

GUIDELINES FOR WORK CREW PROGRAM

1. ALL rules in the Student Handbook apply.
2. DRESS MUST BE MODEST and appropriate for working. NO sleeveless tops for either boys or girls. No midriff shirts, no bare stomachs, NO short shorts. No sandals or open toe shoes. Administration will have final say on appropriate appearance.
3. ABSOLUTELY NO HORSEPLAY. This will not be tolerated.
4. Destruction of school property or personal property will not be tolerated.
5. You cannot use any radio or television found in a classroom or any thing that belongs to the school, faculty or staff.
6. Work starts at 8:00 a.m. for summer sessions and 2:30 for fall, winter & spring sessions. **Be here on time.** All Students will sign in and out in the main office and will only be credited for hours worked. Students will check out with the maintenance staff on duty.
7. There is no eating while working. Eating will only be allowed on your 15 min break. You may not wander into areas of the school that you are not assigned to. You must remain on school grounds during your break, either in the cafeteria or outside.
8. You are to show respect and listen to the directions of Mr. Sapar, Mr. Jagiello, and Mr. McFadden.
9. Excused absences such as illness or a doctor appointment should be reported to the school office. Excessive tardiness and absences will result in removal from the program. Any student not reporting for their scheduled shift without prior notification will be terminated from the program immediately. Make-up will be scheduled for all absences.
10. Use of cell phones during work hours is prohibited. Cell phones will be collected at the beginning of the day and returned at the end of the shift.

If any of these rules, or others given to you, are broken you will first be given a written warning, and the second offense will result in immediate dismissal from the program.

Please sign and return a copy of these guidelines.

We have read the work crew program guidelines and understand and accept the terms.

Parent signature

Date

Student Signature

Date