

TELL CITY JR-SR HIGH SCHOOL STUDENT WORK PERMIT POLICY

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation's standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been significant decrease in the student's grade point average or attendance/behavior after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student's education remains the primary focus.

Grades:

1. A student must pass all classes and be passing in present classes before a work permit is issued.
2. If a student does not pass all classes after a work permit has been issued, the student's parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.
3. If the student does not pass all classes during the probation period, the school will revoke the work permit for the next grading period and the parents and employer will be notified.
4. The work permit will be reissued to the student when all classes are passed.

Attendance/Behavior:

1. A student has more than two trancies, or multiple suspensions from school.
2. A student is absent from any class more than 12 days per semester.
3. A student has more than six tardies per semester in any class.
4. A student has more than three discipline referrals per semester, or gives false information on the work permit application, or fails to keep the school informed of changes in address, phone number, or employment conditions.
5. Should the student violate any of the above criteria, the student's employer and parents will be sent a warning letter and the student will be placed on probation for the remainder of the semester.
6. If any of the above criteria is violated during the probation period, the student's work permit will be revoked for the next semester and the employer and parents will be notified.
7. The work permit will be reissued at the conclusion of the revoked semester if the student's attendance or behavior reaches an acceptable level during the revoked semester.

Should the work permit be revoked at the end of the school year, special provisions may be given to that student and he/she may be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance/behavior and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

U.S. Department of Labor
Hours of Labor (under 18)

Ages 14 and 15 – Restricted to:

- 3 hours per school day
- 8 hours per nonschool day
- 18 hours per school week
- 40 hours per nonschool week
- No work before 7 a.m. or after 7 p.m. except 9 p.m.
June 1 through Labor Day

Age 16 – Restricted to:

- 8 hours per school day
- 9 hours per nonschool day*
- 30 hours per school week
- 40 hours per school week*
- 48 hours per nonschool week*
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until midnight on nonschool nights*
- No more than 6 working days per week

Age 17 – Restricted to:

- 8 hours per school day
- 9 hours per nonschool day*
- 30 hours per school week
- 40 hours per school week*
- 48 hours per nonschool week*
- No work before 6 a.m.
- Until 10:00 p.m. on school nights
- Until 11:30 p.m. on school nights*
- Until 1:00 a.m. on school nights, but not on consecutive nights and not more than two school nights per week*
- Not more than 6 working days per week

* Requires written permission from parents on file with employer.