

Work Permits

(Can be found on page 24-25 of the 2018-19 Lebanon High School Student Handbook)

1. Every employer must secure an employment certificate before they permit any minor, ages 14, 15, 16 or 17 years of age, to work for them at any time.
2. After getting a job, a student must obtain Intent to Employ card from the Main Office or the employer. This card must then be filled out by the student and their employer. The parent or guardian, the student, and the employer must sign the card.
3. The completed intent to employ card and the student's birth certificate are to be brought to the Main Office before beginning work. Please allow 1-2 days for processing. An employment certificate is not transferable from one job to another. A student who changes jobs must obtain a new work permit.

Grades

- a. A student must have a passing grade in all classes they are enrolled in before a work permit will be issued.
- b. Any student who fails two or more classes in a grading period must have his/her work permit revoked. If, in the next grading period, the student is passing all classes, his/her work permit may be reinstated.
- c. Any student who fails only one class in a grading period may be placed on probation. The student should understand that his/her work permit may be revoked unless he/she is passing all classes at the end of the next grading period. The student and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.

Attendance

- a. A student may not have unexcused absences of more than 5% of the days in a grading period.
- b. If the student's record of unexcused absences is more than 5% in a grading period:
The student's employer and student will be sent a warning letter, and the student will be placed on probation for the next grading period
- c. If unexcused absences persist during the probation period:
The school will revoke the student's work permit for the next grading period and the employer and student will be notified.
- d. The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.
The official end of a grading period for purposes of this policy will be the date report cards are issued.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and he/she will be allowed to work during the summer while school is not in session.

A student may appeal the revocation of a work permit or the refusal to issue a work permit, 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. Only students on approved vocational programs will be allowed to work during the school day.