

Bishop Dwenger High School

Work Permit Policy for Grades and Attendance

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school'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 academic status or attendance after he/she begins work. When it appears that a job is detrimental to a student's academic status, it is the school's responsibility to advise the parents and employer so they can work together to ensure that the student's education remains the primary focus.

GRADES

1. A work permit will be issued if the student passed all credit classes and **did not** have an "F" grade on the most recent quarterly grade report or current grades in progress report.
2. A **probationary** work permit will be issued if the student passed all credit classes, and has only one (1) "F" grade.
3. If a student does not pass all credit classes or receives an "F" grade after a work permit has been issued:
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.
4. If the student does not pass all credit classes, or receives an "F" grade during the probationary period:
The school will revoke the work permit for the next grading period and the parents and employer will be notified.
5. The work permit will be reissued to the student at the conclusion of the current grading period if all credit classes are passed and the student does not receive an "F" grade on his/her report card.

Note: Grade checks will take place at the end of each nine (9) week grading period.

ATTENDANCE

1. More than ten (10) days absent during a nine (9) week grading period is considered excessive.
2. If a student has excessive absences, excused or unexcused, the student could be denied a work permit or have it revoked.
3. If a student has fourteen (14) absences in an individual class, no work permit will be issued, or it will be revoked.
4. The work permit will be reissued if the student's attendance reaches acceptable level during the next grading period.

In case of a denial or revocation of a work permit, the student has a right to appeal the decision, but the school will override its decision only upon the student's demonstration of just cause. Appeals are made to the school principal in writing.

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Date received by BDHS office: _____