

PATTONVILLE SCHOOL DISTRICT

EPS Code: JK-R

District Code:

EMPLOYMENT OF STUDENTS

Students between the ages of 14-16 requesting permission to work according to Policy JK are to see the building principal, or his/her designee, who will ascertain that the employment qualifies according to Missouri School Law 294.024 and 294.040. The student and his/her family will be counseled to determine that the work effort will not delay his/her matriculation through the school and the parent or guardian will be consulted to discuss the need for the work experience. Proof of age and satisfactory health must be determined by the principal's office.

If the principal recommends the student for a work permit, he/she will sign the PSD 10 form. The student will bring the form to the Pupil Services office in the administration building.

The permit will be processed by the assistant [to the] superintendent for [Pupil] **Special** Services. The permit will be completed in triplicate and embossed with the school district seal by the superintendent's office. The first copy will be given to the student, the second copy will be sent to the State Department of Labor and Industrial Relations, and the third copy will be maintained in the office of the assistant [to the] superintendent/[Pupil] **Special** Services.

Adopted: January 22, 1985

Revised: