

Policies and Procedures for the Work-Study/Scholarship Program

General Work-study Expectations:

Work-study hours are considered a job in which the paycheck is a reduced rate for the classes taken at CJ. The amount of work study hours received will be determined by the Executive Director and CJ staff once the application has been submitted. **In order to qualify for work study, students must be available to work Saturdays.**

Behavior during the work-study hours should reflect this professional agreement, and you are expected to act as an ambassador for CJ as you work through appropriate behavior, language, and dress (see: "Professional Attire"). A pleasant attitude and willingness to cooperate with CJ staff and fellow students is important when "on the clock" as a work-study student.

Expectations for Student Coaches:

Student coaches are expected to remain active and engaged for the full hour of their assigned coaching session. They are expected to communicate thoroughly with lead coaches and meet expectations set by their assigned coaches. Student coaches are expected to use good judgment as it relates to the health and safety of CJ students and be sensitive to the physical and emotional limits of each individual student (avoid *excess* conditioning, be sensitive to over-stretching, be mindful of tone of voice when giving feedback, etc.)

Expectations for Cleaning Students:

Cleaning work-study students will be assigned between 3-5 tasks to complete during their scheduled one hour time slot. These tasks are expected to be completed thoroughly and carefully. Should tasks be completed haphazardly and without care, the student will be expected to redo their work or they will not be given credit towards their weekly work-study hours (see: "Check in/out Procedures").

Check In/Out Procedure:

Signing In and Out for Student Coaches (this is NEW for returning WS students):

Student coaches must check in and out with Nicole or Heidi at the front desk at the beginning and end of every coaching shift. Signing in and out is the only way to guarantee that hour(s) will be documented and credited to the student's account. The front desk employees will NOT assume that a student has arrived for a coaching shift and will NOT track them down to have them sign in; they MUST check in and out to be assigned credit for work-study.

Signing In and Out for Cleaning Students (this is NEW for returning WS students):

There is a **three** step sign in process and a **one** step sign out process for cleaning work-study students. The steps for **signing in** are as follows:

- 1) Students must check in with either Heidi or Nicole at the front desk. At that time, they will be given a checklist of tasks to be completed during their assigned one hour shift (tasks will be determined by Heidi, Nicole and Mike).
- 2) Second, students will check in with Mike, who will either assign additional tasks or sign off on the tasks assigned by Heidi and/or Nicole. Mike's initials must be obtained by the student.
- 3) Third, students will check *back* in with the front desk. Nicole or Heidi will initial the checklist at that time and sign them in to the master work-study weekly schedule.

To **sign out**, students must obtain an initial from either Heidi or Nicole at the front desk. Their sign out time will be recorded by either Heidi or Nicole on the master work-study weekly schedule AFTER their work has been checked by Nicole, Heidi or Mike. **Students will not be given credit for their hour of work if the tasks assigned are either fully or partially incomplete.**

As is true with work-study student coaches, should students fail to sign in or out (or fail to follow the procedure laid out above), hours worked will *not* be recorded or credited to their account.

This is the only way to get credit for work-study time. These are the present procedures to assure fairness to all in the program.

Professional Attire:

Work-study students are expected to be professional at all times; this is reflected in both behavior and attire. To teach or assist a class wearing jeans, cut-offs, (either pants or shirts), or "street-clothing" is not appropriate. Additionally, work-study students cleaning or completing an assignment *not* related to teaching should dress appropriately for a professional workplace.

What is appropriate clothing?

- 1) Shirts – For student coaches, this *must* be a Circus Juventas shirt with a machine CJ logo (CJ polo shirt, coach shirt or silk screened shirt.) This is non-negotiable. If a student coach arrives for a work-study shift without a CJ shirt, s/he will be expected to borrow or purchase one from the front desk.
- 2) Cleaning work-study students must either be wearing a CJ shirt or a black shirt of their choice.
- 3) Pants - appropriate to the class you are teaching (if coaching).
- 4) Footwear - appropriate to the class you are teaching (if coaching).

Policy of “calling in sick”/Missing Assigned Hours:

For Cleaning Students:

Each work-study student is allotted 3 excused absences per session. An excused absence is defined as a prearranged and approved absence wherein the front desk is notified (by phone) *before* the scheduled shift begins that the student will be unable to make their shift. If the phone is busy, the student should leave a message including the phone number of where s/he can be reached and should *not* consider themselves excused until they speak to a front desk staff person. Additionally, students should be prepared to schedule a makeup shift at the time of their phone call (or shortly thereafter). It is *not* acceptable to simply not show up for an assigned cleaning shift. Should this happen, the student’s absence will be considered unexcused.

As with most things, the more notice, the better. In situations *other than* sickness or emergency (vacation, etc.) notification should be given to the front desk staff as soon as the conflict arises. This is the best way to assure that an absence is recorded as excused and not unexcused.

For Student Coaches:

If a student coach is scheduled to teach or assist in a class and will not be able to (due to illness or emergency), the following steps should be taken:

- 1) The front desk must be notified immediately via phone (at least 3 hours in advance of the student’s scheduled coaching class)
- 2) Upon speaking with either Nicole or Heidi, a joint effort should be made to find an appropriate substitute.

As with most things, the more notice, the better. In situations *other than* sickness or emergency (vacation, etc.) notification should be given to the front desk staff as soon as the conflict arises in order to provide sufficient time to arrange for substitute coaching.

Unexcused Absences:

Absences will be recorded as unexcused if:

- 1) A student coach fails to show up for a coaching shift (and does not give notice)
- 2) A cleaning student fails to show up for a cleaning shift (and does not give notice)
- 3) A cleaning student does not complete his/her assigned tasks in the one hour time slot

Unexcused absences will be handled as follows:

1st Offense: Students will be notified via email that an unexcused absence has been recorded on their account. Student will be expected to schedule a makeup hour as soon as s/he receives this email.

2nd Offense: A letter will be sent home noting:

- the delinquency of the student in their commitments,
- the possibility of the student being dropped from the Work study Program resulting in the loss of financial aid.

Note: If the student is dropped, the outstanding portion of the tuition will need to be paid in full

3rd Offense: The student will be dropped from the Work study Program and the outstanding portion of the tuition will need to be paid in full.

The student will be dropped from any classes left unpaid or any class of CJ staff choosing.

Circus Juventas is a performing arts circus school for children and youth. Its mission is to inspire artistry and self-confidence through a multi-cultural circus arts experience. The CJ staff wants to help. This program is a tool for further training in professionalism, circus arts, and as a professional in any field you commit to. If you have questions or needs, feel free to talk to the staff.