



Dear Parents:

Due to the new government restrictions this letter is to help clarify how your child can move forward with their off-campus program. The most important piece is that all students are following the necessary safety procedures and precautions to maintain their safety. The expectation is that businesses will comply with new health guidelines and thus hours may fluctuate for students. If at any time you do not feel your child's placement is following adequate protocol please contact me immediately.

Students:

- May increase or decrease work hours with conversation between student, family and employer.
- Are required to inform employers of any changes to their schedule or work hours.
- Are not to put work before academic obligations.
- Are required to still submit hours on a regular basis.
- Can connect with the Off-Campus teacher through email, text, video conferencing or by appointment.

If you have any questions or concerns please do not hesitate to contact me.

Respectfully,

Heather

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