



Book	Policy Manual
Section	Volume 33, No. 1 - November 2020
Title	Revised Policy - Vol. 33, No. 1 - November 2020 - STUDENT EMPLOYMENT
Code	po5895
Status	
Adopted	April 9, 2013

5895 - STUDENT EMPLOYMENT

The School Board believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment.

If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities. Any minor person at least fourteen (14) years of age and less than eighteen (18) years of age must secure an employment certificate issued by the proper issuing officer prior to being employed in all jobs except those excluded by State statute. The student shall receive the employment certificate from the accredited school that the student attends or from the school corporation in which the student resides.

The school principal, in writing, shall assign a staff member who meets the requirements of Indiana law to serve as the employment certificates issuing officer for the accredited school. The issuing officer may issue an employment certificate only to a minor whose employment is necessary and only after the receipt of the following two (2) documents: proof of age and proof of prospective employment. Proof of age documents are those listed in the State statute. Proof of prospective employment is a written statement signed by the person for whom the minor is to work, setting forth the nature of the work to be performed by the minor and the maximum hours per week that the minor will work.

~~School corporations~~ The issuing officer may deny ~~a work permit~~ an employment certificate to a student whose academic performance does not meet the ~~school corporation's~~ Corporation's standards or whose attendance is not in good standing. ~~They~~ The issuing officer also ~~have~~ has the right to revoke ~~a work permit~~ an employment certificate previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, it is the responsibility of the school to advise the parents and the employer to ensure that the student's education remains the primary focus.

If the student fails to attend an exit interview or fails to return to school if his/her request to withdraw in accordance with Policy 5130 is denied, then the ~~work permit~~ employment certificate and driver's license ~~shall~~ may be revoked or the application ~~shall~~ may be denied.

Should the ~~work permit~~ employment certificate be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such student will lose the ~~work permit~~ employment certificate at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the ~~work permit~~ employment certificate.

The Superintendent shall prepare guidelines ~~which will ensure~~ that:

- A. (X) comply with Indiana laws on student employment ~~complies with Indiana laws~~;
- B. (X) provide for all students employed in out-of-school jobs ~~are closely to be~~ monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the students assuming out-of-school work commitments.

I.C. 9-24-2-1

I.C. 20-33-2-28.5

I.C. 22-2-18-14

I.C. 22-2-18-16

I.C. 22-2-18-18

I.C. 22-2-18-19

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I.C. 22-2-18-19