

Dear Parents:

Your student has expressed an interest in taking Work Experience for the upcoming semester. This letter is to inform you of the guidelines and requirements of this program.

To participate in the work experience program your student must be one of the following; a junior, a senior, or 16 years of age.

The student prior to enrolling officially in the work experience class must have secured a job and have the work permit application filled in by the employer, the student and the parent. These must be completed prior to the work permit being issued. The student cannot start work until the school has officially issued the work permit. The job must follow the work permit regulations and must be at least 10 hours/week for a 5.0 unit class. If the student wishes to take 10.0 units of work experience then they must be working at least 15 hours/week.

Since school should be the number one priority in a student's life, a close watch on their academic performance and attendance will be taking place. If it comes to our attention that the student is failing two classes, or not attending classes on a regular basis, the student will be put on a probationary status and if the academics and/or attendance do not improve, the work permit will be revoked. If the student is enrolled an Alternative Education Program; the work permit will be issued on a probationary status, with the understanding that if they are failing two classes during the semester, they will have to resign from their position. It is the perception of the school that work is an extra curricular activity which is secondary to academic progress.

Students are required to hand in their time sheets and pay stubs as proof of their continued employment. The Gold Rush Charter School Instructor will also be issuing tasks and assignments that are related to employment. These will also be part of the assessment for the class.

We hope that this will be a positive experience for the student and if you have any questions regarding this packet or the progress of your student feel free to call the school at any time.

Thank you.

VERIFICATION OF EMPLOYMENT

WORK EXPERIENCE EDUCATION
GOLD RUSH CHARTER SCHOOL

STUDENT _____

THE ABOVE NAMED STUDENT HAS PRE-REGISTERED FOR WORK EXPERIENCE EDUCATION. WOULD YOU PLEASE ANSWER THE FIVE QUESTIONS AS THIS FORM MUST BE COMPLETED IN ORDER FOR THE STUDENT TO ENROLL IN THE COURSE.

THANK YOU.

1) CAN THE STUDENT EXPECT AT LEAST AN AVERAGE OF 15 HOURS PER WEEK?

YES NO

IF NO, PLEASE EXPLAIN _____

2) WILL THE STUDENT BE PAID AT LEAST THE MINIMUM WAGE?

YES NO

3) ARE YOU AWARE THAT THE STUDENT MUST BE COVERED BY WORKMAN'S COMPENSATION INSURANCE?

NAME OF COMPANY _____

4) WILL THE STUDENT HAVE THE JOB OFFERED FROM _____ THROUGH _____

YES NO

IF NO, PLEASE EXPLAIN _____

5) ARE YOU AWARE THAT A MINOR (UNDER 18) MUST HAVE A WORK PERMIT TO BE EMPLOYED?

YES NO

EMPLOYER SIGNATURE

DATE

NAME OF BUSINESS

PHONE

THIS FORM MUST BE COMPLETED AND TURNED IN TO BE OFFICIALLY ENROLLED IN THE WORK EXPERIENCE CLASS.