

# DUCESNE HIGH SCHOOL

## SUMMER 2026 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 a 15-minute morning break and 30 minutes for lunch). 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 2026 summer work schedule is tentatively scheduled from Monday, June 1, through Thursday, June 25, 2026, and Monday, July 6, through Thursday, July 30, 2026. Students may be awarded a 4-week or 8-week plan, with a \$1,000 tuition credit for each 4-week period worked.*

In order to determine the students in need of this opportunity, we ask that each family requesting summer work fill out this form, and submit the required documentation through [Blackbaud Financial Aid Management](#) (BBFA), which replaces our formerly-used FACTS application.

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 BBFA 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. Jeff Glosier, 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 Monday, March 9, 2026.

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) \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Father)

\_\_\_\_\_  
(Signature of Mother)

**Please email or return this completed form by Monday, March 9, 2026, 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)