

Santa Barbara School Districts

Board Policy

AR 5113.2

Students

WORK PERMITS

The Superintendent shall, 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 contain: (Education Code 49115)

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. (Education Code 49110)
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.
 - a. Provides that a pupil must have a Grade Point Average (GPA) of at least 2.5 ("C+"), and a record of at least 90 percent school attendance, in order to receive a

- permit to work more than 20 hours a week, including weekends.
- b. Prohibits the issuance of a work permit to a pupil who has a GPA of less than 2.0 (“C”) or a record of less than 80 percent attendance for the current and prior semester.

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

3. Provides for appeal of the denial of a work permit to the school principal who must assure that the (above) standards were correctly applied.
4. Provides that a pupil, who has been denied a work permit on the basis of the pupil’s GPA or attendance record, may:
 - a. Enroll in work experience education, specified work education programs and career technical education.
 - b. Receive a work permit to work during the summer, provided that a pupil who needs to earn credits in order to graduate on time must also enroll in summer school.
5. Provides exemption from the GPA and attendance requirements for a pupil who qualifies for a work permit for work experience education, or for specified personal circumstances or to deliver newspaper.
6. 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.
7. Work permits issued during the school year shall expire five days after the opening of the next succeeding school year. (Education Code 49118)
8. 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. (Education Code 49164)

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: (Education Code 49112, 49116)
 - a. The four-hour limit may be exceeded if the student is employed in a school-approved work experience or cooperative vocational education program.

(cf. 6178.1 - Work Experience Education)

- 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 non-school day.

- c. The district will limit regular work permits to a maximum of 28 hours per week. This applies to all La Cuesta students who are not enrolled in an approved Work Experience Education program.
 - d. The district will limit students enrolled in an approved Work Experience Education program to a maximum of 8 hours/day, 40 hours per week.
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. (Education Code 49112, 49116)

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. (Education Code 49116)

The limitations on working hours specified above shall not apply to students employed to deliver newspapers to consumers. (Education Code 49112, 49116)

Permits to Work Full Time When School Is In Session, Students 14 or 15 Years of Age

A permit to work full time may be issued to a student 14 or 15 years of age who has completed elementary school, provided that the permit expires no later than the end of the current school year and that one of the following circumstances exists: (Education Code 49130)

1. The parent/guardian presents a sworn statement that the parent/guardian is incapacitated for labor through illness or injury or that, through the death or desertion of the father or mother, the family is in need of the student's earnings and that sufficient aid cannot be secured in any other manner.
2. The student is unable to reside with his/her family and needs the earnings for his/her own support.
3. The student is residing with a foster care provider, or a guardian receiving foster care funds for the student, provided that:
 - a. The provider or guardian obtains written authorization from the student's social worker, probation officer, or child protective services worker acting as an officer of the court
 - b. The student's case plan documents that the purpose of the employment is to further the goal of emancipation pursuant to law, or to enable the student to learn necessary skills, habits, and responsibilities related to maintaining employment

The Superintendent or designee shall sign a statement that he/she has investigated the conditions under which the work permit application has been made and has judged that the student's earnings are necessary for the student's support and that sufficient aid cannot be secured in another manner. If issuing a work permit subject to circumstance in item #3 above, the Superintendent or designee shall sign a statement that he/she has received authorization from the student's social worker, probation officer, or child protective services worker. (Education Code 49130)

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)

1. The student's school record, including age, grade and attendance for the current term, signed by the principal or teacher
2. Evidence of sufficient age, such as a birth certificate, passport or affidavit of the student's age, signed by the parent/guardian
3. A written statement from the prospective employer stating that work is waiting for the student and describing the nature of the work

A student who applies for a full time work permit pursuant to the above circumstances shall be duly enrolled in a work experience education program. (Education Code 49130)

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. (Education Code 49111)

Regulation: SANTA BARBARA SCHOOL DISTRICTS
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