

JJJ - STUDENT EMPLOYMENT ELIGIBILITY AND GUIDELINES

The Epping School District has developed the following guidelines to support the Youth Employment Law RSA Chapter 276-A. A “youth” is defined as any person under 18 years of age.

1. The School Principal or designee will be responsible for informing students and parents of the Youth Employment Law and school procedures for obtaining a youth employment certificate.
2. The Superintendent authorizes the School Principal as the official issuing agent of youth employment certificates. Under supervision, the School Principal may delegate the authority to issue youth employment certificates.
3. A certificate shall only be issued with the approval of the parent/guardian of the student.
4. A certificate shall not be issued unless age and adequacy of health has been verified and student meets a satisfactory level of academic performance as required by law and as outlined in this policy.
5. The School Principal or designee will issue youth employment certificates only after a determination of satisfactory academic performance. Passing all academic courses in the previous marking period is a “satisfactory level of academic performance.”
6. Students failing one course may be placed on probationary status with the understanding that the student will do what is necessary to achieve good academic standing for the course/class that was failed. In order for a student to remain eligible for a certificate following the probationary period, passing grades must be maintained during the employment period. School administration will provide a bi-weekly calculated progress report to communicate a student’s academic standing and for a student to monitor their academic standing.
7. The grades of students that hold a youth employment certificate will be reviewed to determine continued eligibility.
8. If a student does not continue to meet a satisfactory level of performance after the issuance of the certificate, the School Principal or persons authorized may revoke the certificate. In the event the School Principal or persons authorized revoke a certificate, notification of the revocation will be made to the parent or legal guardian, the employer of the student, and the Department of Labor within 48 hours.
9. Any student wishing to appeal the “satisfactory level of academic performance” standard may request a hearing with the School Principal. This hearing may be used to provide evidence of improved academic performance from the last marking period or to request a waiver from the academic standard. It is the student’s responsibility to provide evidence

in support of his/her request. The School Principal may grant waivers for improved academic performance and for extenuating circumstances.

10. Any student may appeal a decision by the School Principal to the Superintendent who makes the final decision to issue a youth employment certificate. The student and parent must present a written request to the Superintendent for a hearing. It is the responsibility of the student and parent to provide evidence in support of their request.
11. All decisions regarding issuance of a youth employment certificate must be reached within 5 school days from submission of an application or an appeal.
12. Students, either new or transferring back to a District school, must provide documentation from their previous school that they have been officially withdrawn prior to issuance of a youth employment certificate.
13. Youth employment certificates issued for summer employment are exempt from the above guidelines.

Statutory/Regulatory/Policy/Handbook Cross References

RSA Chapter 276-A (Youth Employment Law)
Handbook (Student Handbook)

APPROVED: May 19, 2011

PREVIOUS POLICY: None