



March 4, 2008

Dear Parents and Students,

The NCS Work Study Program allows high school students to earn a tuition credit of \$400.00 per session. Most of the work done by students involves maintenance and custodial work at Newman Catholic High School. A small number of students may be placed in clerical positions at either Newman Catholic High School or the NCS Central Office.

The process to apply is simple. Complete the application for each student in your family who is applying. Return the form to the Newman Catholic High School's Registrar's Office (or 8th graders to the Newman Catholic Middle School office) no later than Wednesday, April 16, 2008.

There are a limited number of work study positions available. Applications will be screened and students may possibly be contacted for additional information and/or an interview. Students **must commit to the entire work study session** and are not excused for other NCHS activities. The school administrator will be consulted as a work reference.

Students will receive a letter confirming the status of their application sometime in May.

Sincerely,

Mr. Lawrence P. Theiss
NCHS Principal



Newman Catholic Schools
Summer 2008 Work-Study Application
Newman Catholic High School

Please print

Student Name _____ Address _____

Date of Birth _____ Current Age _____
(month) (day) (year)

Social Security Number _____

Name of Parent/Legal Guardian _____

What class will you enter at Newman Catholic High School in the fall of 2008?

_____ Freshman _____ Sophomore _____ Junior _____ Senior

The following documents must be on file at the NCS Central Office to be eligible for consideration for financial assistance.

- * Signed registration form for 2008-2009
- * Paid registration fee of \$50.00 per child per family
- * 2008-2009 FACTS tuition form on file at NCS Central Office.
- * Student Financial Aid form completed and on file at the NCS Central Office.
- * Course Selection form completed and on file at Newman Catholic High School.

The 2008 Work-Study Program will run during the following dates & times. Students **must commit to the entire 2-week session.** Students work 8:30a.m.-3:00p.m. Monday-Friday. There are a limited number of work study positions available. Students will be selected based on the completion of all application materials and financial need.

Please check the session(s) most convenient for your student.

_____ Session I June 9-20, 2008 Assigned to general duties at NCHS

_____ Session II July 7-18, 2008 Assigned to general duties at NCHS

_____ Clerical Option, Variable dates in the summer, usually 1 or 2 days per week throughout the summer working in either, the NCS Central Office, the NCS SCRIP/Development Office, NCS Food Service Office, or the NCHS Main Office.

_____ Special Parish Option* Variable dates available based on parish input. (Student/Parent must make the arrangements with their local Catholic parish pastor, NCHS and must seek approval of the NCS President. At this time only St. Mark Parish, Rothschild participates in this option.)

All work-study students receive compensation in the form of tuition grants for the 2008-2009 school year. No work-study student will receive direct wages for his/her work. Work for Sessions I and II is mainly done at Newman Catholic High School, although work may involve limited travel to another location such as the NCS Central Office. Students are supervised by Mr. Steve Robison, NCHS Maintenance Supervisor, or his delegate. Students working for a parish will be supervised by a designated parish employee.

I grant my son/daughter permission to participate in the NCS Work-Study Program. I understand that my child will be performing janitorial, maintenance, or other work at Newman Catholic High School, or another location that is part of the NCS system, or at an area Catholic parish. I also grant permission for my child to be transported to work sites off of the NCHS property. I will provide the necessary transportation of my child to and from the work site each day.

Parent Signature _____ Date _____

Daytime Phone Number _____

SEE BACK SIDE

Emergency Information:

Daytime emergency contact in the event the school is unable to reach the parent/guardian:

Name _____ Daytime Phone # _____

Relationship to student _____

My child is taking the following medications: _____

My child has the following special health need(s). _____

**Return applications to the Newman Catholic High School Registrar's Office
by Wednesday, April 16, 2008**

Newman Catholic High School
Summer Work-Study
General Program Guidelines and Expectations

1. WORK SCHEDULE

8:30 a.m.	Work Begins
Noon – 12:45 p.m.	Lunch Break
3:00 p.m.	Clean Up and Work End

2. RESPONSIBILITIES OF STUDENT WORKERS

- a) attend work assignment meeting at 8:30 a.m.
- b) perform assigned work for the day
- c) use only allotted time for lunch break
- d) take proper care of supplies, tools and equipment
- e) remain focused on work assignment

3. PROGRAM POLICIES

- a) dress code:
 - ◆ jeans and shorts appropriate for work in a Catholic School environment (shorts should be modest)
 - ◆ tee shirts are acceptable as are modest tank tops (no wife beater style tanks or midriff revealing shirts or tanks)
 - ◆ shirts and comfortable shoes (no sandals) must be worn at all times...dress appropriately for painting
- b) snack and soda machines are available during the lunch break...No food, soda or snacks are allowed during working hours. Students are encouraged to bring a nutritious lunch.
- c) tardy/late to work:
 - ◆ being late more than 2 times will result in losing the tuition grant work study opportunity
 - ◆ all tardy/late comers must have an excuse in writing for that day, signed by a parent.
 - ◆ illnesses must be called in by the parent before the work day begins at 8:30 a.m.
 - ◆ Skipping work will result in immediate dismissal from the program and no tuition credit will be granted.
- d) work expectation:

Students are expected to work. Those who are not working or who are behaving inappropriately will be dismissed from the program and no tuition credit will be granted. Students are expected to commit to the entire work session. Students will not be excused for summer camps, drivers education, speed camp, etc. Dental and doctor and other appointments should be made outside of the work day.

4. CLEAN UP

- a) all supplies, materials and equipment must be returned to their proper places
- b) responsible for cleaning materials, such as mops, paint brushes, etc.

*** SPECIAL NOTE:**

Work assignments outside of the Custodial department (at parishes or offices) will follow the general guidelines above but may require different times, dress, expectations, etc. These requirements will be determined by the individual supervisor at each location.

I understand and will honor the guidelines for the Summer Work-Study Program to be held at Newman Catholic High School and other locations hosting work-study students.

Student Name _____

Student Signature _____

Date _____

Parent Signature _____

Date: _____