

**Adopted:** February 16, 2004  
**Amended:** January 1, 2016  
**Amended:** February 23, 2017

## **546 STUDENTS WORKING DURING SCHOOL HOURS**

### **I. PURPOSE**

The purpose of this policy is to clarify for all parties (students, parents, and staff) the expectations that Kato Public Charter School has for students who seek to work during the school day.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the expectation of the School Board that students who are enrolled at Kato Public Charter School will attend school during the normal school hours. Minnesota statute states that all students under the age of 18 need to attend school, unless they have already completed graduation requirements and/or permission is granted for the student to withdraw from school. Therefore, it is the general policy of the School Board that students will not be allowed to work during the school day.
- B. The School Board gives some leeway to the Child Study Team to make individual decisions regarding allowing a student to work during school hours. Specific criteria must be taken into consideration before making a decision to allow students to work during the school day. The decision is not to be made by individual staff members, but by members of the Child Study Team and only after careful consideration of the criteria.

### **III. CRITERIA TO BE CONSIDERED**

- A. Under certain circumstances a student could be allowed to work during the school day by meeting one or more of the following criteria:
- B. There is a demonstrated financial hardship that exists in the family.
- C. The student is 16 years of age or older, does not live at home, and is responsible for supporting him or herself.
- D. The student has achieved senior status and is judged to be able to complete graduation requirements despite a part-time academic schedule.
- E. Under all circumstances, the student must be 16 years of age or older.

### **IV. PROCESS**

- A. The student would initiate a formal, written request to be able to work during school hours. The request must include the rationale for making the request. In cases in which the student is not yet 18 years of age, a parent or guardian signature must accompany the written request.
- B. Members of the Child Study Team would review the student's request with the student present. The student's parent or guardian would also be required to be present in situations in which the student was under the age of 18.

- C. A written response would be mailed to the student and the parent or guardian within five (5) school days after the meeting is held. The written response would state the reason for the decision and would clarify the starting date – only in cases in which the request was granted - that the student might pursue the employment opportunity.
- D. An appeal of the decision could be made directly to the School Board.

## V. CLARIFICATIONS

- A. The student must be in attendance at all other times that school is in session.
- B. Kato Public Charter School does not have a Work-Based Learning program that has been approved by the Minnesota Department of Education. Therefore, the school's ability to allow this type of activity on a wholesale basis is negated.
- C. Students can participate in job-shadow and internship experiences, but must not be paid during those experiences.
- D. This policy does not apply to students between the ages of 16 and 18 who have been granted permission to withdraw from school by their parent or legal guardian. Since they would no longer be enrolled at Kato Public Charter School they are free to work without restriction, except those imposed by state and federal statute.
- E. Students would not be considered full-time students in situations in which the student leaves before the end of the school day for an employment opportunity. This would apply to students receiving Social Security and/or other benefits and students who may currently be on probation.
- F. The School Board does not support the notion that a student under the age of 16 could, under any circumstances, be allowed to work during the normal school day.

## VI. RESPONSIBILITY

Enforcement of this policy falls under the jurisdiction of the Director, with assistance of the advisory staff at Kato Public Charter School.

### **Legal Reference:**

*Minn. Stat. § 120.101 (Compulsory Instruction)*

### **Cross Reference:**