The Superintendent may, in writing, delegate the authority to issue work permits to an employee holding a services credential with a specialization in pupil personnel services or to a certificated work experience education teacher or coordinator. 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. (Education Code 49110)

The work permit shall be requested using the CDE approved "Request for Work Permit" (Form B1-1) and issued using the CDE approved "Permit to Employ and Work" (Form B1-4) (Education Code 49115). If a minor has obtained an offer of employment in the entertainment industry, he/she shall request a work permit from the California Department of Industrial Relations, Division of Labor Standards Enforcement, pursuant to Labor Code 1308.5 and 8 CCR 11752-11753.

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. (Education Code 49110)

2. To help in determining the extent to which outside employment may be approved, the Superintendent or designee shall 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:

A. Grades:

- Students must have a 2.0 or better GPA, and no failing grades during the latest grading period to acquire a valid work permit.
- If a student does not meet the requirements for a valid work permit, the work experience coordinator may issue a probationary work permit which shall be effective until the beginning of the next grading period, by which time the student must have achieved the necessary minimum requirements for a regular work permit.
- A probationary work permit will be issued only if the work experience coordinator or a school administrator is convinced that outside employment will not interfere with the student’s educational process or health, and that the student will achieve the necessary requirements for a work permit by the end of the next grading period. At that period of time, probationary permit will expire and the work experience coordinator will determine if the student has met the requirements to obtain a regular work permit.
- At the end of that period of time, the work experience coordinator will determine whether the student has met the requirements for a valid regular permit to be issued.
  * If the student still does not have a 2.0 GPA, the work permit should be revoked with parent/guardian and employer notification.
- A school administrator or work experience coordinator must approve any exceptions to this regulation.
- After issuing a work permit, the work experience coordinator or designee shall periodically inspect the student’s scholastic records. The regular grading periods at which all students’ grades should be checked at each grading period.
B. Attendance:
- Six absences in any two classes create a probationary work permit condition. A probationary work permit will be issued only if the work experience coordinator is convinced the student will meet all the requirements by the end of the next grading period.
- If a student has more than 15 absences (excused and unexcused) for any one class period (e.g. English) during the semester, the work permit can be immediately revoked with parent/guardian and employer notification.
- After issuing a work permit, the work experience coordinator or designee shall inspect the student’s scholastic and attendance records quarterly.
- The work experience coordinator shall revoke a student’s work permit whenever it is determined that employment is impairing the student’s health or education (Education Code 49164).
- A school administrator or work experience coordinator must approve any exceptions to this process.

(cf. 5121 - Grades/Evaluation of Student Achievement)

3. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)

4. Minors shall not be approved to work in environments declared hazardous or dangerous for young workers or otherwise prohibited by child labor laws (Labor Code 1290-1298; 29 CFR 570.33, 570.50-570.72). The Superintendent or designee shall revoke a student's work permit whenever he/she determines that the student is performing work in violation of law. (Education Code 49164)

5. Permits to Work Part Time When School is in Session
   A. A student 16 or 17 years of age who has completed 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 to attend school (Education Code 49112). The maximum hours per week shall be 25 for a student not enrolled in a Work Experience or ROP Retail Marketing Class and 40 for a student who is enrolled. The following exceptions may apply:
   B. While school is in session, a student 14 or 15 years of age who has completed 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 (Education Code 49112, 49116).

6. Permits to Work Full Time

   A. No permit to work full time may be granted until the Superintendent or designee has received, examined, approved, and filed the following documents: (Education Code 49133)
   - The student's school record, including age, grade and attendance for the current term, signed by the principal or teacher
   - Evidence of sufficient age, such as a birth certificate, passport or affidavit of the student's age, signed by the parent/guardian
   - A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work

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