

**Seattle Preparatory School  
Work Grant Program 2016-2017  
Student Guidelines**

We hope the following guidelines will be helpful as you and your student consider your work grant. Please know that Seattle Prep approaches the work grant program as a job. Therefore, students are expected to arrive on time, work diligently for the assigned hours and to follow the rules (summarized below). The total number of hours needed to complete most work grants is 80. The students are paid a rate of \$15.00 per hour or \$20 per hour, depending on the task.

**Summer Work Grant Program**

- Our summer work hours are 9:00 a.m. until 2:30 p.m. daily. Students working in Administrative Offices may vary their hours. Due to the number of work grant students and the demands of the faculty over the summer, we can only accommodate 6 students per day. **No half days or No late starts**. Each student will only be allowed to work 25 hours during the summer (half the \$1,000 Work Grant completed at \$20 per hour). We ask that your student bring a sack lunch.
  
- Most work assignments are janitorial in nature; cleaning classrooms and hallways, collecting trash, sweeping stairways, vacuuming, washing windows and walls, etc. Weeding, spreading bark and physical clean-up activities will be assigned. Other activities may be performed at the supervision of a Prep staff member. If specific accommodations are required, please give at least a 24 hour notice so that the work can be assigned appropriately.

**School Year Work Grant Program**

During the school year, students can work after school one or two hours each day, five days per week. Jobs are assigned on a weekly basis; however, the Work Grant moderator can occasionally accommodate changes in assignments when the student makes arrangements ahead of time. Faculty in-service days and other early dismissal days can be work days for students who have work assignments that week.

Following are some guidelines for students who accept work grants. Please read over the rules with your student:

- Early dismissal days can be work days. Work starts immediately after school. **If you are more than seven minutes late, there will be ¼ hour deduction.** The student will not be allowed to work after 4:50 p.m.
  
- In order for credit to be given, students **MUST CLOCK IN AND CLOCK OUT in AMH, Room A604 (this is subject to change). Students must check in within 10 minutes of the end of the school day.**

- Please check with your supervisor when you are finished with assigned work.
- If specific accommodations are required, please give at least a 24 hour notice so that the work can be assigned appropriately.
- If previously arranged, there may be some opportunities to work during Christmas, Winter and Easter breaks.
- **Due to safety concerns, students are required to wear clothing suitable for work: NO TANK TOPS, SHORTS OR SANDALS. This includes both school year and Summer work. Your child will be sent home for inappropriate attire.**
- If a student arrives on unscheduled days, he/she will be sent home.
- Visiting with friends, horseplay and other activities which distract students from their work is not acceptable. One half hour will be deducted if it becomes necessary for the supervisor to remind students of this rule. If two reminders are necessary, no credit will be given for the day (two hour deduction).
- Work grant students must be especially security-conscious since they are working after regular school hours. Windows must be closed and latched; classrooms and office and office doors must be locked. One half hour will be deducted for every unlocked window or door for areas serviced by the student.
- Keys entrusted to students are to be used for the performance of the work assignments only.

Students will be charged \$14/day for keys not returned at the end of the work day.

Students will be charged for lost keys and for changing of locks, if necessary.

- **ABSENCE FROM WORK:** As is the case in any paying job, students are expected to make every effort to schedule medical/dental and other appointments at times when they are not scheduled to work.
- Due to safety concerns, student workers should always enlist the assistance of their supervisor if they encounter a situation requiring the handling of bodily fluids during their work assignment.

