



# ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

St. Ursula Academy  
2020-2021  
Student Work Program

**This contract/application must  
be complete before acceptance into  
the SUA student work program.**

Terms & Conditions of Acceptance into the Student Work Program (SWP) at St. Ursula Academy

## I. Placements:

- A. SWP has a finite number of positions.
- B. Students may be placed in no more than two one-term slots and one summer slot.
- C. Slots will be filled based on demonstrated financial need, as determined by the Finance Office, and/or availability of slot.
- D. Students will be placed in one of the following slots based on conditions stipulated in this document:
  1. One-term AM slot (choice of term 1, 2, 3 or 4)
    - a. Student will work one hour every day of the term.
    - b. Shift will begin 1 hour and 15 minutes before the start of the school day. (Work 6:45 – 7:45 A.M. for an 8:00 start.)
  2. One-term PM slot (choice of term 1, 2, 3 or 4)
    - a. Student will work one hour every day of the term.
    - b. Shift will begin five minutes after the end of the school day. (Work 3:05-4:05 P.M. for a 3:00 dismissal.)
  3. Summer slot
    - a. Student will be placed in one week of the summer session.
    - b. Student will report to work for an 8:00 A.M. start time and work until 1:30 P.M.
    - c. This will be for one week only (Monday –Thursday).
- E. The slots will be filled, one slot per accepted applicant, until the pool is exhausted and/or available slots are filled based on the following guidelines:
  1. Slots available (AM or PM) during the school year are as follows:

T1	T2	T3	T4
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  2. Slots available in the summer are as follows:

June 1-4, June 8-11, August 3-6
- F. Students are to select a slot based on their **commitment to make the SWP their number one priority during the hours for which they have signed up.** If students are in a sport or major extracurricular activity, they should not sign up for the SWP in those terms. Please refer to the chart in Appendix A for a listing of extracurricular activities and the term(s) a student should avoid if participating.

## II. Filling Positions and Tuition Assistance

- A. Positions will be filled based on financial need and/or availability as determined by the Finance Department.
- B. Students will be allowed to work not more than two one-term slots and one summer slot based on need/availability.

- C. Tuition assistance will be awarded to students based on the following:
  - 1. One summer week position = \$250 credited toward tuition
- D. All tuition assistance will be credited to the student's tuition statement for the current academic year upon completion of the contract.
- E. Summer positions will automatically apply to the tuition of the upcoming academic year.

### III. Attendance for Term Placements

- A. Each student will be required to work every day of the term.
  - 1. A student worker will sign in and out every single shift she works.
  - 2. Attendance will be monitored by the SWP supervisor.
- B. If a student has an excused absence from school, her absence from student work will be excused. However, if excused absences become excessive, the student's tuition credit may be adjusted to reflect days not worked.
- C. The student will not be penalized for the school's use of calamity days (snow days).
- D. On delayed opening or early dismissal days, the student is required to work. The start will be adjusted according to the delay for AM workers, or the early dismissal for PM workers.
- E. Another school function (including school-issued detention, make-up exams/quizzes, athletic conditioning or practices, school musical practice, club meeting/event, etc.) does not provide an exception to the SWP attendance policy.

### IV. Attendance for Summer Placements

- A. A summer placement is a four day (8:00 AM – 1:30 PM, Monday – Thursday) 22.0-hour commitment.
- B. **No allowance for absence is permitted in the summer work program.**

### V. Training/Safety

- A. Each student will be supervised by a member of the SUA staff. The student worker is expected to treat this staff member with respect, following all rules and guidelines in her SUA student handbook.
- B. Safety is of major importance in the SWP.
- C. All students must adhere to the guidelines of their training and all safety aspects of jobs they are given.
- D. Any deviation from training, violation of safety rules, violation of school rules, or disregard for the safety of others may result in immediate termination from the SWP.

### VI. Renewal in the SWP

- A. It is expected that all students in the SWP will work hard, follow rules and show respect to their supervisor. If the supervisor deems a student's performance to be unacceptable, the student may be terminated from the program and/or not allowed to continue in the program in future years.

### VII. Communication

- A. All SWP communication from supervisors will come via email.
- B. Please provide the parent email address to be used for correspondence.



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**PLEASE PRINT CLEARLY AND FILL OUT APPLICATION/CONTRACT COMPLETELY**

Student's Name \_\_\_\_\_ Grade next year \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Parent/Guardian's Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Parent/Guardian's Email Address** \_\_\_\_\_

\*Please note - most student work communication is via email so please provide an email address that is frequently checked.

I have read this document completely and would like my daughter to be considered for acceptance in the Student Work Program (SWP) at St. Ursula Academy. Both my daughter and I understand the rules that apply and must be followed for her to participate. Further, both my daughter and I understand the consequences of failure to comply with the rules outlined in this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Please return the complete application and APPENDIX A (worksheet for placement) to the Main Office. Spots are filled on a first-come, first-serve basis beginning on **March 15<sup>th</sup>**. Applications will be accepted prior to that date but will be treated as if received on the 15<sup>th</sup>.

If you have any questions, please contact the Director of Finance at 419.329.2204.

## APPENDIX A: INTEREST WORKSHEET FOR PLACEMENT

Student Name: \_\_\_\_\_

If you are participating in any of the activities below, do NOT sign up for the indicated terms of student work as there will be conflict.

Activity	Term 1 AM	Term 1 PM	Term 2 AM	Term 2 PM	Term 3 AM	Term 3 PM	Term 4 AM	Term 4 PM
Dance Team**		No		No		No		No
Musical				No		No		
Crew		No		No		No		No
Golf		No		No				
Soccer**		No		No				
Cross Country		No		No				
Tennis		No		No				
Volleyball**		No		No				
Bowling				No		No		
Basketball				No		No		
Swimming/Diving			No	No	No	No		
Gymnastics				No		No		
Softball						No		No
Track						No		No
Lacrosse						No		No

\*\* Soccer, Volleyball, and Dance Team commitments will conflict with all summer work study weeks.

1. Please list your placement preference

<u>Preference</u> AM T1 AM T2 AM T3 AM T4  PM T1 PM T2 PM T3 PM T4
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a. Primary Placement (Please denote AM or PM and term number)

Example: AM T3

- 1.
- 2.
- 3.

b. Secondary Placement (if slots are available) \_\_\_\_ **Yes** \_\_\_\_ **No**

2. Summer Placement\* \_\_\_\_ **Yes** \_\_\_\_ **No** (If Yes, please denote which week)

a. Preference of week

- 1.
- 2.
- 3.

Summer SWP	8:00am -1:30pm M-TH
June 1-4	Aug 3-6
June 8-11	

*\*Please note— if your daughter is taking a summer class or the All-Star Drivers' Ed class this may conflict with the summer work schedule.*