

CASCADE HIGH SCHOOL
6565 S CO RD 200 W
CLAYTON, IN 46118
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WORK PERMIT POLICY FOR GRADES AND ATTENDANCE

Date: _____

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 a significant decrease in the student's grade point average or attendance after s/he 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. Therefore, it is important for students, parents, and employers to know the guidelines that accompany the responsibility of being a working teen.

GRADES

1. A student must pass ALL credit classes, and not have an "F" grade, before a work permit will be issued.
2. If a student does not pass ALL credit classes or receives an "F" grade after a work permit has been issued:
 - a. 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 credit classes, or receives an "F" during the probation period:
 - a. 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 credit classes are passed or when the student does not receive an "F" in any grading period.

ATTENDANCE

1. A student may not be absent from school more than 10% of the days in a grading period. Medical reasons and written excused absences from the student's parents are excluded.
2. If the student's record of unexcused absences is more than the allowed 10% in a grading period:
 - a. The student's employer and parents will be sent a warning letter and the student will be placed on probation for the next grading period.
3. If unexcused absences persist during the probation period:
 - a. The school will revoke the student's work permit for the next grading period and the employer and parents will be notified.
4. The work permit will be reissued if the student's attendance reaches an acceptable level during the next grading period.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and s/he will 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 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.

I have read and understand the conditions for issuing and revoking a work permit. I understand that when any of these conditions are not met, the work permit can be denied or revoked after a probation period.

Employer

Parent

Student