

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT



Highland Regional High School CEP Option- Work Study Advisor: Mrs. Lauren McElroy

***ALL WORK STUDY CONTRACTS ARE DUE BY AUGUST 12, 2022.**

DO NOT TURN IN AN INCOMPLETE CONTRACT - YOU WILL NOT BE APPROVED.*

STUDENT NAME: _____ **DATE:** _____

Description:

Work Study is an opportunity for students to earn money and receive credit on their high school record for their employment. Students will find and maintain employment throughout the entire school year.

To The Employer:

- Students are required to work a minimum of 15 hours per week/60 hours per month. (less than 15 hours per week can be considered in extenuating circumstances, on a case by case basis)
- Students must have access to a payroll portal or receive a physical paystub demonstrating hours worked, pay rate and withholdings.
- Employment will be verified by Mrs. Lauren McElroy, Career Education Counselor, prior to the start of the school year.
- Please contact Mrs. Lauren McElroy at 856-227-4100 ext. 4043 or lmcelroy@bhprsd.org with any questions or concerns regarding the employee.

Please **PRINT CLEARLY** the following employer information:

Business/Employer: _____

Address of Business: _____

Date of Hire: _____ Position & anticipated hrs./week: _____

Supervisor Phone Number: _____

Supervisor email: _____

Supervisor Name (print) / Signature: _____/_____

Work Study Program Eligibility Requirements:

1. **Academic requirement:** Students **MUST** have ≥ 85 credits earned by September 1 of senior year **AND** a GPA ≥ 2.0 to participate in the CEP. Additionally, students must maintain passing grades in all courses in order to remain in the CEP program of choice.

2. **Attendance requirement:** Students MUST be in good standing (< 10 unexcused absences) to be eligible (at the time of registration)/remain in the CEP.
3. **Conduct requirement:** Students MUST be in good standing (< 100 conduct points) to be eligible/remain in the CEP.
4. **Removal from CEP:** School administration has the right to remove a student from any CEP at any time during the school year.
5. **Graduation Requirement:** ALL CEPs qualify as a CTE requirement for graduation purposes.
6. **Students with free/reduced lunch can remain on campus for lunch.**

Work Study Employment Requirements:

1. **Students must secure employment no later than AUGUST 12, 2022.**
2. No “under the table” jobs are eligible for the program. Students must document employment by submitting pay stubs each month demonstrating name of employer, hours worked, pay rate and withholdings.
3. In order to earn full credit, students must work a minimum of 15 hours per week and must submit pay stubs to Mrs. McElroy monthly via Google Classroom.
4. Employment will be verified prior to the start of the school year, and at various points throughout. Students will be required to submit the most recent pay stub before school starts. **YOUR SCHEDULE WILL NOT BE CHANGED TO A HALF DAY UNTIL YOUR CONTRACT IS IN AND HAS ADMINISTRATIVE APPROVAL.**
5. Students are required to notify Mrs. McElroy within 24 hours if terminated and/or quit their job. Students will have fifteen school days to secure new employment or find another approved CEP option, otherwise they must re-enroll for a full day.
6. Students must maintain passing grades in all required Highland coursework.

Credits:

If successful all year, students will earn 20 credits for this program. Students will be awarded a “P” (pass) or “F”(fail) each marking period. **Students must work a minimum of 15 hours per week. You will not receive credit and can be removed from the program if you are not working enough and/or fail to, or are late turning in pay stubs, are failing courses required to graduate or you exceed BHPRSD attendance policy requirements.**

We have read and understand the **“Work Study Program & Employment Requirements/Rules”** above and acknowledge having to adhere to them to maintain participation in the Work Study Program. **(Parent/Guardian Initial box)**

Student Signature	Date	Parent/Guardian Signature	Date
Student Contact #		Parent/Guardian Contact #	
Vice Principal Approval	Date	Counselor Approval	Date
Approved by Mrs. McElroy: _____		Date: _____	

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