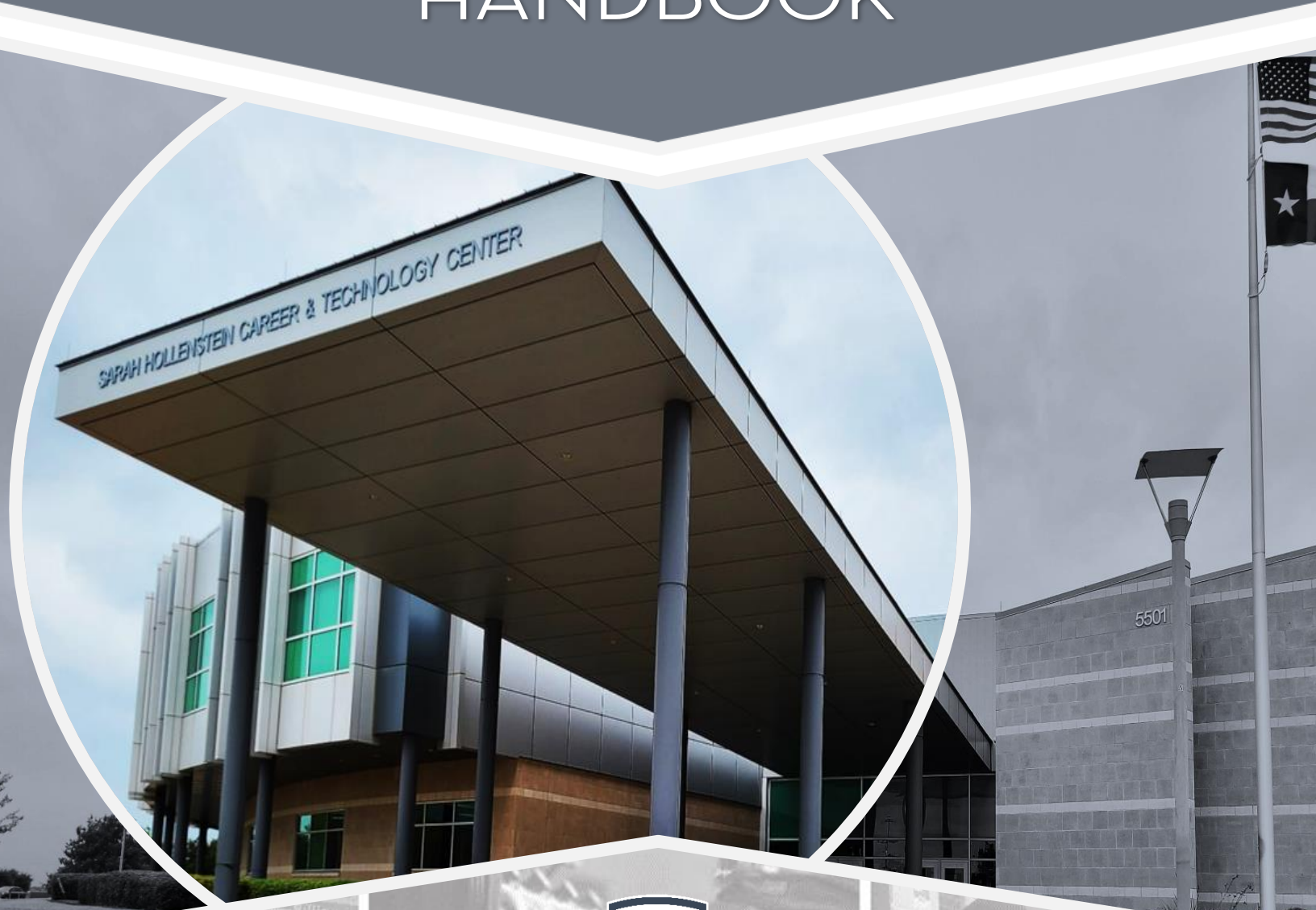


# PRACTICUM STUDENT HANDBOOK



**2022-2023**

EAGLE MOUNTAIN - SAGINAW INDEPENDENT SCHOOL DISTRICT



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## Non-Discrimination Act

*It is the policy of the Eagle Mountain-Saginaw ISD not to discriminate on the basis of race, color, national origin, gender, or handicap in its Career and Technology Education 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. Eagle Mountain-Saginaw 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 Career and Technology Education programs.*

*Es norma de Eagle Mountain-Saginaw Independent School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Eagle Mountain-Saginaw Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.*

## COVID – 19 Statement

Due to the evolving situation with COVID-19 and changing guidance from state education and health officials, this plan will be reviewed and updated as needed to reflect new requirements from the CDC, TEA, federal, state, and local agencies.

All students enrolled in a practicum course will be required meet the minimum work requirements mandated by the Texas Education Agency.

Details regarding specific work requirements can be found on page 8 of this handbook under *Minimum Work Hours*.

## Practicum Overview

### CTE Department Contacts

<b>Dana Eldredge</b>	Director of Career and Technical Education HCTC Principal	<a href="mailto:deldredge@ems-isd.net">deldredge@ems-isd.net</a> (817) 306-1925
<b>Kimberly Traylor</b>	Coordinator of Career and Technical Education HCTC Assistant Principal	<a href="mailto:ktraylor@ems-isd.net">ktraylor@ems-isd.net</a> (817) 306-1925
<b>Kasey Conroy</b>	CTE Practicum Specialist	<a href="mailto:kconroy@ems-isd.net">kconroy@ems-isd.net</a> (817) 306-1925

### Practicum Course List and Descriptions

#### *Practicum in Agriculture – Veterinary Science*

This course is designed to give students supervised practical application of knowledge and skills necessary for taking the Certified Veterinary Assistant exam. Students will work in both the classroom and animal clinics to prepare for the exam. Students will demonstrate professional dress and appearance, interpersonal skills and technical skills in their practicum location. Students are responsible for their own transportation to and from the practicum sites.

#### *Practicum in Culinary Arts*

Practicum in Culinary Arts is a unique practicum that provides occupationally specific opportunities for students to participate in a learning experience that combines classroom instruction with actual business and industry career experiences. Practicum in Culinary Arts integrates academic and career and technical education, provides more interdisciplinary instruction, and supports strong partnerships among schools, businesses, and community institutions with the goal of preparing students with a variety of skills in a fast-changing workplace. Students are taught employability skills to prepare for college and career success, which include job-specific skills applicable to their training plan, job interview techniques, communication skills, financial and budget activities, human relations, and portfolio development.

#### *Practicum in Education and Training*

Practicum in Education and Training is a field-based internship program that is designed to provide students with the opportunity to demonstrate their understanding of child and adolescent development principles, as well as the principles of effective teaching and training practices. Students will be assigned to an EMS ISD campus and work under the combined direction and supervision of the course instructor, campus mentor teacher (field site teacher), and campus administration. Students learn to plan and direct individualized instruction and group activities amongst their field-site student population, as well as, with their peer “professionals”.

### *Practicum in Manufacturing Engineering*

Practicum in Manufacturing Engineering is a field-based program designed to give student supervised practical experience in which they apply knowledge and skills necessary for careers in manufacturing and engineering. Students will work both in the classroom and at an assigned jobsite to enhance and extend learning experiences. Students will demonstrate professional dress and appearance, use interpersonal and technical skills to enhance employability, and work under the supervision of a training-site sponsor.

### *Practicum in Information Technology*

In the Practicum in Information Technology, students will gain advanced knowledge and skills in the application, design, production, implementation, maintenance, evaluation, and assessment of products, services, and systems. Knowledge and skills in the proper use of analytical skills and application of IT concepts and standards are essential to prepare students for success in a technology-driven society. Students will participate in an off-campus internship through a local employer partnership.

## **Pathways and Pre-requisite Coursework**

**Pathway:** Agriculture, Food, and Natural Resources

**Program Area:** Veterinary Science

**Courses in Sequential Order:**

- Principles of Agriculture, Food, and Natural Resources
- Small Animal Management/Equine Science **OR** Livestock Production
- Veterinary Medical Applications/Advanced Animal Science
- Practicum in Agriculture – Veterinary Science

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**Pathway:** Hospitality and Tourism

**Program Area:** Culinary Arts

**Courses in Sequential Order:**

- Introduction to Culinary Arts
  - Culinary Arts
  - Advanced Culinary Arts
  - Practicum in Culinary Arts
-

**Pathway:** Education and Training  
**Program Area:** Teaching and Training  
**Courses in Sequential Order:**

- Principles of Education and Training
- Instructional Practices
- Practicum in Education 1
- Practicum in Education 2

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**Pathway:** Manufacturing  
**Program Area:** Manufacturing Technology  
**Courses in Sequential Order:**

- Principles of Manufacturing Engineering
- Precision Metal 1
- Precision Metal 2
- Practicum in Manufacturing

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**Pathway:** Information Technology  
**Program Area:** Networking Systems  
**Courses in Sequential Order:**

- Principles of Information Technology
- Computer Maintenance and Lab
- Networking Security and Lab
- Practicum in Information Technology

## Enrollment Guidelines

1. Practicum courses can be **paid** or **unpaid** experiences. The training component (employment) must address all course standards and provide a variety of learning experiences that will give the student the broadest possible understanding of the business or industry.
2. Students must be enrolled in the corresponding Practicum course and attend class at the assigned campus according to the published calendar.
3. The course will span the entire year; however, students may exit the course when extenuating circumstances require a change.
4. Students must be currently enrolled as a high school junior or senior, depending on the program area, and hold valid work documentation, such as a Social Security card.
5. Training sites will be assigned and/or approved by the course instructor.



## Program Compliance Standards

Practicum courses are Work-Based Learning Programs regulated by state and federal agencies. Practicum courses may be used as laboratory-based, **paid** or **unpaid** work experiences for students. All students enrolled in the program must meet the following compliance standards for the duration of the course.

### Paid Practicum Experiences

1. Students enrolled in a **paid** practicum must have an approved job with a *Training Plan Agreement* on file by **Friday, August 26, 2022**. If a student has not secured an approved job by the deadline, the student will be assigned to an unpaid training experience by the course instructor.
2. New to district students will be provided 10 days from the date of enrollment in a paid practicum course to secure employment with an approved training site.
3. All students must meet the minimum work hour requirements in accordance with their assigned credit hours earned for the course.
4. Practicum teachers and students must maintain accurate records verifying student employment, hours worked, and work-site visitation including: Paid Training Plan Agreement, Pay-Stubs, Work Schedules, and Mileage Reports.

### Unpaid Practicum Experiences

1. Students enrolled in an unpaid practicum course will be assigned to a training-site by their course instructor.
2. Work at the assigned training-site may begin immediately following submission of a completed Training Plan Agreement.
3. Students in unpaid practicum courses will earn academic credit for work hours in pursuit of related certification requirements for their industry.
4. All students must meet the minimum training site work hour requirements assigned by their course instructor to earn credit for the course.
5. Practicum teachers and students must maintain accurate records verifying student placement at the training-site, hours worked, and training-site visitation including: Unpaid Training Plan Agreement, Work Schedules and Hours Logs, Mileage Reports.

## Approved Training Sites

The EMS ISD School Board determines the approval guidelines for training sites in all work-based learning programs, including the Practicum course. An approved training site must meet the following guidelines:

1. Training site approval will be based upon TEA Occupational Guidelines; number of work hours available Monday through Friday, based on operating hours; location of business; job duties and teacher approval
2. **All training sites must be located within a 12-mile radius of the EMS ISD Central Office, located at 1200 Old Decatur Road, Fort Worth, TX 76179**
3. Have a supervisor on duty and on location at all times
  - a. Students may not act as their own supervisor or be self-employed
4. Students in a **paid practicum** may not work for an employer as “contracted-labor”, in which federal income taxes and security holdings are not withheld
5. Be operated from a formal location (brick and mortar storefront), that is not a residence
6. The employer must have a business phone line by which the student can be contacted at all times
7. The business must have a registered name and tax ID number
8. The training site must provide security clearance to the Practicum Teacher to conduct periodic site-visits, as required
9. Provide an official paycheck stub and official signed documentation of verified work hours **if the student is participating in a paid experience**
10. Collaborate with the Practicum Teacher to prepare the official Training Plan Agreement (TPA) for the employed student
11. Use the TPA to provide on-the-job training aligned with course standards and occupationally specific skills
12. Agree to complete and return the Practicum Evaluation form on the student for each grading period
13. Meet with the Practicum teacher at least once every six weeks for the duration of the school year



## Minimum Work Hours

Students enrolled in either a **paid** or **unpaid** practicum experience will be required to meet the following minimum work hour requirements.

### *Practicum in Agriculture – Veterinary Science*

- The purpose of the Practicum in Agriculture course is for students to earn the required training hours to sit for the Certified Veterinary Assistant certification. As a result, students must earn an average 10 hours per week, Monday through Friday at their assigned veterinary clinic to meet the minimum requirement for certification.

### *Practicum in Culinary Arts, Practicum in Manufacturing, and Practicum in Information Technology*

- Practicum in Culinary Arts, Practicum in Manufacturing and Practicum in Information Technology are paid experiences for students. According to TEA requirements published in the Student Attendance and Accounting Handbook, students in a paid practicum must work a minimum of 10 hours per week on average, Monday through Friday, at their assigned worksite.

### *Practicum in Education and Training*

- Practicum in Education and Training is an unpaid internship that partners with campuses in Eagle Mountain – Saginaw ISD to provide students with field experience related to teaching and training. On average, interns in this pathway will work 10 hours per week at their field-site campuses.

## Program Participant Roles and Responsibilities

***Practicum Teacher*** – coordinates the work-based learning program of study with the assistance of the training site supervisor. Evaluates student performance during classroom instruction, as well as on the jobsite. Verifies student employment and compliance with program policies. Serves as an advocate for student employees as needed.

***Practicum Student or Intern*** – attends daily classroom instruction on a regular basis, actively participates in classroom instructional activities, secures and maintains employment with an approved training site (**paid practicum only**), demonstrates employability skills through work experience at the training site, documents and reflects on experiences in alignment with course goals, and maintains accurate records to ensure compliance with program standards.

***Training/Field Site Supervisor*** – collaborate with the practicum teacher to develop the official Training Plan Agreement, provide the student/employee/intern with training opportunities aligned with program and industry standards and goals, evaluates student/employee performance a minimum of six (6) times throughout the duration of the school year, meets (face-to-face) with the Practicum teacher a minimum of six (6) times throughout the duration of the school year to discuss performance of the student/employee/intern and/or concerns.

## Required Site Visits by Teachers

A teacher assigned to teach courses involving work-based learning experiences, both paid and unpaid, must visit each student's training site at least six times each school year. Regardless of the length of a grading period, at least one training site visit must be conducted during each grading period to earn contact hours for that reporting period. (SAAH, 5.7.5)

## Prohibited Student Employee Responsibilities

Training sites may NOT require student employees enrolled in a Practicum program to fulfill any of the following job responsibilities in accordance with EMS ISD board policy:

1. Students may **NOT** work for an employer in which a parent or relative is the direct supervisor.
2. Students may not be employed at a training site where their job requires delivery, driving a vehicle off the premises, or the majority of the employee's time is spent off site from the main location. **This is a violation of State and Federal law and Eagle Mountain-Saginaw ISD policy.**

## Transportation

Students must have their own reliable transportation to and from their training-sites. Students must contact the Practicum teacher immediately with any issues concerning transportation to their training-site.

## Probation and Program Removal Process

Probation is a tool used by Practicum Teachers to help students meet and maintain the high expectations of academics and behavior. Time spent at the training site is instructionally engaged time, in which the student remains under the supervision of the district. As a result, the expectations for student conduct and behavior of EMS ISD extend to time spent at the training site. Violation of district expectations while at work may result in disciplinary action, up to removal from the assigned Practicum program.

In addition, students may be placed on probation for various reasons including, but not limited to: academics, behavior, and excessive absences. Probation steps are as follows:

1. **Pre-probation Meeting** – the student and teacher will meet to discuss the situation; the student will formulate a plan to ensure his/her success. The student plan and meeting notes will be filed for review and parents/guardians will be contacted.

2. **Probation Meeting** – the student, teacher, and an administrator (parents are notified and encouraged to attend) will meet to discuss the situation. The student will be placed on probation and required to revisit or form a plan for success. The student plan and meeting notes will be filed for review.
  
3. **Progress Meetings** – the student and teacher will meet every three weeks to revisit the student’s plan of action with the goal of student achievement and growth always paramount in the decision-making process. Probation may be lifted, if and when, the Practicum teacher feels the terms of the probation have been met consistently in the time frame agreed upon. If, at any time, the terms of the probation are broken, removal from the Practicum program will be considered. The student plan and meeting notes will be filed for review.

## Grading Guidelines

Assignments, classroom activities, and experiences at the training site will be used to evaluate mastery of course objectives as stated in the official Training Plan Agreement in alignment with the policies of the EMS ISD Grading and Reporting Handbook. The following guidelines will be used to assign grades for student work.

### **60% Major**

Tests  
Projects  
Verification of Hours  
Employer Evaluation

### **40% Minor**

Daily Class Assignments  
Weekly Site Report and Journal  
Documentation of Progress  
3 Week Verification of Hours

**Verification of Hours** - grades will be reflected at the 3-week progress report. Students will be given 2 grades per six weeks based on hours worked.

**Employer Evaluation** – Due date will be provided on class calendar. It is the student’s responsibility to return the evaluation by the date provided. If not returned by the date provided, the policies of the EMS ISD Grading and Reporting Handbook will be followed.

**Official Paycheck Stub *\*Paid Practicum Only*** – Pay stubs are due every pay period. Practicum teachers will verify pay periods at the beginning of the year.

## Attendance Rules

Regular attendance at school and at the training site is essential for student success in any Practicum program. When illness prevents a student from attending school, the student is also too sick to report to the training site. The following rules regarding attendance and participation in the Practicum program apply to all students.

1. Practicum students should attend classes every day. If a student must miss class due to illness or another emergency, they are required to **e-mail or call in sick to both their training-site and Practicum teacher.**

Reporting must be done no later than 8:30 a.m. on the day of the absence. Just as in a job situation, students will be expected to call in if absent or late when they will miss **any class** on a school day. Parents are required to call the attendance office.

2. Failing to call in or e-mail by 8:30 a.m. will result in a deduction of 40 points on the student's Weekly Site Report.
3. Unless approved in advance by the Practicum Teacher, students who miss one or more classes on a school day will not be permitted to report to their training site (job) on that same day. If a student misses more than half of a school day and reports to work the same day, those hours will not be counted toward their weekly hours.
4. Students will not be permitted to report to their training site in the event of In or Out of School Suspension.
5. If a student is assigned to In-School Suspension, they will relinquish the right to leave campus to report to their training site and will remain on campus until the end of the regular school day.
6. It is the student's responsibility to inform the employer of an absence as a result of ISS assignment, **not the Parents, Siblings, or Friends.**
7. Due to the unique nature of Practicum programs, the Alternative Discipline Center (ADC) is unable to offer Practicum course work. Any Practicum student that is assigned to ADC will be dismissed from the Practicum program while at ADC. Upon completion of the student's ADC placement re-enrollment in the Practicum Program will be reviewed on a case by case basis.
8. If an absence is approved due to a scheduled appointment (doctor, dentist, court, etc.) the student is required to furnish documentation to their Practicum Teacher as well as the attendance office.

9. Students can lose credit for excessive absences. The EMS ISD Attendance Policies will be followed.
  
10. Students are required to attend instructional activities during their scheduled class time. Instructional activities may take place at either a) the assigned campus, or b) the assigned training-site. If a student is not present at their training site during the scheduled class time, they will attend class at their assigned campus with the Practicum Teacher.

# Child Labor Laws (English)



**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 assisting 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, baking and all activities involved in baking,
- (15) 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

LLCL-70 (06/6)



# Child Labor Laws (Spanish)



## LEYES LABORALES DE MENORES

Comisión de Fuerza Laboral de Tejas  
 Imposición de Leyes Laborales de Menores  
 Departamento de Trabajo de los EE.UU  
 División de Horas y Sueldo



Para más información sobre las leyes laborales de menores de Tejas, llame a:  
 1-800-832-9243  
 (in Texas sólo)  
 (TDD 1-800-735-2989)

Este informe proporciona algunas leyes laborales sobre el trabajador juvenil de Texas, pero no está completo. Capítulo 51, código laboral de Texas, contiene leyes estatales que pertenecen al trabajador menor de edad. La edad mínima para el empleo es 14; sin embargo, las leyes del estado y las leyes federales aseguran ciertas excepciones. Por favor llame al departamento de leyes laborales del TWC acerca de preguntas sobre esta ley. También, el código laboral federal, Fair Labor Standards Act (FLSA), contiene leyes federales perteneciendo al trabajador juvenil. Para obtener información sobre las leyes federales, consulte con su oficina local del Departamento de Trabajo de los Estados Unidos o llame al 1-866-487-9243.

**Las siguientes son ocupaciones prohibidas para menores de 14 a 17 años de edad:**

Ocupaciones prohibidas son las mismas para ambas leyes federales y estatales. Las ocupaciones arriesgadas y señaladas con un asterisco (\*) tienen provisiones para el empleo de las personas menores de dieciocho años, con condiciones de que la certificación como estudiante - aprendiz aplicable haya sido obtenida. Las personas que desean la información específica sobre estas excepciones se deberían poner en contacto con la oficina más cercana del Departamento de Trabajo de los Estados Unidos.

Las ocupaciones declaradas particularmente arriesgadas o perjudiciales a la salud o al bienestar de todos los menores de 14 a 17 años de edad incluirán las ocupaciones:

- (1) en o cerca de fábricas o establecimientos en donde se fabriquen o guarden explosivos o artículos que contengan componentes explosivos aparte de establecimientos que vendan al por menor.
- (2) que involucren el manejar de vehículos motorizados y ayudantes externos
  - A. en cualquier camino público o carretera.
  - B. en o cerca de cualquier lugar donde los funcionamiento de tala o aserradero estén en curso, o
  - C. en excavaciones.
 (Bajo ciertas circunstancias, en manejo de vehículos motorizados con propósito comercial, NO será considerado como trabajo peligroso en cuanto a las leyes estatales.)
- (3) en conexión con la minería del carbón.
- (4) ocupaciones de tala y aserradero e involucrando contraincendios y tractos de madera.
- (5) \*del funcionamiento de maquinaria motorizada de carpintería.
- (6) que involucren la exposición a sustancias radioactivas y a radiaciones ionizadas.
- (7) del funcionamiento de aparatos motorizados de almacenamiento tal como ascensores, grúas, torres, montacargas, camiones de almacenamiento.
- (8) \*del funcionamiento de maquinaria motorizada para formar, perforar y cortar metal.
- (9) en conexión con la minería, aparte del carbón.
- (10)\*del funcionamiento de maquinaria motorizada en el proceso de carne y ocupaciones incluyendo las de matanza, empaque, proceso o de convertir despojos animales.
- (11) del funcionamiento de maquinaria motorizada de panadería.
- (12) \*operaciones de maquinaria motorizadas de productos de papel, empaquetadoras de papel despendido o compactadoras de papel.
- (13) de la manufacturación de ladrillos, tejas y productos similares.
- (14) \*del funcionamiento de serruchos motorizados, sierra de cinta, cizalla de guillotina, disco cortador abrasivo, sierra de reciprocamente, moto-sierra, y desmenuzadores de madera.
- (15) del funcionamiento de destruir, demoler, y desguzar.
- (16) \*ocupaciones en operaciones de techar y en o con respecto al techo.
- (17) \*en conexión con funcionamiento de excavaciones.

**Ocupaciones prohibidas adicionales que se aplican según la ley estatal:**

- (1) ocupaciones involucradas como vendedores o promotores ambulantes de un joven menor de dieciocho años de edad. Consulte S1.0145 Texas Labor Code, código de Texas para las exenciones y los requisitos
- (2) Ocupaciones en negocios orientados al sexo por jóvenes menor de 18 años

**Adicionales Ocupaciones prohibidas que aplican solamente a menores de 14 a 15 años:**

Ocupaciones declaradas particularmente peligrosas o perjudiciales a la salud o al bienestar de menores de 14-15 años incluirán:

- (1) Minería, manufactura, u ocupaciones de procesamiento donde mercancía se somete a un cambio en forma o sustancia. Estos trabajos incluyen tareas en talleres o en lugares donde se fabrican bienes, minado, o bienes transformados de otra forma;
- (2) El funcionamiento o el asistir de aparatos de almacenamiento o cualquier otra maquinaria motorizada, aparte de maquinaria de oficina;
- (3) Asistente de paseo u operador de paseo en un parque de diversiones o un asistente en lo alto de toboganes acuáticos elevados;
- (4) Operando un vehículo motorizado o sirviendo como ayudantes en tales vehículos;
- (5) Ocupaciones relacionadas en el transporte de personas o bienes por ferrocarril, carretera, aire, agua, ductos de tubería como gasoductos u oleoductos, u otros medios;
- (6) Vendedores o promotores ambulantes; demostración de anuncios fuera del establecimiento;
- (7) Pescar y enjaular aves de corral en preparación para ser transportados o para el mercado;
- (8) Salvavidas en aguas del medio ambiente natural como en un lago, río, mar, presa, o estanque (Los jóvenes deben ser por lo menos 15 años de edad, y debidamente certificado para ser un salvavidas en una piscina tradicional o un parque acuático de diversiones);
- (9) Servicio público de mensajeros;
- (10) Comunicaciones y servicios públicos de empleo;
- (11) Construcción incluyendo la demolición y la reparación;
- (12) Ocupaciones en o cerca de salas de calderas o salas de maquinarias, o en relación con el mantenimiento o reparación del establecimiento, maquinarias, o equipo;
- (13) El lavado de ventanas afuera que incluya trabajando en alfeizares y todo trabajo que requiera el uso de escaleras, cadalsos o sustitutos;
- (14) Cocinar, excepto con gas o patillas eléctricas que no utilizan cocinar sobre una llama abierta y excepto freidoras que utilizan dispositivos que automáticamente bajen y suben las cestas del aceite o grasa caliente;
- (15) El hornear y los procesos relacionados al hornear;
- (16) Ocupaciones que involucren el funcionamiento, establecimiento, ajustamiento, limpieza, lubricación, o la reparación de maquinaria motorizada para la comida como las rebanadoras, molidoras, picadoras, cortadoras, y batidoras de panadería;
- (17) Los congeladores o los refrigeradores de carne. Excepto, menores pueden entrar de vez en cuando en un congelador por un periodo corto de tiempo para recuperar artículo;
- (18) Trabajo involucrado en la preparación de carne para su venta o trabajar en áreas donde se procesa la carne;
- (19) Carga y descarga de mercancía hacia y desde los camiones, vagones de ferrocarril, o transportadores;
- (20) Todas las ocupaciones en almacenes, excepto el trabajo de oficina

**Horarios para los menores de 14 y 15 años de edad**

**Ley Estatal** – Una persona cometerá una ofensa si tal persona permite que el niño(a) de 14 o 15 años de edad empleado por esa persona trabaje:

- (1) más de 8 horas en un día o más de 48 horas en una semana.
- (2) entre las horas de 10 p.m. y 5 a.m. cuando el día siguiente sea un día escolar o entre las horas de medianoche y 5 a.m. en un día que no preceda un día escolar si el menor está matriculado en la escuela.
- (3) entre las horas de medianoche y 5 a.m. en cualquier día durante el tiempo en que la escuela entre en receso para el verano si el menor no está inscrito en la escuela.

**Ley Federal** – El FLSA en adición reglamenta las horas de empleo para menores:

- (1) no pueden trabajar durante horas de escolar
- (2) no más de ocho horas en un día no escolar o 40 horas durante una semana no escolar.
- (3) no más de tres horas en un día escolar, 18 horas durante una semana escolar.
- (4) Menores pueden trabajar solamente entre las 7 a.m. y las 7 p.m. durante el año escolar. Sin embargo, entre el primero de junio y el Día del trabajador, pueden trabajar entre las 7 a.m. y las 9 p.m.

**Niños Actores-Ley estatal**

**Definición de actor juvenil** -Un niño menor de 14 años que se emplea como un actor u otro ejecutante

**Definición de actor juvenil extra** -Un niño menor de 14 años que se emplea como un extra generalmente en el ambiente de la actuación, sin hacer uso de la palabra, el canto, baile o funciones.

Cada persona que solicita autorización para el actor juvenil, deberá presentar una solicitud de autorización en un formulario proporcionado por la Comisión de la Fuerza Laboral de Texas. La autorización especial para actores juveniles de ser empleados como extra es concedida sin la necesidad de archivar una aplicación si el empleador cumple con los requisitos de la Comisión. Póngase en contacto con la 1-800-832-9243 directa para la instrucción.

**MULTAS:**

**Estado de Texas** – Una ofensa bajo el Capítulo 51, Código Laboral de Tejas, es un delito menor de Clase B, excepto la ofensa de emplear a un menor de 14 años para vender o solicitar, la cual es un delito menor de Clase A. Si la Comisión determina que una persona haya violado esta Acta en el empleo de un menor, o una regla adoptada bajo esta Acta, la Comisión podrá fijar una multa administrativa contra tal persona de una cantidad no más de \$10,000 por cada violación. El Ministro de Justicia (Attorney General) podrá procurar un mandamiento judicial en la corte del distrito contra un empleador que viole repetidamente los requisitos establecidos por esta Acta referente al empleo de menores.

**Federal** – El FLSA prescribe una máxima multa administrativa de \$11,000 por violación y/o prosecución criminal y multas.

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## **Grading and Attendance Signature Page**

### **Student Acknowledgement Statement**

I have received the grading and attendance policies for the Practicum program. I have read, and understand, the grading policies and attendance rules for participation in the Practicum program. In addition, I accept responsibility for documenting experiences at the training site and following protocols for reporting attendance accurately.

### **Parent Acknowledgement Statement**

I have read the grading and attendance policies for the Practicum program. I understand my responsibility as a parent/guardian in supporting my student's participation in this course.

### **[2022-2023 Grading and Attendance Signature Form](#)**

Click on the link above to access and complete the Grading and Attendance Signature Form.

You will need to log-in to Microsoft Office 365 using your district log-in credentials to complete the form. Parents/Guardians and students will complete one form.

## Handbook Acknowledgement

### Student Acknowledgement Statement

I have received and read the Practicum Handbook and understand the responsibilities necessary to participate in the Practicum Program at Eagle Mountain – Saginaw ISD. I understand that this handbook is to be used for the duration of my enrollment in the program.

### Parent/Guardian Acknowledgement Statement

I have read the Practicum Handbook and understand the rules that apply to the program. I understand that it is my child's responsibility to follow all the program guidelines. I also agree that if a problem or concern arises at my child's training site, I will contact the Practicum teacher, not the employer.

By completing the form linked below, I acknowledge receipt of the rules and regulations for the Practicum program.

### [2022-2023 Handbook Receipt Signature Form](#)

Click on the link above to access and complete the Handbook Receipt Signature Form.

You will need to log-in to Microsoft Office 365 using your district log-in credentials to complete the form. Parents/Guardians and students will complete one form.