

WORK PERMITS

The Superintendent delegates the authority to issue work permits to an employee holding a services credential with a specialization in pupil personnel services, to a certificated work experience education teacher or coordinator, or to an employee trainee and/or experienced in administering such permit. If the designee is not available, and delay in issuing a permit would jeopardize a student's ability to secure work, the Superintendent may authorize another person to issue the permit.

The work permit shall contain:

1. The student's name, age, birth date, address, and phone number.
2. The place and hours of compulsory part-time school attendance, or statement of exemption, or the hours of compulsory full-time school attendance if the permit is issued for outside of school hours.
3. The maximum number of hours per day and per week that the student may work while school is in session.
4. The student's social security number.
5. The signature of the student and the Superintendent or designee.
6. The date on which the permit expires.

Approval/Revocation of Work Permits

1. No work permit shall be issued until the student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider has filed a written request with the district.
2. To help in determining the extent to which employment may be approved, the Superintendent or designee may inspect the student's records for evidence of satisfactory grades and school attendance, and may confer with at least one of the student's teachers regarding the student's motivation and maturity to maintain academic progress while working.
3. After issuing a work permit, the Superintendent or designee shall periodically inspect the student's scholastic and attendance records to ensure maintenance of academic progress.
4. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year.

5. The Superintendent or designee shall revoke a student's work permit whenever he/she determines that employment is impairing the student's health or education, that any provision or condition of the permit is being violated, or that the student is performing work in violation of law.

Permits to Work Part Time When School Is in Session

1. A student 16 or 17 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than four hours on any day on which the student is required by law to attend school, with the following exceptions:
 - a. The four-hour limit may be exceeded if the student is employed in a school-approved work experience or cooperative vocational education program or in personnel attendance occupations as defined in Industrial Welfare Commission Minimum Wage Order #15.
 - b. A student may receive a permit to work outside of school hours for no more than eight hours on any day on which the student is required by law to attend school and which immediately precedes a nonschool day.
2. A student 14 or 15 years of age who has completed the equivalent of the seventh grade may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week.

If enrolled in and employed pursuant to a school-supervised and school-administered work experience and career exploration program, a student 14 or 15 years of age may be employed for up to 23 hours a week, any portion of which may occur during school hours.

The limitations on working hours specified above shall not apply to students employed to deliver newspapers to consumers.

Permits to Work When School Is Not in Session

Students over age 12 and under age 18 may receive a permit to work on a regular school holiday, during a regular or specified occasional public school vacation, and when the student is exempt from compulsory school attendance because he/she arrived from another state within 10 days before the end of the school term pursuant to Education Code 48231.

Adopted: August 27, 2008