

**BROCKWAY AREA Jr/Sr High School**  
**WORK RELEASE PROGRAM GUIDELINES**

The Work Release Program is designed for seniors who are interested in gaining job experience while still in high school or for those furthering their education in post high school programs.

Class schedule and graduation requirements take first priority. A minimum of 4 full-year courses plus physical education must be scheduled and include any subjects needed for graduation. Work release students must have senior status for the current school year. Current juniors are only permitted to leave 9<sup>th</sup> period.

The school assumes no responsibility for transportation, safety, employment problems or appropriate insurance.

Work release applications are to be initiated and completed by the student. The application must be signed by the student, parent or guardian, employer and a school official.

Students participating in the Work Release Program must abide by the following additional regulations:

1. Must be able to schedule all required courses to meet graduation requirements by the time of the requested release. Students may not leave prior to the end of 5<sup>th</sup> period or 11:31 a.m.
2. May not be failing more than one course that meets five days a week from a minimum of five required major subjects.
3. Terminate work release if suspended from school for any reason.
4. Maintain 20 hours of work weekly between Monday to Sunday.
5. RETURN TO SCHOOL FULL TIME IF WORK IS TERMINATED FOR ANY REASON.
6. REMAIN OFF THE JOB WHEN ABSENT FROM SCHOOL.
7. Return to school at 3:00 p.m. to make up the required time if assigned detention.
8. Remain off school property during working hours unless given permission from high school administration.
9. Notify administration or senior high school counselor in advance if there is a change in location of the job site, doing work related errands, or having an excused appointment.
10. Sign out daily in the main office at the end of the last scheduled class period.
11. All paperwork must be completed and turned into guidance or administration prior to a student being released to start work release.

An administrator or the senior high school counselor will be checking the work site to confirm that the student is complying with the Work Release Guidelines.

Final approval is granted by administration. Consideration will be given to the student's educational goals, attendance, scholastic record and school citizenship. If problems arise in any of these areas, Work Release may be terminated.

## Work Release Application

Student's Date of Birth \_\_\_\_\_ Student Number \_\_\_\_\_

### Employer Certification:

This is to certify that \_\_\_\_\_ has been hired for  
(Student Employee)

\_\_\_\_\_  
(Employer's Name)

\_\_\_\_\_  
(Employer's Address)

Employer's telephone number: \_\_\_\_\_

The type of work involved is \_\_\_\_\_

Appropriate insurance is provided: \_\_\_\_\_ yes \_\_\_\_\_ no

The hours of employment are from \_\_\_\_\_ to \_\_\_\_\_ M T W R F (Circle)

Work will begin \_\_\_\_\_ and terminate (if known) \_\_\_\_\_  
(Date) (Date)

\_\_\_\_\_  
Signature of Employer

### Parent/Guardian and Student Certification:

We understand that meeting graduation requirements takes priority. This involves regular school attendance, passing all subjects and abiding by school regulations. We have read the Work Release regulations and guidelines and agree to follow them. We understand that failure to comply will result in cancellation of released time for work or post high school programs by the high school administration.

I have/have not received working papers.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

The above named student has satisfactorily completed the Work Release Form and meets the necessary requirements.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

The Brockway Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its educational programs, activities, and employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Superintendent of Schools, Title IX and Section 504 Coordinator, Brockway Area School District, 95 North Street, Brockway, PA 15824, 814-265-8411.

(Revised 11-23-23)