

## Miscellaneous Information

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### Asbestos Update

In compliance with the Environmental Protection Agency regulations, it is required annually to inform school building occupants of the status of asbestos-containing materials in each school. Qualified architects for the Heritage Park High School building have certified that this building contains no asbestos containing materials to the best of their knowledge. A copy of this letter is on file in the building, the Maintenance Office and at the Central Office.

The Daviess County Public School district is committed to adhering to the law concerning asbestos and is continually striving to make our buildings safe places to work and learn.

### Work Form

All senior (12th grade and above) students must have a Co-Op work form on file unless they are enrolled at Owensboro Community and Technical College for dual-credit classes. In order for a student to be considered full time, seniors must be enrolled in OCTC, have a job working a minimum of 15 hours a week, or complete an extra Careers course on Edgenuity each quarter. With proper documentation turned in to the school and meeting required deadlines, a senior student is able to earn 0.5 credit every grading period. The following pages have sample forms that may be used for work documentation. If you should have any questions, please contact Dr. Fleming (Assistant Principal and Co-Op Coordinator), Ms. Lancaster (Counselor), or Ms. Saalwaechter (Counselor).



# Heritage Park High School

3361 Buckland Square, Owensboro, KY 42301 – 270.852.7200 phone – 270.852.7210 fax  
From The Desk of The Guidance Counselor

## Co-Op Employment Form

### Student Info

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Grade \_\_\_\_\_ Age \_\_\_\_\_ ILP # \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Student Hire Date \_\_\_\_\_

### Employer Info

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's Email Address \_\_\_\_\_

### Employee & Employer Commitment

- The employee/student is required provide a schedule and a paystub as verification of the hours worked.
  - \_\_\_\_\_/\_\_\_\_\_ (please initial)
- The employee/student and employer should keep the lines of communication open and positive.
  - \_\_\_\_\_/\_\_\_\_\_ (please initial)

We understand the needs and are willing to provide documentation for the HPHS Co-Op Program. Furthermore, if we have any questions or concerns, we understand that we can contact the school with the information at the top of this form.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Weekly Work Schedule

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

Time / period	Monday	Tuesday	Wednesday	Thursday	Friday