

Marion County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in May	In-School Employment	6.712	3/15/16
		Rescinds:	Issued:
		6.712	12/15/97

Senior Work Release Policy

Senior students, who wish to work during school hours, may be released as long as he/she meets class hours and graduation requirements. This release must begin during the first two weeks of a semester. A letter is required from the student stating how this work release will enhance his/her college/work resume. A work release form must be completed and on file in the office of the Principal before work release can be granted.

1. The student must carry at least a C average to be eligible for work release.
2. Work release students must attend the first four periods of school.
3. Students on work release may not participate in extracurricular activities.
4. The students must carry the appropriate classes and meet all eligibility requirements to be able to be released from school.
5. The employment must be outside the home. Students cannot work for family members.
6. Students must leave and return from the school grounds without disrupting the rest of the students and classes. They must sign out every day. During their regular working hours, the student is not to be on school grounds unless it is part of their work release or administrative approval has been granted. On days' students do not work, they should report to the office and have something to work on.
7. If a student is unable to attend school because of illness, the student should not be at work.
8. Students will receive a grade of "Pass" or "Fail" recorded each quarter. The Guidance Counselor or Designee shall monitor the progress with the employer and student. Students will provide the Guidance Counselor or Designee with a weekly schedule and a copy of each pay stub.
9. Exceptions to these rules may be granted by the principal.

If, at any time, the job should cease or place of employment or hours change, it is the responsibility of the student and his/her parents to notify the school immediately and, if this is not done, the work release may be revoked. Work release may also be revoked for failing a class: A warning will be issued after the first offense. Work release status may be revoked on the second offense. Students must apply each semester to take part in the work release program.