

**MARIAN HIGH SCHOOL
2012-2013
WORK PROGRAM APPLICATION**

The Work Study Program is available to students who qualify for Tuition Assistance with preference given to freshmen and sophomores. The Tuition Assistance application must be filled out and approved before a student is accepted into the Work Study Program. Both forms can be filled out and sent in at the same time. If you qualify for tuition assistance your daughter/daughters will be assigned to the Work Study Program based on this application.

Student assignments before and after school, consist of general cleaning and vacuuming. In-school assignments are performed during study hall blocks. These jobs consist of secretarial work and some light cleaning. The in-school assignments are very limited and will be assigned on a first-come first-serve basis. If the in-school assignments are filled, you will be assigned a 30 minute before or after school position. Freshmen **are not** eligible to participate in the in-school Work Program during study hall the first semester. They may apply for the in-school position during study hall second semester.

Date _____

Student's Name _____ Grade for 12/13 School Yr _____

Address _____ Phone _____

Parent's Name _____

You may apply for either first semester or second semester Work Program. I will try to accommodate your semester choice. **If your semester choice is full, you will be placed in the semester that is not full or be put on a waiting list.** Please keep sports obligations in mind when choosing a semester.

PLEASE CHOOSE ONE SEMESTER ONLY.

FIRST SEMESTER _____

| | Minutes Per Day | Tuition Reduction Per Yr. |
|--|-----------------|------------------------------|
| ___A Before school | 30 | \$500 |
| ___B After school | 30 | \$500 |
| ___C In-school (during study hall) (Freshmen <u>are not eligible</u>) | 45 | \$600 |

SECOND SEMESTER _____

| | Minutes Per Day | Tuition Reduction Per Yr. |
|--|-----------------|------------------------------|
| ___A Before school | 30 | \$500 |
| ___B After school | 30 | \$500 |
| ___C In-school (during study hall) (Freshmen <u>are eligible</u>) | 45 | \$600 |

The entire amount of tuition reduction for the Work Program is prepaid and will be applied to your daughter's beginning account balance even if your daughter does not work until 2nd semester. If your daughter does not fulfill her Work Program obligations, her account will be charged back for the unearned portion of the Work Program. Work Program earnings are not transferable to another school nor are they payable to the student in cash.

Please return this application to Shari Reynolds, Marian High School 7400 Military Ave Omaha, NE 68134 by April 15, 2012. Applications received after that date will be accepted if positions are available.

Parent's signature _____

RETURN THIS SIGNED COPY WITH YOUR APPLICATION

WORK PROGRAM AGREEMENT

1. Work/Study Program is only available to students who qualify for Tuition Assistance. Preference is given to freshmen and sophomores.
2. Students are expected to do their assigned job everyday that school is in session unless the student is absent.
3. Excessive absences, tardiness and unsatisfactory work performance will result in your being removed from the Work program at which time your tuition account will be charged back for the unearned portion of the Work Program.
4. If you have a need to leave early from your assignment, or you know you will not be able to do your work assignment for that day, you must make arrangements with your mentor to make up your work time.
5. After school workers must be on their jobs by 3:20 p.m.
6. Morning workers must be on their jobs no later than 7:15 a.m.
7. Workers must report to the teacher or staff member in the area they are cleaning and sign and date the Work Program sign-in sheet to get credit for that day. At the end of each month, the teacher or staff member will also sign the Work Program sign-in sheet and turn it in to Mrs. Reynolds; an evaluation of each student is done monthly.
8. If you have three or more unexcused absences in a semester you must fulfill the time you missed during Christmas break for first semester and Spring Break or Summer Break for second semester. You will be notified if this has occurred.
9. **You will be expected to do your assignment every day school is in session.** This includes early dismissal and exam days. In-school assignments will be excused if you have an exam during your work study block.
10. You must treat the Work Program as a job. It is important that you take your obligation to the program seriously.
11. If you and your parents stop the Work Program due to an activity, there is no guarantee that you will be reassigned.

Parents, please read over these rules with your daughter(s) and both sign on the appropriate spaces below. Return the Work Program application and this signed copy to Shari Reynolds/Marian High School 7400 Military Ave Omaha, NE 68134 by April 15, 2012. Work Study applications will be accepted after April 15, 2012 but you are not guaranteed an assignment.

Student signature

Parent(s) signature

Date

DO NOT RETURN THIS SHEET. PLEASE KEEP FOR YOUR RECORDS.

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