

COE COLLEGE UPWARD BOUND WORK POLICY

The Coe College Upward Bound Program understands that many students find it necessary or desirable to pursue a part time job while participating in the summer program. We try our best to accommodate these needs while not compromising the significant value of the summer academic experience.

We feel it is imperative that students never miss an academic class due to the demands of a job. Therefore, students in the program find that they can begin a part time job at 4:00 pm in the afternoon. In addition, I am requesting that Non-Bridge students work no later than 11:00 pm. Past experience has found that working Tuesday, Wednesday and Friday nights (as well as on the weekends if you wish) allows a student time to participate in the activity program that we have established as well as keep up with classes. Additional work hours that do not conflict with classes may be allowed if they are approved by the Director. **Both students and parents should understand that under no circumstances will students be dismissed from class in order to get to a job.**

Students who elect to work while in Upward Bound must follow the following rules.

WORK EXPECTATIONS

1. Never miss a class due to work obligations.
2. Non-Bridge students never work later than 11:00 pm.
3. Unless special circumstances are approved by the Director, students are expected to provide their own transportation to a job.
4. All students must turn in a weekly work schedule to the dorm director as soon as it is available.
5. Parents should understand that while we do require students to provide to us a work schedule, and we do monitor that students leave and return to campus in a reasonable amount of time, **Upward Bound does not routinely verify work hours or call a workplace to confirm that a student is actually there.** Therefore when a parent gives their son or daughter permission to leave Upward Bound to work, it is with the understanding that the student will behave responsibly. Upward Bound does not supervise students when they leave campus for a job.

Student Signature _____ Date: _____

Parent Signature: _____ Date: _____