

**PALOS VERDES HIGH SCHOOL
WORK EXPERIENCE EDUCATION
STUDENT RESPONSIBILITIES**

When you enter this program, you have a fourth party concerned with your education - your employer. The employer is just as eager to have you succeed at your job as your school and your parents.

All parties to this program have definite responsibilities. Maturity is gained as we accept more responsibility. You do not necessarily become an adult at a certain age, but at the time you are able to handle employment and other responsibilities in a mature manner. Each work experience education student must understand and accept these minimum standards.

I. Responsibility to your school

- J. Maintain satisfactory records at school in subjects, attendance, and citizenship.
- K. Notify your teacher/coordinator of any problem or condition affecting your job or your studies at once and before you talk with your employer.
- L. Do not quit or even change jobs without approval from the Work Experience Education Coordinator.
- M. No school, no work! This means you must attend classes each school day that you work. For a special instance you must contact the teacher/coordinator before going to work.

II. Responsibility to your employer

- A. Attend work regularly and with punctuality.
- B. Notify your employer at once if you cannot be on the job.
- C. Do not ask your employer for time off work because of school activities.

III. Responsibility to yourself

- A. Be completely honest. This includes all relationships on the job. No single characteristic is more important for your present and future success. Every employer you have in your life will expect honesty.
- B. Schedule your activities to meet responsibilities at school, on-the-job, and at home. Keep healthy and alert so you'll have the energy demanded in success.
- C. Constantly evaluate yourself. Realize how you contribute to the operation of your workstation. Be ready to improve yourself at all times.
- D. Discipline yourself to the adult environment on your job. Refrain from being disruptive, silly, idle, or hostile. Above all, follow instructions and cooperate with others to the best of your ability.

IV. Responsibility to your parents

- A. Keep them informed of your working hours and of what you are doing.
- B. Keep them informed about school policies in connection with this program.
- C. Invite them to school but request they not visit you while you are working on the job. This does not mean that friends and relatives can't speak to you at your job, but it does mean that you should not take time from your work to visit with them.

Student Signature

Parent Signature