

# ELBERT COUNTY SCHOOL DISTRICT C-2

525 Comanche Street – P.O. Box 128  
Kiowa, Colorado 80117

Scott Mader, *Superintendent*  
Amy Smith, *Principal*  
Kristen Monks, *Business Manager*  
Elizabeth Morrone, *Counselor*

*“Performance with Distinction”*

Central Office: 303-621-2220  
High School: 303-621-2115  
Middle School: 303-621-2785  
Elementary: 303-621-2042

Dear Employer:

Thank you for considering the employment of a Kiowa High School Student. Work-study can be a valuable experience for youth, allowing them the opportunity to deal with real situations in the workplace while earning high school credit. The School’s goal for these students is to become responsible employees. The following guidelines are stressed in this program:

- Attendance is Mandatory; tardiness or absenteeism without communication is unacceptable. Please discuss your expectations with the student.
- Work Ethic is strong; following procedures and being productive while on the job is very important.
- Communication is ongoing between student and employer. Please let them know when they are doing a good job and when they are not.

You will be asked to complete an evaluation for your employee in November, January, March and May. Please review these evaluations with your employee before sending them back.

Students are expected to give prior notification to you if there are times and or date when they will be absent or late due to a school related function.

Enclosed you will find copies of the expectations they must fulfill as well. There is also a copy of an evaluation so you can see what we are looking for and those due dates. (Students are responsible for these not the employer). Please feel free to use the comments section on the back. A majority of their overall grade comes from this form. A sample or copy time sheet is also included. If you have something else you use and a photocopy that is perfectly acceptable. Students should be presenting you with a consent form, saying you agree to have the student work for you.

If you are concerned about the performance of your student and discussions with the student have not corrected the behavior, please contact me as soon as possible. I will be doing site visits during the school year to have the student discuss with me their responsibilities. If I can be of further assistance, please call me at 303-867-8405.

Thank you for your participation in this program and making a difference in the lives of the students at Kiowa High School.

Sincerely,

*Elizabeth E. Morrone*

Mrs. Elizabeth Morrone

[emorrone@kiowaschool.org](mailto:emorrone@kiowaschool.org)

Counselor

*The mission of the Kiowa School District is to provide a safe learning environment, to graduate competitive, well-rounded, active citizens, and to empower individual potential through cooperative efforts of school, family and community.*