

# DUCHESNE HIGH SCHOOL SUMMER 2024 WORK PROGRAM APPLICATION



Work study is available during the summer months for interested students as program needs and openings allow. Participating students work off part of their tuition bill by working approximately 4 days per week (Monday-Thursday) from 7:00 a.m. to 2:00 p.m. (with ½ hour lunch and other breaks). Payment for this work is applied directly to tuition without deductions. The program is open to a limited number of students. Eligibility is based on financial need on a first-come/first-served basis.

*The tentative summer work schedule is from Monday, June 3, through Thursday, June 27, 2024, and Monday, July 8, through Thursday, August 1, 2024. Students may be awarded a 2-week, 4-week, or 8-week plan, with \$500 credited for each 2-week period worked. Terms are not yet finalized.*

In order to determine the students in need of this opportunity, we ask that each family requesting summer work fill out this form and the FACTS application indicating financial need. (Please click [HERE](#) for the link.)

Guidelines for admittance to the summer work program include:

- 1) The Summer Work Application must be completed and sent to the DHS Business Office.
- 2) The family must be in need of financial assistance and fill out the FACTS application online.
- 3) The student must fulfill the time requirements and performance standards to remain in the program.
- 4) The student must show diligence in work, willingness to concentrate on assigned tasks, and acceptance of various jobs.
- 5) The student must be able to work without constant supervision.

Students will be assigned various indoor and outdoor work assignments. Students are expected to work the entire time. Any student found not working or misbehaving will be given a warning. The second warning will mean automatic dismissal from the Summer Work Program.

Each student must obey any staff member of DHS: teachers, maintenance personnel, administrative assistants, and administration. Mr. Dave Burks, Facilities and Securities Director, and the program supervisor must be notified of any tardiness, absence, or early departure. For any of these conditions to occur, parental explanation is necessary.

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Please fill out the following information and email your copy to [bkuhn@duchesne-hs.org](mailto:bkuhn@duchesne-hs.org) no later than Friday, March 29, 2024.

Name of Student: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State /Zip: \_\_\_\_\_

Current School: \_\_\_\_\_ Parish: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

What is the family income situation? Please state the job of your mother and/or father, estimated income for the family, and any money-making jobs you will have during the school year and/or summer:

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Describe any family or financial situations that should be known by the school:

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Why do you wish to work in the DHS Summer Work Program?

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Please list any sports, vacations, or other activities that would keep you from working anytime this summer:

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Do you have any physical problems we should know about? (Allergies, physical conditions, acute reaction to bee/wasp stings, back problems, etc.)

NO

YES

(If yes, please explain)

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List any previous job experience that would be helpful at DHS:

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Please list the name and telephone number of a relative who could be reached in case of an emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

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(Signature of Father) (Signature of Mother)

**Please mail or return this completed form by Friday, March 29, 2024, to:**

Duchesne High School  
Attn: Bill Kuhn  
2550 Elm Street  
St. Charles, MO 63301

Or email to: [bkuhn@duchesne-hs.org](mailto:bkuhn@duchesne-hs.org)