

SSHS PRACTICUM & CAREER PREP HANDBOOK 2020-2021



Career & Technical Education
SULPHUR SPRINGS HIGH SCHOOL
Last Updated August 2020

Table of Contents

Public Notification of Nondiscrimination in Career and Technical Education Programs	2
Letter from the Director.....	3
Career Preparation through Practicum and Career Prep Courses	4
Practicum/Career Prep Program Guidelines	6
The following guidelines govern the Practicum/Career Prep programs:	7
Grounds for Dismissal from Practicum/Career Prep Programs and Loss of Credit.....	9
Students Dismissed from Practicum/Career Prep Programs.....	10
Practicum/Career Prep Guidelines Job Dismissal, Job Changes, And Absentees	10
Questions and Answers.....	11
Texas Workforce Commission Teen Driving & Child Labor Laws	13
Documentation Flow Chart.....	15
APPENDIX	16
Parent/Student Agreements to Participate In Career Prep/Practicum	17
Signature Page	18
Hold Harmless - Student.....	19

Public Notification of Nondiscrimination in Career and Technical Education Programs

Sulphur Springs ISD offers Career and Technical Education (CTE) programs in the following career clusters: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communication; Business Management & Administration; Education & Training; Finance; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Marketing; Manufacturing; STEM; Transportation, Distribution & Logistics.

Admission to these programs is based on class space and availability, interest and aptitude, age appropriateness, and teacher recommendations. It is the policy of Sulphur Springs ISD not to discriminate on the basis of race, color, national origin, sex, or handicap, in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Sulphur Springs ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Sulphur Springs ISD will take steps to assure the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Josh Williams, at 631 Connally Street, Sulphur Springs, TX, 75482, 903-885-2153 extension 1152, and/or the Section 504 Coordinator, Susan Johnston, at 631 Connally Street, Sulphur Springs, TX, 75482, 903-885-2153 extension 1300.

Letter from the Director

Dear Students and Parents:

Welcome to our Practicum/Career Prep program. This handbook is designed to address course guidelines and regulations around documentation and requirements necessary to be successful. **Please review this with your student and return all of the signature pages to the teacher. All signature pages are due NO LATER THAN THURSDAY, SEPTEMBER 17, 2020. Failure to do so may result in removal from the program.**

Practicum/Career Prep opportunities are designed to expose students to real world situations and train them for entry-level positions in the work force. The student's job or request for Practicum/Career Prep placement **must** be approved by the teacher for him/her to receive course credit. A training plan will be developed for each student based on the experiences provided by his/her training site.

Students receive instruction in employment, human relation and communication skills. Business concepts are also taught in the work environment. Practicum/Career Prep programs are divided into three important components, classroom instruction, on-the-job training, and student organizations. Opportunities for students to develop leadership and management abilities are also provided through participation in Career and Technical Student Organizations (CTSO). Each is an integral part of the overall program and student participation in all three areas is required.

Program Objectives:

- To assist students in making career choices - This includes exploring today's job market, getting to know oneself, and developing an individual career portfolio.
- To assist students in basic workplace practices - This includes safety, workplace ethics, communication skills, and professionalism training.
- To assist students in professional development - This includes work relationship training, leadership skill development, problem-solving and thinking skill development, technology applications, and time management skill development.

The following pages outline the Career Prep and Practicum programs for SSHS. Each Practicum program may have more specific guidelines and regulations, but all Practicum programs will work under this handbook as a standard.

If you have any question, please contact me at 903-885-2158 ext 2203 or by email at jarledge@ssisd.net. We look forward to working with your students.

Sincerely,

Jenny Arledge
Director of College & Career Readiness
Sulphur Springs High School

Career Preparation through Practicum and Career Prep Courses

What is the difference between Career Prep and Practicum?

Career Prep is a paid experience only. The training component must address all the TEKS for the course and provide a student with a variety of learning experiences that will give the student the broadest possible understanding of the business or industry. A student must be a minimum age of 16 and hold valid work documentation, such as a Social Security card, to enroll in Career Preparation learning experiences. To receive two credits for Career Prep, the student must work a minimum of 10 hours per week. To receive three credits for Career Prep, the student must work a minimum of 15 hours per week. If the student quits or is fired from their paid job, they must find employment within 15 days or they will be removed from the program.

Practicum courses and other two or three-credit CTE courses found in 19 TAC Chapter 130 may be used as laboratory-based, paid, or unpaid work experiences for students. Each practicum course using a work-based learning instructional arrangement must consist of student participation in training appropriate to the student's coherent sequence of courses plus participation in related CTE classroom instruction. A practicum course spans the entire year. In a paid practicum instructional arrangement, related classroom instruction must average one class period each day for every school week. A student must be a minimum age of 16 and hold valid work documentation such as a Social Security card to enroll in any of the practicum learning experiences that have a paid component. Students unemployed for more than 15 consecutive school days in a paid practicum learning experience must be placed in an unpaid learning experience.

What is Practicum/Career Prep Education? Learning by doing is one of the best and most lasting methods of acquiring new knowledge and skills. The business community cooperates with the school in providing this learning experience to students through its practicum/career prep programs. This experience offers each student hands-on training in the preferred occupation of the student. The work portion of the program is considered as an extension of the classroom. Not all jobs fit into becoming an approved training station so the student must work with the teacher /coordinator on feasibility of this situation.

What is a training station? A training station is defined as an approved business establishment which employs a Practicum or Career Prep student and provides supervised work experience in accordance with a written training plan. It is only after the teacher/coordinator approves a worksite for the student and the training plan is completed, the business becomes an approved education training station.

What is a supervisor? A supervisor is a designated person at the training site who will monitor the student's progress at the training site. The supervisor will complete the training plan agreement, inform the teacher/coordinator of any problems or concerns regarding the student, evaluate student performance for each grading period, and help mentor/train the student during the shadowing/internship experience.

What is a training plan? Written training plans must be on file for any student participating in either a paid or unpaid learning experience at an approved training site except for a student participating in an unpaid practicum for which the teacher of record provides all training. A student in paid work-based instruction may be counted for contact hours on the first day of enrollment, provided a training plan for the student is on file within 15 school days of the student's employment date. A student participating in unpaid practicum work-based instruction may be counted for contact hours on the first day of enrollment, provided a written training plan is completed and on file before the student begins participating in training at the site. The training of each student, both in the classroom and on the job, is

conducted in accordance with a written training plan developed by the teacher/coordinator together with the employer. It includes skills to be acquired, information to be taught in class, length of training, and possibly wages to be earned. The document used is provided by the Texas Education Agency and current child labor laws must be followed. Specific classroom assignments are noted based on the job position, if necessary.

What is the teacher's role? Practicum/Career Prep programs are led by a teacher who monitors the student's progress at the training station and conducts the class at school. A teacher assigned to teach courses involving work-based learning experiences, both paid and unpaid, must visit each student training site at least six times each school year. At least one training site visit must be conducted during each grading period to earn contact hours for that reporting period. It is the teacher's role to keep in close communication with each student's employers/supervisors to provide correlated classroom instruction for that student's specific job requirements, as well as to become aware of problem situations which can be remedied. However, because the experience takes place in the business world, students should work hard at recognizing and solving problems on the job. The teacher does not hire, terminate, promote, or demote students on the job.

Practicum/Career Prep Program Guidelines

For this experience to be effective and beneficial to the student, meet the high school accreditation requirements of the state agency, and comply with federal guidelines, the following enrollment requirements and rules will be enforced. It is each student's responsibility to read, become familiar with, and follow the rules and standards in this handbook.

To be eligible for enrollment in a CTE Practicum/Career Prep program:

1. Students must be at least 16 years of age or older in grades 11 or 12.
2. Must have completed or be currently enrolled in a minimum of two (2) full credits in Career & Technical Education (CTE) courses in the same career cluster/endorsement area.
3. Must have earned a minimum grade of 85 in each of the two CTE courses required as prerequisites to the Practicum/Career Prep course. For Practicum in Health Science, students must have an overall GPA (unweighted) of 3.0 or higher.
4. Must have had NO Alternative School (AEP/ALA) discipline assignments. Students having any other discipline assignments (detentions, corporal punishments, or SAC) must submit additional documentation that outlines the reason for the discipline assignments. These discipline assignments could result in the student being placed in a probationary term.
5. Must have no more than four (4) days of unexcused absences during the enrolling school year.
6. Students must have reliable transportation to and from the training sites. If the student does not have a vehicle, arrangements will be made.
7. Enrollment in Practicum/Career Prep course must be for one full academic year. Practicum courses currently are worth two (2) credits. Career Prep will earn two credits if the student works at least 10 hours per week and three (3) credits if the student works a minimum of 15 hours per week.
8. Students must agree to join a Career & Technical Education Student Organization (BPA, FCCLA, FFA, HOSA, Skills USA, or TAFE) during the Practicum/Career Prep course to meet certain state standards for the course.
9. Students must agree to acquire and wear the appropriate uniform/clothing for the training site assigned. All school district policies concerning student grooming and behavior will be enforced while the student is on the job, at school, or attending any program functions.

Any student that enters the Practicum/Career Prep Program on a probationary basis, must continue to meet the above mentioned requirements to remain in the program. Students on probation may be removed from the program at the teacher's discretion.

The following guidelines govern the Practicum/Career Prep programs:

- 1- All job sites **must** be in Hopkins county.
2. **Career Prep** students must have a paying job and be placed at an approved training station within 15 days after the first day of school (or entrance into the program) or they will be removed from the program. It is each student's responsibility to complete the application process to secure a job/training station. **Practicum** students will be placed at an approved training site by the teacher/coordinator based on the availability of training sites and student interests.
3. All paid or unpaid training sites must be approved by the teacher.
4. Career Prep students must provide their own reliable transportation to and from the training station. Practicum students must have reliable transportation to and from the training site. If Practicum students need transportation, they must inform the teacher within the first two weeks of school. If temporary transportation is needed, the student must notify the teacher at least one full day prior to needing the transportation.
5. Because the training station is an extension of the school day, all the school rules and regulations apply while on the job. Students should dress in an acceptable manner both in school and at the training station. Students must also uphold business policies and standards in conduct and personal hygiene.
6. Students are not permitted to change training stations/jobs without the teacher's approval.
7. Any student who quits their job/stops attending their approved training station without **prior written approval** of the teacher will receive a grade of a 0 for the work portion of the nine-week grading period and possible removal from the program.
8. Any Career Prep student who resigns from their job with the teacher's approval or is terminated unjustifiably will be given 15 days to secure another job/training site. During this two-week period, the student must complete an Employer Contact Verification form
9. **Career Prep** students must complete the Employer Contact Verification Sheet upon entering the program and/or if they lose employment due to no fault of their own (examples--lay-off or cut-back in hours). The student is required to make three (3) contacts per day during the first week and four (4) contacts per day during the second week of unemployment. Sheets are to be filled out completely and signed by a manager/supervisor at the place of business. If the form is not properly completed, the student will lose credit during that time. Verification sheets are to be submitted with your employee time sheet each week.
10. Disruptive behavior, poor work habits, or poor attitude in the classroom may result in immediate dismissal from the program.
11. Students who are involved in Practicum/Career Prep are seen in the community as representatives of Sulphur Springs High School. Any misconduct while at the training site becomes a matter of school policy during the school day and will be grounds for a referral

with disciplinary action. Teachers, training sites, and school administrators expect Practicum/Career Prep students to maintain excellent conduct at all times.

12. Any student who has been dismissed/fired by their training site for violations of company policy, theft, insubordination, improper attitude, or any other serious violation that may reflect on the reputation of the High School will receive a 0 for the job training portion of the class and may receive a failing grade for the grading period. The student will be removed from the program at the end of the grading period or semester. The student will be placed on an unpaid training plan (if in Career Prep) and will be required to complete the appropriate number of work/training hours on campus in SAC for the remainder of the grading period or semester until the student's schedule can be changed.
13. Students dismissed from a job/training station must notify the teacher no later than the class period following the dismissal notification.
14. If the student misses school for ANY reason, the **student** must contact the teacher with explanation for absence by 8 a.m. Students must leave a message if the teacher is not available. Students are also responsible for letting their training site supervisor know they will not be attending their training site on that day. Reporting to the training site on a day when the student is absent from school will be viewed as truancy from school. Prior approval must be arranged for a student not work after missing school on the same day.
13. On the day that a student is absent from **any** class (excluding school approved field trips), the student **is not allowed to report to the training station.** The only exception is when a student has a *documented* doctor or dentist appointment, court appearance, funeral, etc. **approved in advance** by the teacher.
14. Students unable to work or attend their training station site temporarily because of medical reasons, documented by a doctor's note, will be assigned alternate class work. However, students on homebound instruction are not eligible to receive CTE contact hours.
15. Frequent absenteeism from school for any reason, including chronic illness, creates the possibility for loss of credit. Students are not allowed to work/attend their training site if they are absent from school. In Career Prep, students must work to maintain the minimum required hours set by the Texas Education Agency, which is 10 hours for two credits or 15 hours for three credits.
16. Grades will be calculated as follows:
 - 25% – Classroom daily activities
 - 25% – Classroom major grades
 - 50% - Work portion and work evaluations
17. Parents should communicate with the teacher rather than the employer concerning problems encountered by the student at the training station.
18. Parents should understand the student's responsibility to the training site and should not expect to take the student from their assigned training time. Family and friends should NOT visit the student at their training site at any time.

19. Parents/friends should NOT bring food to the student during their scheduled training site time.
20. Career & Technical Student Organization (CTSO) participation is an integral part of the career preparation class. Therefore, all members of the class should take an active role in the designated CTSO (BPA, FCCLA, FFA, HOSA, Skills USA, or TAFE). Membership is NOT optional. Parents should encourage their student to actively participate in a CTSO as this is an excellent way for students to apply classroom and workplace knowledge as an extension of the CTE Career Prep/Practicum programs.
21. All CTE practicum/career prep students are required to work at their training station for the designated time period to receive credit for the course for the entire school year.
22. Students should have a professional attitude and be loyal to their training station.
23. On altered schedule days (pep rally, early release), students are required to make arrangements in advance with their training sites to accommodate the altered school schedule.
24. Students assigned to SAC will remain in SAC until the end of the school day; they will not be excused for their practicum/career prep work period.
25. While at the training station, do not gossip or complain. When at the training station, be productive at all times. If the student is not productive, the employer loses, and student will be replaced.
26. Your cell phone should be put away at all times when you are on-the-job. Students may NOT accept or place personal phone calls, text messages, or use social media while at their training site
27. All safety guideline established by local, state, and/or national entities will be followed.

Grounds for Dismissal from Practicum/Career Prep Programs and Loss of Credit

1. Excessive absences or tardies from school or the training site.
2. Failure to contact teacher and the training site when an absence is unavoidable.
3. Dismissal by the training site for dishonesty, absenteeism, insubordination, poor work performance, not being dependable, use of drugs, breach of confidentiality, improper relationships with training site employees, or any other unethical behavior.
4. Suspension, expulsion, assignment to Alternative School or Home Bound Program.
5. Quitting or changing training sites without prior approval by the teacher.
6. Poor or failing school work in Career Prep or Practicum course during a grading period.
7. Career Prep: If the student is unemployed for more than 15 consecutive school days.

Students Dismissed from Practicum/Career Prep Programs

1. Students will be required to attend a full day of school.
2. The two-three class periods allotted for Practicum/Career Prep will be spent in SAC until it is possible to complete a schedule change, which may be at the end of the semester.

Practicum/Career Prep Guidelines Job Dismissal, Job Changes, And Absentees

FIRED/DISMISSED FROM TRAINING SITE:

- Contact the teacher immediately.
- Report to teacher after last class each day.
- Complete interview schedule sheet each day.
- Student must be employed/placed within ten (10) days. After the ten-day period, the student will remain on campus until the end of the regular school day. Students will NOT maintain early release status.
- Unemployed/unplaced students will be removed from the program at the end of the semester with loss of credit.
- School may take discipline action, depending on the situation.

CHANGING JOBS/TRAINING STATIONS:

- Students are expected to maintain the same training site assigned for the assigned period of time—in most cases, the entire year. There are acceptable reasons for a training station changes, but all changes must be made through the teacher. Students changing training stations without the teacher's permission may result in a failing grade and possible removal from the program.

QUITTING JOBS:

- A Career Prep student quitting their job without prior approval of the teacher is unacceptable. If the student quits a job without prior approval they may receive a failing grade, lose course credit, and/or be removed from the program.

ABSENCE FROM SCHOOL:

- "No school-no work": Students may not work/shadow if they are absent from school with the exceptions previously listed in the handbook.

Questions and Answers

Since this is an elective class, will we have much homework?

This class is just like any other class. There may be unfinished work to complete, a new assignment to do, notebooks to assemble, projects to do, tests to study for, etc. There is homework if the teacher sees the need for it. This class is like any other academic class. You will receive two/three credits for enrollment. The grade comes from your performance on the job and in the classroom. The class will consist of daily work, individual and group work, major grades, projects, tests, and many other activities.

Can you get me the training station I want?

You must sell yourself and your skills within the application process for the training station placement. The teacher will provide you with helpful hints and help coach you, but the application/interview process is directly tied to your own abilities and skills. Many times the teacher or the reputation of the program will have a major influence, but you must meet the standards of the particular business. The teacher will take into consideration your interest and try to find “leads” that match them, although this depends on the availability of jobs in particular fields.

How much money can I make?

Making money is not the purpose of the CTE Practicum/Career Prep program, but can be a benefit of it. The major purpose is the learning experience.

How can the Career & Technical Student Organization (CTSO) benefit me?

The CTSO can be helpful in many ways. It allows the student to be a part of a group with social activities. It also gives the student a chance to compete at regional, state, and national levels. Winning at these competitive events can be helpful on resumes and scholarship applications. Being active in a CTSO provides you with leadership skills and gives you the opportunity to meet others interested in the business field.

What can I gain from this class?

You will learn all about a specific occupation in class and get hands-on training and experience at your training station. It is a way to build your resume, possibly earn money, and participate in additional activities which will assist you in qualifying for scholarships.

How will teachers know if I am at work and not at school?

The teacher will personally check each absence with the appropriate employers on a regular basis.

What if I feel my rating from my training station supervisor is unfair?

You should discuss your ratings with your training site supervisor to find out how you can improve your performance.

How should I dress on the job?

You should dress professionally for your specific job. Varying occupations and job settings require different types of dress. You should ask your training station and the teacher/coordinator for guidelines and observe them in that business.

What types of jobs meet the requirements for training-stations?

For students on a paid training plan, pay must be received in the form of a check or direct deposit. Students must have documentation of all payments received. A student must work at a place of business where federal taxes are properly withheld. There **MUST** be a legal paper trail for the job. Jobs that require students to drive are not permissible.

Can I work for my family?

It is not considered best practice for a student to work for a family member. If a student works in a family business, they must be held to the same standards of other employees and the specific job functions must meet the standards of the practicum/internship program. The teacher must approve the training site. Legally documented time on the job and pay are a requirement of this program.

Texas Workforce Commission Teen Driving & Child Labor Laws



Texas Workforce Commission
Child Labor Law 1-800-832-9243

TEEN DRIVING ON THE JOB

Employees, 16 years of age, **MAY NOT DRIVE** motor vehicles on public roads as part of their jobs - even if they possess a valid state drivers license.

Employees, 17 years of age may drive cars and small trucks on public roads as part of their jobs **ONLY** in limited circumstances.

<p>17 year-olds may drive on the job <u>ONLY</u> if all of the following requirements are met:</p> <ol style="list-style-type: none">1. The driving is limited to daylight hours;2. The 17 year-old holds a state license valid for the type of driving involved in the job performed;3. The 17 year-old has successfully completed a state approved driver education course and has no record of any moving violation at the time of hire;4. The automobile or truck does is equipped with a seat belt for the driver and any passengers and the employer has instructed the youth that the seat belts must be used when driving the vehicle;5. The automobile or truck does not exceed 6,000 pounds gross weight; AND6. Such driving is only occasional and incidental to the 17 year-old's employment. This means that the youth may spend no more than 1/3 of the work time in any workday and no more than 20 percent of the work time in any workweek driving.	<p>Driving by 17 year-olds as part of their jobs <u>MAY NOT</u> involve:</p> <ul style="list-style-type: none">▶ Towing vehicles▶ Route deliveries or route sales▶ Transportation for hire of property, goods, or passengers▶ Urgent, time-sensitive deliveries (such as pizza deliveries)▶ Transporting more than 3 passengers including employees of the employer▶ Driving beyond a 30 mile radius of the teen's place of employment▶ More than 2 trips away from the primary place of employment in any single day to deliver the employer's goods to a customer▶ More than 2 trips away from the primary place of employment in any single day to transport passengers other than employees of the employer
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www.twc.state.tx.us

/ www.youthrules.dol.gov



CHILD LABOR LAWS
Texas Workforce Commission
Labor Law Section, Child Labor Enforcement
U.S. Department of Labor
Wage and Hour Division



For further information about Texas' child labor laws, call:
1-800-832-9243
(in Texas only)
TDD 1-800-735-2989

This poster provides some guidelines to the Texas child labor laws, but it is not complete. Chapter 51, Texas Labor Code, governs the employment of children under Texas state law. **MINIMUM AGE FOR EMPLOYMENT IS 14**; however, state and federal laws provide for certain exceptions. Please call TWC's Labor Law Section concerning questions about labor law. The Fair Labor Standards Act (FLSA) governs federal laws and guidelines pertaining to child labor. For information concerning federal child labor laws, consult your local office of the U.S. Department of Labor, Wage and Hour Division or call 1-866-487-9243

The following are prohibited occupations for 14- through 17-year-old children:

Prohibited occupations are the same for both federal and state law. The hazardous occupations designated by an asterisk (*) have provisions for employment of persons below the age of eighteen (18), provided applicable apprentice or student-learner certification has been obtained. Persons desiring specific information about these exceptions should contact the nearest office of the United States Department of Labor.

Occupations declared particularly hazardous or detrimental to the health or well-being of all children 14 through 17 years of age include occupations:

- (1) in or about plants or establishments other than retail establishments which manufacture or store explosives or articles containing explosive components other than retail establishments,
- (2) involving the driving of motor vehicles and outside helpers
 - A. on any public road or highway,
 - B. in or about any place where logging or sawmill operations are in progress, or
 - C. in excavations.

(Under certain conditions, driving a motor vehicle for a commercial purpose is NOT considered a hazardous occupation under state or federal law,
- (3) connected with coal mining,
- (4) in logging and sawmill occupations and occupations involving firefighting and timber tracts,
- (5) *in operating or assisting to operate power-driven woodworking machines,
- (6) involving exposure to radioactive substances and to ionizing radiations,
- (7) in operating or assist to operate power-driven hoisting apparatus such as elevators, cranes, derricks, hoists, high-lift trucks,
- (8) *in operating or assisting to operate power-driven metal forming, punching, and shearing machines,
- (9) in connection with mining, other than coal,
- (10) *in operating or assisting to operate power-driven meat processing machines, and occupations including slaughtering, meat packing, processing, or rendering,
- (11) in operating or assisting to operate power-driven bakery machines.
- (12) *involved in the operation of power-driven paper-products machines, balers and compactors,
- (13) in manufacturing brick, tile, and kindred products,
- (14) *in operating or assisting to operate power-driven circular saws, bandsaws and guillotine shears, abrasive cutting discs, reciprocating saws, chain saws and wood chippers,
- (15) in wrecking, demolition, and ship-breaking operations,
- (16) *in roofing operations and on or about a roof, and
- (17) *in connection with excavation operations.

Additional prohibited occupations that apply under state law:

- (1) Occupations involved in sales and solicitation by a child under 18 years of age. Consult 51.0145 Texas Labor Code for exceptions and requirements.
- (2) Occupations in sexually oriented businesses by a child under 18 years of age.

Additional prohibited occupations that apply only to 14- and 15-year-old children:

Occupations declared particularly hazardous or detrimental to the health or well-being of 14- and 15-year-old children include:

- (1) mining, manufacturing, or processing occupations, including duties in workrooms or places where goods are manufactured, mined, or otherwise processed,
- (2) operating or assisting in operating power-driven machinery or hoisting apparatus other than typical office machines,
- (3) work as a ride attendant or ride operator at an amusement park or a "dispatcher" at the top of elevated water slides,
- (4) driving a motor vehicle or helping a driver,
- (5) occupations involved in transporting persons or property by rail, highway, air, water, pipeline, or other means,
- (6) youth peddling, sign waving, or door-to-door sales,
- (7) poultry catching or cooping,
- (8) lifeguarding at a natural environment such as a lake, river, ocean beach, quarry, pond (youth must be at least 15 years of age and properly certified to be a lifeguard at a traditional swimming pool or water amusement park),
- (9) public messenger jobs,
- (10) communications and public utilities jobs,
- (11) construction including demolition and repair,
- (12) work performed in or about boiler or engine rooms or in connection with the maintenance or repair of the establishment, machines, or equipment,
- (13) outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes,
- (14) cooking, except with gas or electric grills that do not involve cooking over an open flame and with deep fat fryers that utilize devices that automatically lower and raise the baskets from the hot grease or oil,
- (15) baking and all activities involved in baking,
- (16) occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers,
- (17) freezers or meat coolers work, except minors may occasionally enter a freezer for a short period of time to retrieve items,
- (18) meat processing and work in areas where meat is processed,
- (19) loading and unloading goods to and from trucks, railroad cars or conveyors, and
- (20) all occupations in warehouses and storage except office and clerical work.

Work times for 14- and 15-year-old children:

State Law — A person commits an offense if that person permits a child 14 or 15 years of age who is employed by that person to work:

- (1) more than 8 hours in one day or more than 48 hours in one week,
- (2) between the hours of 10 p.m. and 5 a.m. on a day that is followed by a school day or between the hours of midnight and 5 a.m. on a day that is not followed by a school day if the child is enrolled in school, or
- (3) between the hours of midnight and 5 a.m. on any day during the time school is recessed for the summer if the child is not enrolled in summer school.

Federal Law — The FLSA further regulates hours of employment. 14 and 15 year old children may not work:

- (1) during school hours,
- (2) more than eight hours on a non-school day or 40 hours during a non-school week,
- (3) more than three hours on a school day or 18 hours during a school week, and
- (4) between 7 p.m. and 7 a.m. during the school year, or
- (5) between 9 p.m. and 7 a.m. from June 1 and Labor Day.

Child Actors- state law

Child actor definition - a child under the age of 14 who is to be employed as an actor or other performer

Child actor extra definition - a child under the age of 14 who is employed as an extra without any speaking, singing, or dancing roles, usually in the background of the performance

Every person applying for child actor authorization must submit an application for authorization on a form provided by the Texas Workforce Commission.

Special authorization for child actors to be employed as extras is granted without the need for filing an application if the employer meets the Texas Workforce Commission's requirements. Contact 1-800-832-9243 for instruction.

PENALTIES:

State of Texas — An offense under Chapter 51, Texas Labor Code, is a Class B misdemeanor, except for the offense of employing a child under 14 to sell or solicit, which is a Class A misdemeanor. If the Commission determines that a person who employs a child has violated this Act, or a rule adopted under this Act, the Commission may assess an administrative penalty against that person in an amount not to exceed \$10,000 for each violation. The attorney general may seek injunctive relief in district court against an employer who repeatedly violates the requirements established by this Act relating to the employment of children.

Federal — The FLSA prescribes a maximum administrative penalty of \$11,000 per violation and/or criminal prosecution and fines.

101 E. 15th Street • Austin, Texas 78778-0001 • (512) 463-2222
Relay Texas: 800-735-2989 (TDD) 800-735-2988 (Voice)
www.texasworkforce.org
Equal Opportunity Employer / Services

Documentation Flow Chart

Training Plan

- Student completes form and has employer and parent sign the document
- Teacher ensures that the TEKS to be covered on the job are added to the document.
- The document is signed by the Career & Technical Education (CTE) Director.
- Teacher scans the document to retain a copy for their records.
- The CTE Director reviews the TEKS to be covered on the job and approves or denies; in the event of denial, the CTE Director will inform the teacher of the reason why.
- The CTE Director is required to maintain original copy on the campus.

Visitation Records

- Teacher is responsible for visiting each job site six times per year and at least one time during each grading period.
- Teacher must document the visitation.
- Teacher will maintain the original document on the campus.

Other Records

- Student and parent must complete all forms as outlined in the Appendix of this document.
- Student must submit weekly time logs to the teacher which are to be maintained on the campus.
- Student must submit a weekly learning journal to the teacher to document skills learned at the training site.
- Students must be able to document paid training experience with pay check stubs or documentation of direct deposit.
- Student must submit absence reports as appropriate.
- Portfolios may be required as a part of the Practicum/Career Prep experience.

APPENDIX

Parent/Student Agreements to Participate In Career Prep/Practicum

Confidentiality Statement

The undersigned student participating in the Career Prep or Practicum program acknowledges he/her responsibility under applicable federal law and the agreement between Sulphur Springs ISD and designated classroom sites to keep confidential any information regarding patients/clients/students as well as all confidential information of the designated training site. The undersigned student agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient/client/student, and further agrees not to reveal to any third party any confidential information of the designated training site.

Statement of Responsibility

For an in consideration of the benefit provided the undersigned student in the form of experience, the undersigned student and his/her heirs, successors and/or assigns does hereby covenant and agree to be solely responsible for any injury or loss sustained by the undersigned student while participating in a Career Prep or Practicum program operated by the Sulphur Springs ISD and the designated training site or designated classroom unless such injury or loss arises solely out of gross negligence or willful misconduct.

Driving Release

I understand that my child is participating in either working at a training site for the Career Prep Program or will be participating in rotations and/or shadowing experiences through a Practicum Course. I understand that students with their own vehicles will be driving to the training sites or riding in SSISD transportation to and from these training sites. There may be circumstances that require my child to be a passenger in the teacher's personal vehicle. I, therefore, absolve Sulphur Springs ISD, Sulphur Springs High School, and any Career Prep/Practicum teacher from any liability and from any claims against them, individually or collectively, for any injuries, which might be received during travel to and from training sites.

Attendance Agreement

In accordance with school policy and state law, students must be present at school to go to a training site. Students who attend work after having missed school without following procedures set forth in this handbook will be assigned SAC and could possibly be removed from the program.

Signature Page

Student Agreement:

By my signature, I understand the duties, responsibilities, and obligations connected with the Career and Technical Education Practicum and Career Prep Programs. I have reviewed the Practicum and Career Prep Handbook. I understand that my acceptance of these conditions and agreement to follow all guidelines as listed in the handbook is a requirement of the program.

Parent Agreement:

By my signature, I understand the duties, responsibilities, and obligations that my child is expected to maintain in the Career Prep/Practicum courses. I have reviewed the Practicum/Career Prep Handbook and understand the expectations of the program. I hereby give my consent and approval for my son/daughter to take part in the Practicum/Career Prep program at Sulphur Springs High School.

Student printed name _____ ID# _____

Student signature _____ Date _____

Student cell phone _____

Student email _____

Parent printed name: _____

Parent/Guardian signature _____ Date _____

Parent/Guardian contact phone number _____

Parent/Guardian email _____

It is the policy of this school district not to discriminate on the basis of sex, race, handicap, color, or national origin in its educational and vocational programs, activities, or employment as required by title IX, Section 504, and title VI.

Hold Harmless - Student

Parental/Guardian Permission Agreement and Release

_____, a participant in the CTE program for Sulphur Springs ISD,
(Print student name)

is under my control and in my custody. I hereby give my consent for the above-named student to participate in this activity and use a private vehicle for off-site classes or duties.

It is understood that neither Sulphur Springs Independent School District nor any of its trustees, officers, employees or agents are liable for injuries or damages caused by the above-named student during his/her participation in this program.

I agree to indemnify and hold Sulphur Springs Independent School District its trustee's officers, employees or agents harmless from all claims against Sulphur Springs Independent School District its trustees, officers, employees or agents made by third parties which result from the above-named student's actions while using a private vehicle.

Furthermore, I hereby expressly release and agree to hold harmless on my behalf and on behalf of the above-named student, the Sulphur Springs Independent School District, its trustees, officers, employees or agents from all claims or actions that may occur while participating in the Practicum program during the current school year.

In consideration of the above-named student being permitted to participate in this program, I expressly waive all claims to which I may otherwise be entitled, including but not limited to, claims for medical expenses and wages while student participates in the Practicum program.

I recognize that the Sulphur Springs Independent School District, its trustees, officers, employees or agents have sovereign immunity and governmental immunity under Texas Law. I understand that the Sulphur Springs Independent School District, its trustees, officers, employees or agents are not waiving any sovereign or governmental immunity that it or they have under Texas or other applicable law.

I, the undersigned, have read this release and understand all its terms. I have executed it voluntarily and with full knowledge of its significance.

The release is executed on my behalf and on behalf of my child/ward with the understanding that Sulphur Springs ISD does not have any insurance that covers private property/vehicles.

Teacher _____ Campus _____ Program _____

Signed this _____ day of _____ 20_____

Parent/Guardian Signature: _____