsored structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

I hereby give my consent for \_\_\_\_\_ to participate in this unpaid, school-sponsored structured learning experience during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Senior Option Special Program Teacher Recommendation Form

The purpose of this program is to expose students to a wide range of general workplace skills, knowledge and competencies, with the goal being, to better prepare students for future opportunities. The student listed below has applied to participate in a *Work Based Learning Program*. Please assist us by completing this form and returning it to the *School-to-Careers Supervisor/Advisor* as quickly as possible. Thank you.

Student's Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Students: Fill in your name and ID # and give the form to your reference.

*Please check in the appropriate column.*

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
4. Self-motivated			
5. Demonstrates responsibility (directs energies toward tasks)			
6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
8. Punctual			
9. Cooperates with others			
10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
14. Capacity to try new ideas and increase knowledge			

1. Do you recommend this applicant for the *Work Based Learning* program?

Yes  No

2. Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**This form is to be completed privately by the teacher and submitted to Mr. Snyder's Office.**

# Senior Option Special Program Teacher Recommendation Form

The purpose of this program is to expose students to a wide range of general workplace skills, knowledge and competencies, with the goal being, to better prepare students for future opportunities. The student listed below has applied to participate in a *Work Based Learning Program*. Please assist us by completing this form and returning it to the *School-to-Careers Supervisor/Advisor* as quickly as possible. Thank you.

Student's Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Students: Fill in your name and ID # and give the form to your reference.

*Please check in the appropriate column.*

	GOOD	FAIR	POOR
1. Ability to follow instructions			
2. Social skills (gets along well/respect for others)			
3. Demonstrates dependability			
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6. Demonstrates enthusiasm in performing assigned tasks			
7. Strives for excellence			
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10. Demonstrates proper etiquette and manners			
11. Personal appearance/grooming			
12. Demonstrates integrity/honesty			
13. Demonstrates optimism and self-respect			
14. Capacity to try new ideas and increase knowledge			

1. Do you recommend this applicant for the *Work Based Learning* program?

Yes  No

2. Additional Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**This form is to be completed privately by the teacher and submitted to Mr. Snyder's Office.**





**PENNSAUKEN PUBLIC SCHOOLS**  
**FOR VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING**  
**SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES**

*(N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A:19-6:4, Structured Learning Experiences)*

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SLE Teacher Supervisor: \_\_\_\_\_ SLE Teacher Supervisor Phone #: \_\_\_\_\_

Student Phone #: \_\_\_\_\_ Emergency Contact Phone #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Business/Agency Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Site Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Work Site Mentor: \_\_\_\_\_

Hours of Work Activities: \_\_\_\_\_ to \_\_\_\_\_  All That Apply: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_ Fri \_\_\_\_\_

Student will report to the work site: Daily \_\_\_\_\_ Every (day of week) \_\_\_\_\_ Other: \_\_\_\_\_

**PART 2: SCHOOL ADMINISTRATOR AND AGENCY RESPONSIBILITIES**

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-4, Structured Learning Experiences*, the school district agrees to ensure the following:

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-4.1(c)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-4.1(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-4.1(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee.
- (5) The district will maintain the student's records reflecting the unpaid, career orientation structured learning experience, (*N.J.A.C. 6A:19-4.1(d)*).
- (6) The employer communicates bimonthly with PHS about the student's attendance with appropriate time sheets.

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2, School-to-Work Programs*, the school district and agency understand that a volunteer structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience" and not be considered "employment." We agree to ensure that the structured learning experience meets the following regulatory requirements:

- (1) The student shall be at least 16 years of age;
- (2) The SLE activities must be related to a formal training plan (attached to this form) for the student\*\*;
- (3) There is collaboration and planning between agency staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;
- (5) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and an agency mentor;

- (7) The SLE is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and* the student does not replace an employee of the agency.

In addition, the school district and agency understand that the student is not entitled to wages or an offer of employment at the conclusion of the unpaid, school-sponsored structured learning experience.

**PENNSAUKEN PUBLIC SCHOOLS**  
**FOR VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING SCHOOL-SPONSORED**  
**STRUCTURED LEARNING EXPERIENCES**

(N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A:19-6:4, Structured Learning Experiences)

Name/Title of School Administrator \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ District/School Code \_\_\_\_\_ Name of District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name/Title of Business/Agency Officer \_\_\_\_\_ Signature: \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

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**PART 3: INSURANCE STATEMENT:** The school district and the agency agree to provide copies of their respective insurance certificates prior to the start of the volunteer, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature, and responsibilities for insurance coverage of this volunteer structured learning experience.

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**PART 4: STUDENT RESPONSIBILITIES**

I agree to follow the conditions of the volunteer, school-sponsored structured learning experience (SLE) that are listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my agency mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.
- (7) I will furnish my SLE teacher supervisor with all necessary information pertaining to my volunteer SLE, including all SLE-related assignments and reports. I understand that my SLE grade or credit will be based upon the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

**I understand that this volunteer, school-sponsored structured learning experience is not employment and I am not entitled to wages or a promise of employment at the completion of the structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.**

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PENNSAUKEN PUBLIC SCHOOLS**  
**FOR VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING SCHOOL-SPONSORED**  
**STRUCTURED LEARNING EXPERIENCES**

(N.J.A.C. 12:56-18, School-to-Work Program and N.J.A.C. 6A:19-6:4, Structured Learning Experiences)

**PART 4: PARENT/GUARDIAN RESPONSIBILITIES**

I agree to the following conditions of the volunteer, school sponsored structured learning experience (SLE) that are listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

**Photo Release**

- (4) I understand that School to Career events attract attention from the media and are also used to promote partnerships between schools and employers, so there is a possibility that students will be photographed during this experience. I grant permission to photograph my son/daughter for these promotional purposes.

Yes  No

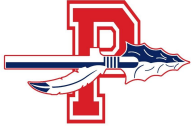
**I understand that this unpaid, school-sponsored structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.***

I hereby give my consent for \_\_\_\_\_ to participate in volunteer, school- sponsored structured learning experience activities during the current school year.

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_







**APPEAL FORM**

**(Please submit to the High School Director for Curriculum and Instruction)**

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

**\*\*Please attach copy of the Senior Option Special Program application that was denied.**

Please state the reason(s) that you feel your ***PHS Senior Option Special Program*** request should be reconsidered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Approved

Denied

Signature of Assistant Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

