

## Work Release Program

Wilmington Area High School  
350 Wood Street  
New Wilmington, PA 16142  
724-656-8866

A limited number of Wilmington Area High School students will be given the opportunity to participate in a Work Experience Program for the 2019-2020 school year. Priority will be given to senior students when possible.

The program is designed to blend into the present high school course of study. Students will have to give priority to studies and class schedules. Changes in schedules will be limited in order to avoid overloading other classes.

The following basic policy will be effective for each student released for work experience:

1. Each student request for work experience must have the approval of the high school principal. Each request will be evaluated according to schedule, time of release, school and class performance and benefits to be expected from work experience. No blanket policy will be in effect and each request will have individual consideration.
2. Students requesting and those on work experience programs must have or do-passing work in all subjects at all times. When a student's grades in any subject go below a passing level, he or she must discontinue the work experience program and remain in school.
3. Students who are illegally tardy or absent from school during a grading period must discontinue the work experience program and remain in school.
4. Students who are released from school for work experience, but who do not go to their job, or who are habitually late for work must discontinue the program and remain in school.
5. Each student must have the following items on file before beginning a work release program:
  - a. Letter of approval from parents/guardian
  - b. Employer approval form
  - c. Working papers if under 17 years of age
  - d. Activities notification form
6. Students on work experience programs, who have discipline or behavior problems in school or at school activities, must discontinue the program or will not be permitted to begin the program.
7. Students participating in extra-curricular or co-curricular activities must have notification form signed by their advisor, coach or director.



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GUARDIAN CONSENT FOR WORK EXPERIENCE

We, the parents/guardians of \_\_\_\_\_, who will be  
participating in the work experience program at Wilmington Area High School, hereby request and give  
permission for \_\_\_\_\_ to be employed by

\_\_\_\_\_  
\_\_\_\_\_ in the capacity of \_\_\_\_\_

\_\_\_\_\_. We have read and understand the policy  
that regulates the hours, working conditions and school policy on attendance, tardiness, general behavior and  
classroom work, as well as other general school regulations. We further absolve and release all persons: the  
employer and the Wilmington Area School District from obligations or liabilities that may arise as the result of  
our child's participation in the Work Experience Program.

Signed: \_\_\_\_\_

( Parent or Guardian signature )

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

Insurance Coverage

Please check one

\_\_\_\_\_ School Insurance

\_\_\_\_\_ Family Insurance



## AGREEMENT BETWEEN EMPLOYER AND SCHOOL WORK EXPERIENCE PROGRAM

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The basic purpose for the occupation work experience program is to provide the student with supervised work experience that will help him or her establish the best work habits, skills and attitudes on the job. This experience and training will help the student bridge the gap between school and work and provide the employer with employees of high potential.

As an employer, one agrees to (1) hire or (2) continue to employ a student from Wilmington Area High School who is participating in the work experience program for the 2019-2020 school year.

The following regulations and requirements will apply to the employer:

1. Students are not to be released for work experience before the end of period 7. Any time other than this: overtime, weekends, holidays, etc. is in no way connected with or the responsibility of the school or the work experience supervisor.
2. The employer will make sure that students under 18 have current working papers so that he will be properly protects under workman's compensation laws.
3. The employer agrees to pay for workman's compensation insurance for the entire time the student is employed.
4. The employer agrees to keep records of the time worked by the student.
5. The employer agrees to comply with all laws concerning the employment of minors.
6. The employer agrees to cooperate with the Wilmington Area High School policies concerning the student's needs to pass and graduate from high school.
7. The employer agrees to comply with school and other rules and regulations as they apply to the student and his work.
8. The employer agrees to pay the student on a regular, predetermined basis.

Employer's Signature \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Time student is to be dismissed \_\_\_\_\_ P.M.



Work Experience Program  
Wilmington Area High School  
Administrative Approval for Work Release

\_\_\_\_\_ has school approval to participate in the work experience program for the 2019-2020 school year. This approval requires that the student abide by all requirements and policies of the Wilmington Area High School and Intermediate Unit IV Work Experience Program.

APPROVED BY: \_\_\_\_\_  
( Principal )

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EXTRA AND CO-CURRICULAR NOTIFICATION

This is notification to advisors, coaches, or sponsors of co-curricular and extra-curricular activities that \_\_\_\_\_ will be leaving school each day at

\_\_\_\_\_ p.m. He/She will be participating in a work experience program for the rest of the 2019-2020 school year. Your signature on this form signifies that you are aware of this student's participation in the program and that you also release him/her from some or all responsibilities to your organization.

Signature of coach, advisor or director \_\_\_\_\_