

2020-2021 Work Release Disclosure
Copper Hills High School

Counselor to place student in periods:

Please circle applicable periods and lengths.

STUDENT'S NAME: _____

(PLEASE PRINT)

The Work Release Program is designed to allow students to gain school credit from a productive, structured work experience. This work experience should provide an opportunity for students to gain specific career knowledge and workplace skills. Juniors and seniors may apply for participation in the program. All criteria must be met before acceptance into the program.

Period	Length*
1	
2	
3	
4	
5	
6	
7	
8	
11 (after school)	
12 (after school)	
*Please write S1 for Semester 1, S2 for Semester 2, and Y for Full Year.	

Criteria

- Students must have a paid job (Employer must carry Utah State Workman's Compensation – No Cash Paying Jobs!!)
- Students must check with their counselor concerning graduation requirements. A student's PCCR must include a graduation plan.
- Students can obtain necessary Work Release paperwork from their counselor TWO WEEKS prior to any semester. Students cannot add Work Release at the beginning of 2nd or 4th qtr.
- Seniors may apply for a maximum of FOUR afternoon periods of Work Release and juniors may apply for a maximum of TWO afternoon periods. Students must work AT LEAST 10 hours/week for two periods of work release and at least 20 hours/week to be eligible for four periods.

Student Responsibilities

- Students will be able to complete his/her schedule change as soon as this disclosure is returned to his/her counselor. Work Release will not be added to a schedule until all paperwork is completed and returned.
- ***Students must turn the following into the counseling secretary.***
 - ***A time sheet (with total hours worked during the quarter) signed by work supervisor OR proof of wages earned and***
 - ***The attached writing assignment.***
- As a representative of CHHS, be positive, reliable, honest, punctual, cooperative, and enthusiastic in your work environment.
- Arrive and depart as scheduled (please do not loiter in halls, other classes, parking lot, etc.). Failure to adhere to class schedule may result in loss of work release privileges and a return to a full schedule of classes.
- Follow workplace policies and procedures regarding ethics, professionalism, safety standards, etc.
- Report to your counselor IMMEDIATELY if you lose or change your job.

****PLEASE BE AWARE THAT YOUR EMPLOYMENT WILL BE VERIFIED IN AUGUST AND IF YOUR JOB STATUS HAS CHANGED, YOU WILL BE REMOVED FROM WORK EXPERIENCE.**

Student Signature

Date

Student Email

Student Phone

Work-Site Information (to be completed by STUDENT):

Student Name: _____ Grade: _____ Student #: _____

Home Address: _____ Email: _____

_____ Home Phone: _____

_____ Cell Phone: _____

Emergency Contact: _____

Work-Site Name: _____ Work-Site Phone: _____

Supervisor (Print): _____ Supervisor's Phone or Email: _____

Address: _____

Work-Site Supervisor:

- Assume responsibility for meaningful training with opportunities to practice skills learned in school.
- Work with student to coordinate work and school schedules.
- Verify and sign attendance and/or time records, as required.
- Evaluate student performance.
- Contact the Secretary in the Counseling Center at Copper Hills regarding problems related to the work experience.
- Conform to state and federal employment laws.
- Meet all state and federal safety and health requirements (including background and fingerprint checks).
- Provide Worker's Compensation coverage for students in paid experiences.
- Provide appropriate safety training.

Work-Site Supervisor Signature

Date

Parent or Guardian:

- Approve and support the student's participation in the work-based learning experience.
- Approve, provide, and/or arrange for transportation. Transportation to and from the Work Release activity is the parent's responsibility. Jordan School District and Copper Hills High School have no transportation available. I agree that Copper Hills and Jordan School District will not be responsible in any way for transportation-related issues.
- Understand that a student cannot leave a scheduled class early to go to work.
- Report any concerns immediately to the school counselor.

I authorize my child to participate in the Work Release program at Copper Hills High School. I recognize that I have full responsibility for my child during the time he/she is off a public school site and for the transportation to and from the activity.

Parent Signature

Date

Parent Email

Daytime Phone

Work Release Assignment

Directions: Write a two-page paper (typed, double spaced, 12 pt. font, 1" margins) on the following topic for each quarter. Use examples from your work and experiences. **Turn in your paper WITH YOUR PROOF OF WAGES to Counseling Center Secretary no later than the due date below.**

Quarter 1: Attitude and Awareness

Due: October 1

In a two page paper, discuss how important the following items are as they relate to your workplace.

- Admitting a mistake and accepting responsibility
- Being a team member
- Following instructions
- Having a positive attitude
- Grooming and appropriate dress

Quarter 2: Management

Due: January 3

In a two page paper, discuss how your place of employment handles the following:

- Rewarding employees for good productivity, customer service, etc.
- Reprimanding employees for poor performance or violating business standards
- Personal use of company time and/or property
- Absences from work
- Resolving conflicts among employees

Quarter 3: Company History and Career Opportunities

Due: March 4

In a two page paper, discuss the company for which you work. Consider the following:

- The history of the company; how long has it been around; how did it get started;
- The company's departments and responsibilities of each;
- The basic policies and procedures of the company;
- The career opportunities available in this company – include position advancement, training opportunities, educational opportunities, etc.

Quarter 4: Workplace Ethics

Due: May 13

In a two page paper, discuss the following. Use resources available to you (internet, personal interview, etc.).

- Define Ethics. How do ethics play a role in the workplace in general?
- Explain some of the ethical situations you encounter in your job.
- What kinds of behaviors are unethical in your industry?
- How would you deal with a co-worker who was behaving unethically?