Book	Policy Manual
Section	Board
Title	Employment of Students
Code	JK
Status	
Last Revised	December 9, 2024

Employment of Students

The Board believes that a student's school responsibilities are to take precedence over non-school-related jobs. However, the Board acknowledges that extenuating circumstances may surface when a student may need to forgo the traditional method of obtaining an education in order to work and provide support or care for himself/herself or his/her family members.

If a student needs to work while attending school, he/she is cautioned against assuming work commitments that interfere with his/her studies and achievement in school. Opportunities for employment may be provided through work-experience programs and other employers in accordance with the following provisions for obtaining age and schooling certificates.

Age and Schooling Certificates (Work Permits)

All students under the age of 18 must apply for a work permit in order to legally obtain paid employment. Students, ages 16 and 17, must have valid work permits for paid employment during the school year. Students, ages 14 and 15, must obtain valid work permits for employment at all times of the year.

In compliance with State law, the Superintendent/designee is responsible for processing requests for and issuing all work permits as necessary. Students must provide all the documentation required by State law including, but not limited to, proof of age and physical fitness. Proof must also be provided identifying the potential employer as places of employment where minors can legally work.

In-School Employment

The Board may make available to students part-time and summer jobs commensurate with their abilities and the needs of the District for student employees. The Board also authorizes the District to provide cooperative work-experience programs.

The Board approves appointments and establishes pay rates. These rates comply with requirements of the minimum wage law.

Legal References
    8 USC 1324a et seq.
    ORC 3313.56
    ORC 3313.93
    ORC 3321.042
    ORC 3321.08 through 3321.11
    ORC 3331.01
    ORC 3331.02
    ORC 3331.04
    ORC 3331.06 through 3331.09
    ORC 3345.205
    ORC Chapter 4109

ORC 4111.02

Cross References
IGCF - Home Education
JECE - Student Withdrawal From School (Loss of Driving Privileges)
JEG - Exclusions and Exemptions from School Attendance

NOTE: *Senate Bill 168 (2024) requires an institution, such as a career center, with an early childhood teacher preparation program, to permit a student of that program to complete required student teaching requirements or field experience hours as an employee of an early learning and development program if the program is part of the state's tiered quality rating and improvement system.*

Ohio Revised Code Section 3331.04 has identified special conditions in which qualified students over 16 years of age may be issued age and schooling certificates (work permits) after withdrawing from full-time enrollment, yet attending school on a part-time basis in a program approved by the Superintendent or his/her designee. House Bill (HB) 487 (2014) revised requirements for issuing certificates to these students, including the conditions upon which a student may qualify. The removal of English language proficiency is one significant change. The changes impact certificates issued until June 30, 2016. Beginning July 1, 2016, students must enroll in a competency-based instruction program to earn a high school diploma in accordance with rules adopted by the Ohio Department of Education and Workforce to receive a certificate and meet the additional criteria in place for students as revised by HB 487.

HB 33 (2023) allows a parent of a student receiving home education to issue the age and schooling certificate for their child over the age of 16.

Legal

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