



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-8.02 (rev. 3)
March 23, 2012

OPERATING PROCEDURES

SUBJECT: CAREER AND TECHNICAL EDUCATION (CTE)

AUTHORITY: Texas Education Code §19.004; Windham Board Policy (WBP)-03.00, “Windham School District”; Superintendent Directive (SD)-08.02, “Career and Technical Education (CTE)”; TDCJ Administrative Directive (AD)-03.19, “Control of Tools/Sensitive Items”; AD-07.10, “Operation of Career and Technical Education (CTE) Shops”; AD-07.11, “Use of Offender Labor for Community and Public Work Projects”; AD-14.58, “Deposit Procedures for Unit Clearing Account”

Reference: TDCJ Facilities Department Manual (FDM)-05.09 “Refrigerant Management Procedures”; American Refrigeration Institute Guidelines; Environmental Protection Agency (EPA) Refrigerant Guidelines; Texas Government Code 497.094 and 499.102 (a)(10); SD-11.08, “Control of Physical Property”; OP-07.31, “Part-Time Personnel”; OP-09.19, “Class Size Requirements”; OP-09.14, “Safety in School Facilities”

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall provide CTE programs specifically designed to deliver entry level, industry standard vocational competencies and skills to offenders. The WSD shall continually assess job markets in the state and tailor vocational programs to provide relevant and marketable skills. Programs are based on industry certification or licensure, considering the impact that a previous felony conviction has on the ability of offenders to secure certification, licensure, and employment.

DEFINITIONS:

“End of Course” (EOC) test is a written comprehensive assessment given at or near the end of the period of vocational instruction.

“Hazardous Equipment” is any tool or piece of equipment that has the potential to remove body parts or cause severe or permanent bodily harm.

“Sensitive Tool” is any tool or piece of equipment that could reasonably be used in an escape attempt or that potentially poses a threat to unit security (anything designed to cut metal or other hard materials, pliers with cutting jaws, bolt cutters, hack saws and blades, files, portable grinders with discs, torch tips, utility knives, ladders greater than two feet in height, ropes, and other similar equipment) shall be considered “sensitive.” The list of sensitive tools may be expanded as deemed necessary by the warden.

“Student Grade Record” (SGR) provides an overall summary of an individual student’s performance in a vocational class. The SGR includes module test scores, module competency ratings, percent of competencies completed, EOC test score, and teacher recommendation.

“Student Progress Record” (SPR) is a record of an individual student’s performance on each curricular objective.

PROCEDURES:

I. Program Organization

CTE programs are organized in a variety of configurations in order to best serve the needs of the ever-changing prison population. Even though the curricula are competency based, class schedules are established that best meet the needs of individual student groups while allowing appropriate program management.

A. 600-Hour Courses

1. Students attend CTE class in a shop setting six to six and a half hours per day for 600 hours (approximately six months).
2. Students should take the EOC test by 600 hours.
3. Principals may grant an extension of training up to a maximum of 900 hours.
 - a. Principal approval of the extension shall be documented in writing.
 - (1) Original documentation shall be placed in the student folder; and
 - (2) A copy of the documentation shall be placed in the end of month attendance folder.
 - b. It is appropriate to consider an extension for students:
 - (1) Who are having difficulty with the curriculum;

- (2) Who are preparing for industry certification testing;
 - (3) Who have partial completion and have re-enrolled after 12 months;
 - (4) Who have completed one level within the 600-hour time frame and need extended time to complete a higher level.
- c. It is not appropriate to allow a student to move to the next level if the teacher does not anticipate completion of the second level within a total of 900 hours.
 - d. Students may not exceed 900 hours without prior approval from the Division of Instruction.

B. 300-Hour Courses

1. Students attend CTE class in a shop setting six to six and a half hours per day for 300 hours (approximately three months).
2. Students should take the EOC test by 300 hours.
3. Principals may grant an extension of training up to a maximum of 450 hours for industry certification testing.
 - a. Principal approval of the extension shall be documented in writing.
 - (1) Original documentation shall be placed in the student folder; and
 - (2) A copy of the documentation shall be placed in the end of month attendance folder.
 - b. Students may not exceed 450 hours without prior approval from the Division of Instruction.

C. Short Courses

1. Short courses are designed for offenders with imminent prison release dates, to support Texas Department of Criminal Justice (TDCJ) prison job assignments, or for offenders to receive training resulting in industry certification.
2. Short courses are generally up to 200 hours in length.

D. Apprenticeship Program

1. Students are offered educational opportunities in limited craft areas through the Apprenticeship Program.
2. All crafts have standards of work processes that are registered with the Employment and Training Administration (ETA) of the U.S. Department of Labor.

E. On-The-Job-Training (OJT) Program

1. Offenders are provided additional opportunities for employable skill training by the TDCJ.
2. The OJT program is intended to provide credible training to those offenders who are assigned to prison job assignments that meet the criteria for OJT credit.

II. 600-Hour Courses and 300-Hour Courses

A. Program Evaluation

1. Each CTE course shall undergo periodic review for occupational/employment value, curriculum relevancy, operational efficiency, cost effectiveness, and expected student outcomes.
2. Teacher and student surveys shall be conducted periodically.
3. Individual teachers shall be routinely evaluated by supervisory and administrative staff to assure quality instruction.
4. Preservice and staff development training, as well as technical assistance, shall be provided as needed.
5. Individuals from Texas business and industry shall be consulted as needed for technical assistance with respect to establishing and maintaining appropriate CTE course offerings and curricula.

B. Instructional Design

Performance based competencies in the cognitive (knowledge) and psychomotor (skill) domains have been developed for each of the WSD CTE classes. The following process ensures that participating students have satisfactorily developed these required competencies.

1. Students are assigned specific knowledge and skill competencies to achieve.

2. Students shall receive credit for any knowledge or skill assigned by demonstrating competencies on a written and performance based exam.
3. Student achievement, based on the competencies accomplished, is recorded on the individual's SPR and SGR.
4. The achievement of competencies is evaluated by the following:
 - a. Knowledge competencies are evaluated by written exam. A written exam must be given for each module listed on the SGR and SPR. Exam scores are recorded on the SGR and SPR.
 - b. Skill competencies are evaluated by two methods: process and product.
 - (1) In process evaluation, the student follows a step-by-step sequence to complete a skill, and the process is evaluated by the teacher.
 - (2) In product evaluation, the finished product is evaluated by the teacher for accuracy, neatness, function, and conformity to industrial standards.
5. End of Course Testing
 - a. Students shall obtain the following minimum criteria to qualify for EOC testing:
 - (1) Achieve a 70% average on WSD module tests;
 - (2) Complete 70% of the skills;
 - (3) Achieve an average module competency rating of 2.7 or higher; and
 - (4) Have attained a minimum of 450 training hours for a 600-hour course or a minimum of 225 training hours for a 300-hour course.
 - b. Authorization to take the EOC test shall be initiated by the CTE instructor. Appropriate staff shall be notified when the student meets at least the minimum criteria and the instructor determines it is appropriate to proceed with testing.

C. Student Management Procedures

1. Student Selection

The primary objective of the student selection process is to select students whose vocational assessment suggests the potential for success in a career field.

a. The selection process utilizes the following procedures.

- (1) The Individualized Treatment Plan (ITP) shall be used to prioritize offenders for vocational assessment.
- (2) A comprehensive evaluation shall be conducted to identify a tangible and realistic career path for each eligible offender.
 - (a) An offender who identifies a career path that might result in a certificate or license issued by a state agency shall be informed in writing of employment opportunities available after release and any rule or policy that might impose a restriction on the person.
 - (b) All program decisions regarding a specific CTE trade shall be reflected on the comment field of the ITP.
- (3) Eligible students shall be selected for specific vocational courses based on the career path identified through the evaluation process as well as specific course requirements that must be met.

b. Sex Offenders

- (1) Offenders who have been identified as sex offenders by the TDCJ are ineligible for enrollment in Truck Driving and computer related trades (Business Computer Information Systems I or II, Business Image Management and Multimedia, Computer Maintenance Technician, Technical Introduction to Computer-Aided Drafting, and Printing & Imaging Technology).
- (2) Sex offenders with an FI-4R or FI-18R parole approval vote shall not be enrolled in vocational classes or be considered for transfer for vocational without prior approval from Counseling, Testing and Records.

c. Special Education

In accordance with the ITP process, special education students may be considered for CTE classes when recommended by the local Admission, Review, and Dismissal Committee or the local Section 504 Committee. Instructional modifications and accommodations shall be provided in accordance with special education guidelines.

2. Lack of Progress

CTE teachers shall conference with students who, despite diligent efforts, do not appear to be on track to successfully complete the curriculum within the timeframe for the course. If student performance does not improve, a referral to the Intervention Assistance Team (IAT) should be initiated within the first quarter (25 percent) of the timeframe of the course (within the first 150 hours of a 600-hour course). The IAT may conference with the student, recommend alternative instructional strategies, etc., to elicit improved performance. When the student is within one half (50 percent) of the timeframe (300 hours of a 600-hour course), the IAT shall review student progress and determine further action, if necessary.

3. Student Re-Enrollment in CTE Programs

a. Noncompleter

- (1) A noncompleter is a vocational student who must leave a CTE training program prior to meeting the minimum requirements for completion (for instance, parole, discharge, medical, disciplinary, etc.).
- (2) Noncompleters may be re-enrolled in the same course (by course number) in order to meet completion requirements.
- (3) Students being considered for re-entry into a CTE class with the same course number shall be evaluated by the counselor in collaboration with the teacher to determine whether it is appropriate to enroll the prospective student. If the course number has changed, it shall not be considered re-entry and the student shall be reviewed for eligibility.

NOTE: Placement in both BCIS I and BCIS II is not appropriate due to program similarities.

b. Completer

- (1) A completer is a student who successfully completes a CTE class.

- (2) A student who was withdrawn from class as a "Completer" but who was not exposed to the entire curriculum may re-enroll to complete the skills. This re-enrollment does not count as an additional course.
 - (3) Total course enrollment may not exceed a cumulative total of 900 hours for a 600-hour course and 450 hours for a 300-hour course without prior written approval from the Division of Instruction.
 - (4) Re-enrollment to complete remaining skills must be done within one year of the initial completion or prior written approval is required from the Division of Instruction.
- c. Priority
- Noncompleters shall have higher priority for placement than completers when considered for re-enrollment in a class.
4. District-Wide Waiting List
- a. In order to maximize opportunities for enrollment in CTE courses, a district-wide waiting list and transfer process is utilized.
 - b. Waiting lists originate at the unit level utilizing the career guidance process.
 - c. Transfer requests are coordinated by Counseling, Testing and Records.
 - d. The transfer process applies only to certain units identified by the TDCJ.
 - e. Factors considered in determining eligibility for a transfer may include but are not limited to the following:
 - (1) Permanent assignment to a TDCJ Correctional Institutions Division (CID) facility;
 - (2) Minimum or medium custody level as required by unit or program;
 - (3) Educational achievement scores as recommended by program;
 - (4) Security/Housing clearance by unit;
 - (5) Coordination with other programs, if necessary;

- (6) Disciplinary record; and
 - (7) History of educational programming.
- f. Eligibility, according to these factors and others, is determined by the TDCJ Classification & Records Department and the education departments of the sending and receiving units.

D. Records Management

1. Teachers are required to maintain the following records in a vocational student folder for each student enrolled in class.
 - a. SPR;
 - b. Hazardous equipment safety tests, both cognitive and performance;
 - c. Unit modular tests or a score report (computer based classes);

NOTE: National Center for Construction Education and Research (NCCER) tests are stored according to NCCER guidelines.
 - d. Special Education Records, as applicable;
 - e. Accident reports (if applicable);
 - f. Any required TDCJ training forms;
 - g. A copy of the SGR; and
 - h. Written documentation of extension of hours, if applicable.
2. Teachers shall use the SPR provided by the WSD and update it at least weekly. A hard copy of the record is required; electronic copies are not sufficient.
3. Teachers shall use the SGR provided by the WSD and update it at the completion of the module by transferring unit test scores and skill competency ratings from the student's SPR. A hard copy of the record is required; electronic copies are not sufficient.
4. Routine teacher/student conferences are not required; however, if the student does not appear to be making satisfactory progress, a teacher/student conference should be held and documented on the SPR.
5. Upon completion of the class, or if a student is withdrawn from class, the student's achievement data is entered on the unit's administrative computer system and managed through the monthly achievement report process.

6. Initial Achievement Report Process

- a. The unit administrative computer generates an initial achievement report that is forwarded to the teacher each time a CTE student is withdrawn.
- b. The teacher calculates the Windham Modular Test Average on the SGR using information taken from the student's SPR.
- c. After calculating the Windham Modular Test Average, the teacher enters the student's average on the achievement report.

NOTE: The test average listed on the initial achievement report is the same as the Windham Modular Test Average located on the SGR. If no EOC is available, then there would be no Final Grade).

- d. The completed achievement report is returned to the secretary to input the data into the administrative computer.

7. End-Of-Month (EOM) Summary Process

- a. By the end of the sixth day or fourth working day of each month, whichever is later, the unit shall run an EOM process for the previous month.
- b. The Monthly Achievement Report (MAR) is generated in this process along with campus attendance reports.
- c. The MAR details the grade information for students who were withdrawn during the month.
- d. The teacher shall verify that all grades on the MAR agree with the SGRs.
- e. The counselor shall verify the accuracy of the withdrawal codes as well as the Transfer Off Unit field.
- f. If the information on the MAR is incorrect, the teacher or counselor shall make corrections on the MAR and return it to the principal on the day of issue. The correct information shall be entered in the computer and a new MAR shall be generated. The corrected MAR shall be returned for additional review. This process is repeated until the EOM summary is correct.
- g. When the information on the MAR is correct, the teacher and counselor shall sign the MAR and staple the original SGRs (in corresponding order) for the students listed on the report.

- h. The staff must not sign an MAR that has incorrect, incomplete, or handwritten entries in the student data fields.
- i. Upon receipt of the correct MAR and attached SGRs, the principal shall review the document for accuracy, sign the report, and maintain it in a file in the education office.

8. Records Retention

a. Vocational Student Folders

All CTE student folders shall be retained by the teacher for three years from the date that the student completed or dropped the class.

b. Safety Tests

Safety tests, defined as all WSD written tests and demonstration test records, shall be maintained in the student folder for three years in accordance with the WSD Records Retention Schedule.

However, if an accident occurs, all WSD safety tests taken by that offender become legal documents and the student file shall remain in storage on the unit, along with a copy of the accident report.

c. MAR and SGR

The original MAR (with no corrections entered by hand and signed by the teacher, counselor, and principal) and the original SGR for each student listed, shall be retained on file at the unit, until unit staff receive notification from the Division of Instruction to send the MAR and SGR files to the Regional Office. Regional staff shall forward the files to the WSD Administration Warehouse, where the files shall be maintained in accordance with the WSD Records Retention Schedule.

d. Tool Checkout Log, Tool Inventory, and the Broken Hand Tool Log shall be maintained for one year, in accordance with the WSD Records Retention Schedule.

e. Refrigerant usage logs shall be maintained at the respective vocational shop for a period of five fiscal years from date of log completion.

E. Certificates

Upon successful completion, students enrolled in regular WSD CTE programs shall receive a certificate of proficiency from WSD.

1. The following criteria shall be used to determine if a student should receive a WSD certificate of proficiency:
 - a. Completion of an EOC exam;
 - b. Minimum written module and EOC test average of 70 percent;
 - c. Completion of at least 70 percent of the competencies listed on the SPR;
 - d. An average competency rating of 2.7 or higher; and
 - e. Completion of a minimum of 450 hours of a 600-hour course or 270 hours of a 300-hour course.
2. Unit level staff members are responsible for providing certificates and replacement certificates for offenders assigned to their facility. Blank certificates are available from WSD Division of Instruction and shall be stored and handled in a secure manner.
3. The Educational Records Office is responsible for providing replacement CTE certificates for offenders who have been released.
4. WSD does not award certificates for partial completion. Unit staff shall not award "certificates of participation."
5. WSD certificates shall be issued in the offender's incarcerated name (regardless of aliases, names on birth certificates, or other documents an offender might provide).

F. Industry Certificates

Industry certifications may be available for some programs.

1. In coordination with the CTE Department, various industry certification boards authorize testing at designated sites within WSD.
2. A student is eligible for industry certification testing at WSD expense, providing a test is available in the subject area, when the student meets the following criteria:
 - a. Has successfully completed at least 70 percent of the skills with a minimum of 2.7 modular rating and a minimum test average of 70 percent. (Exception: NCCER requires 100% skill completion and a minimum score of 70 on each module test.); and
 - b. Has achieved an EOC exam score of 70 or higher; (except NCCER which is awarded after completion of certification requirements).

3. A student may be considered for industry certification testing if the student elects to pay for it at the student's own expense.
4. Unit staff is responsible for the following:
 - a. Initiating contact with a certification board or CTE regional specialist to obtain tests or answer sheets, when appropriate;
 - b. Following policies and procedures in accordance with WSD and industry certification boards;
 - c. Developing a process to ensure that all test results are handled in a secure manner;
 - d. Reporting industry test results to the CTE regional specialist on the appropriate reporting document (Form 200 transmittal, Request for TNLA Certificate of Endorsement, or CTE Industry Certification Transmittal Form located on the share drive under S:\INS\Public\Career & Technical Info\CTE Manuals-Forms)
 - e. Processing all applications in a timely manner; and
 - f. Developing procedures that preserve the integrity of the tests.
5. While physically on the facility, all industry certification tests and testing software shall be securely stored in locked cabinets and/or offices.
6. As soon as testing has been completed, tests and/or answer sheets (if required) shall be returned to the appropriate agency.
7. Unit staff shall be vigilant against any practice or conduct that violates the security or confidential integrity of a test.
8. Testing clerks, test specialists, CTE teachers, counselors, principals, and vocational specialists may be eligible to serve as test administrators based on rules governing each certification test.
9. Industry certificates shall be issued in the name under which the offender is incarcerated (regardless of aliases, names on birth certificates, or other documents an offender might provide).

G. Shop Procedures

WSD staff shall follow all procedures established in AD-07.10 located in the Departmental Policy and Operations Manual on the TDCJ Intranet (TDCJ Intranet/Manuals & Publications/Alphabetical List/Administrative Directives/AD-07.10).

1. Shop Facilities

Activities conducted in CTE shop facilities shall be directly related to objectives of the curriculum. The shops shall not be used for any purpose other than instruction and only by the assigned instructor.

- a. The shop shall be open and operating only when supervised by a WSD CTE instructor.
- b. The shop shall remain closed and secured except during scheduled class periods.

2. Safety Compliance

- a. The teacher is responsible for complying with safety regulations while the classes are in session.
- b. Material Safety Data Sheets shall be maintained in all CTE shops in accordance with the WSD Records Retention Schedule.
- c. The teacher is directly responsible for determining if a piece of equipment is hazardous (as described in the Definitions section of this OP) or if other hazardous processes exist.
- d. The teacher shall develop and maintain a list of all hazardous equipment in the shop.
- e. The principal (or designee) and unit safety officer are responsible for reviewing the teacher's classroom and shop to ensure that all hazardous equipment and processes have been properly identified, and appropriate safety tests are available for each piece of hazardous equipment.
 - (1) This review shall be conducted annually to ensure that current and new equipment and processes have been identified.
 - (2) Documentation of this review shall be maintained in the CTE shops.
- f. The teacher is directly responsible for developing or obtaining an appropriate written safety test for each piece of hazardous equipment or each hazardous process.
- g. The teacher shall give a single blank copy of all written hazardous equipment safety tests to the principal for review and approval. The approved tests shall be filed in the unit education office in conjunction with the list of hazardous tools.

- h. In addition to the written safety test, the teacher is also responsible for development of a performance assessment (demonstration) that appropriately covers the safety requirements of each piece of hazardous equipment in the shop.

The teacher shall maintain written documentation (signed by the student and the teacher) indicating that the student successfully completed a performance assessment for each piece of hazardous equipment.

- i. The teacher is responsible for ensuring that each student successfully passes an appropriate written safety test and performance assessment (demonstration) prior to using a piece of hazardous equipment.
- j. If an accident occurs, the teacher shall be accountable for the appropriateness and accuracy of both the written safety test and the performance assessment.
- k. Accidents involving a student shall immediately be reported to the principal, who shall immediately report to the unit (according to unit procedures), the superintendent, the Division of Operational Support, the Division of Instruction and the respective regional administrator.
- l. All WSD CTE written safety tests shall be answered directly on the test itself. Teachers may not use notebook paper or a bubble form as an answer sheet for WSD safety tests.
 - (1) Each page of a safety test is required to have a student name, TDCJ number, and date.
 - (2) All safety tests must be scored as 100 percent or corrected to 100 percent. Test scores and corrections should be recorded on each test.
 - (3) A student who scores a minimum grade of 80 on a written safety test may correct all missed questions to 100 percent. All corrections shall be written directly on the test in the student's own handwriting.
 - (4) A corrected test must contain the student and teacher signatures along with the date of the correction(s).
 - (5) All written safety tests with test scores below 80 shall be retaken by the student.

(6) The test with the student's answers, including corrections, shall be filed in the student's folder.

m. Refer to the Records Management section of this OP for additional information.

3. Repair and Maintenance

Repair and maintenance of the CTE shop facility is the responsibility of unit maintenance as directed by the warden. Instructors shall be responsible for daily shop cleanliness and shall notify the WSD principal when repair or maintenance is required.

4. Equipment and Supplies

Shop equipment and supplies shall be used only for educational purposes and only at the designated time periods when the instructor is present. Employees and shop-assigned offenders shall not use the shop's equipment, tools, or supplies after hours, weekends, or holidays for any reason.

NOTE: With respect to Horticulture and Landscape Design, Construction, and Maintenance classes, the principal, with approval of the warden, may make an exception to this policy if watering on weekends or holidays would be necessary to prevent loss of seedlings or plants.

5. Teacher-Aide Offenders

Teacher-aide offenders shall be under the direct supervision of the teacher or a correctional officer. (See OP-09.17, "Offender Workers in Education")

6. Security

The teacher is responsible for both the shop and student security.

a. No student should be involved in any shop classroom activity without the consent of the teacher.

b. The teacher shall be aware of the location of each student at all times.

c. The teacher shall conduct a thorough search of any project (such as a vehicle or sack of parts) brought into the shop for items that are a breach of security.

d. The teacher shall ensure that sensitive tools are handled in accordance with AD-03.19, "Control of Tools/Sensitive Items."

These tools shall be issued to students using a separate tool checkout procedure and shall be issued only by the teacher or correctional officer.

- e. If a tool is discovered missing:
 - (1) The teacher shall provide immediate verbal notification to the principal.
 - (2) The principal shall immediately notify the warden or designee.
 - (3) The teacher shall prepare a written report detailing the missing item and describing fully the circumstances of the incident which includes the name of the student and/or employee responsible for the loss.
 - (4) The written report shall be submitted to the principal the same day the incident occurs.

7. Tool Control

WSD staff shall be in compliance with AD-03.19.

- a. The principal and teacher shall maintain an accurate and up-to-date master tool inventory list of all tools and equipment in each shop or classroom.
- b. Revisions (additions or deletions) to the master tool inventory list shall only be made through the principal.
- c. In accordance with AD-03.19, WSD staff shall notify the warden or designee of any purchase or acquisition of sensitive tools.
- d. A copy of the master tool inventory shall be provided to the warden or designee.
- e. Each teacher shall be responsible for the inventory and inventory control. Offender aides shall not be given responsibility for the inventory or inventory control.
- f. Based on the master tool inventory list, each teacher shall twice daily conduct an inventory of all tools and equipment in the shop/classroom area including any surplus tools or equipment stored for future use.

- (1) This inventory shall be conducted at the beginning of class and at the end of class, and shall be documented on a separate reporting form.
 - (2) If the class is split into two sessions, the inventory shall be conducted at the beginning and end of each class session.
 - (3) The Tool Checkout Log shall not be used for this purpose.
- g. Tools shall be stored in nonsensitive or sensitive tool rooms. (Refer to AD-03.19.)
- h. Sensitive tools shall be stored separately under lock and key where offenders or offender aides do not have access or where there is constant staff observation.
- i. All CTE classes that have a tool room shall use a tool board or shadow board to provide a quick and accurate method of accounting for tools. (Refer to AD-03.19.)
- j. Some CTE shops may have individual tool boards at various workstations. The tools at these workstations shall be checked out to individual students daily, inventoried twice daily, and secured by locks when not in use.
- k. In accordance with AD-03.19, CTE classes shall have a Tool Checkout Log (AD-03.19, Attachment A) for checking out tools and equipment from the tool room to students engaged in a class activity. To ensure accountability of all tools issued from tool rooms, separate tool checkout logs shall be maintained for sensitive and nonsensitive tools.

NOTE: The teacher or authorized supervisor is required to initial the tool checkout log at the time of issuance and return of each tool.

- l. Tools shall be turned in at the close of each class session or upon completion of use, whichever comes first. (Refer to AD-03.19.)
- m. All tools shall be engraved with a unique numbering system (UNS), regardless of whether the tool is in the working, surplus, or parts inventory. (Refer to AD-03.19.)
- n. Broken Hand Tools
- (1) A tool is broken when it cannot be safely used for the purpose for which it was purchased.

- (2) Hand tools, as identified for the purpose of this policy, are tools that are not energized and typically cost less than \$50 (such as screwdrivers, pliers, hack saw frames, hammers, and wrenches).
- (3) Tools, such as a torque wrench, which cost \$60 or more are not included in this description and should be sent in for repair following procedures set forth in OP-11.08, "Control of Physical Property."
- (4) If a tool is out of service, the teacher may put a red tag (or other approved designator) on the tool board to indicate that a tool is being repaired.
- (5) When a hand tool is identified as broken, it is taken out of service immediately by the teacher, and a decision is made to follow one of the steps below. The principal (as the designated department head) shall be notified in writing of any damaged or broken tool by the end of the workday.
 - (a) If the tool can be repaired in-house, (for instance by replacing a bolt or straightening out a bent screwdriver) the teacher shall perform all necessary repairs and place the tool back in service.
 - (b) If the tool has a warranty and can be repaired off-site, the teacher shall notify the principal in writing. The tool shall be secured until it is sent in for repair. When sent in for repair, the shipping ticket number should be noted on the master tool inventory list. If the tool is replaced, it must be documented on the inventory. The new tool shall be given its own unique tool number either by adding an alpha character ("A" for first replacement, "B" for second replacement and so on), or a new number may be assigned.
 - (c) If it is obvious the tool cannot be repaired so it can be used safely, the teacher shall secure the broken tool in the broken tool box, make the appropriate entry in the Broken Hand Tool Log HD-366, available on the WSD share drive (INS/Public/Career & Technical Info/CTE Manuals-Forms/CTE Tool Logs Forms), and follow the unit plan for appropriate disposal of broken hand tools. A note shall be made on the master inventory that the tool has been taken out of service.

- (6) The principal shall develop a written plan, with the unit administration, for the appropriate disposal of all broken hand tools. This plan shall be given to each CTE teacher and followed to ensure a chain of custody for broken tools.

When the individual charged with the responsibility of disposing of a broken hand tool takes possession of the tool from the CTE teacher, this shall be documented in accordance with the written plan by the person signing in column five and dating column six of the WSD Broken Hand Tool Log.

8. Refrigerant Management Procedures

WSD shall be in compliance with TDCJ Facilities Department Manual (FDM)-05.09 "Refrigerant Management Procedures." WSD teachers shall follow all guidelines and requirements established in this manual and shall utilize the TDCJ forms provided as attachments to the manual. A copy of FDM-05.09 and referenced forms are available on the WSD share drive (INS/Public/CTE Policy References).

- a. All teachers who handle refrigerants shall possess EPA approved recovery certifications and shall keep a copy of their certification in their possession at all times.
- b. Technician certification is not required for students in a classroom setting; however, students shall be under the direct supervision of the EPA certified teacher when handling refrigerants in the training situation. When students receive EPA certification, the teacher shall keep a copy of the certification on file.
- c. Virgin Refrigerant Usage Log (FDM-05.09, Attachment A)

The teacher shall maintain project and instructional/shop records on the Request for Services Form (available through the education warehouse; inventory stock item VS-001). If refrigerant is used, a copy of the Request for Services Form shall be attached to the log. The teacher responsible and the principal shall sign the completed log as the content of each numbered cylinder is exhausted.

- d. Disposition Report

Refrigerant used in air conditioning and refrigeration equipment shall be recovered for reuse, reclamation, or disposal. Disposition reports shall be completed using the guidelines established in FDM-05.09 and the forms included in that manual.

(1) Non-Contaminated

When non-contaminated refrigerant is recovered and is not reused in the same sealed system a Refrigerant Disposition Report (Non-Contaminated) (FDM-05.09, Attachment B) shall be completed by the close of business on the day of removal. The form should include the initials of the certified teacher. When the contents of the recovery cylinder are exhausted, the teacher and the principal shall sign and date the disposition report.

(2) Contaminated

When contaminated refrigerant is recovered from a sealed system, a Refrigerant Disposition Report (Contaminated) RS-251 (FDM-05.09) shall be completed by the close of business on the day of removal. When the recovery cylinder is shipped to the vendor, the teacher and the principal shall sign and date the disposition report.

e. Recovery Cylinders

Recovery cylinders are required to be hydrostatically tested every five years by an approved testing facility. When recovery cylinders are within six months of the expiration date, the teacher shall notify the WSD Business Office for replacement instructions. Expired cylinders shall be labeled: Out-of-Date; Do Not Use. At no time shall an expired cylinder be used in the recovery or storage process.

f. Violations

EPA violations are punishable by fines and/or jail time. The teacher and principal, as well as the student performing the work, may be sanctioned for these violations.

g. Refrigerant Requisitions and Purchases

All refrigerant purchases shall be approved through the WSD Business Office. The WSD Business Office shall maintain a file of refrigerant purchases for tracking purposes.

H. Class Projects

WSD shall be in compliance with class project policy and procedures established in AD-07.10. Detailed information on class projects is available in AD-07.10.

Referenced forms are available in AD-07.10 and/or through the WSD warehouse, unless otherwise noted.

1. Class projects in excess of \$1,000 value require written approval from the superintendent or director of the Division of Business and Administrative Services or director of the Division of Operational Support. Requests for projects in excess of \$1,000 value shall be submitted on the Community and Miscellaneous School Projects form located in the share drive (BUS/Public/Projects).
2. Prior to the time the project is delivered to the shop, the principal or designee collects the \$5 shop fee, and the requestor completes the Request for Services Form stating specifically those services requested. The principal or designee signs the Request for Services Form.
3. Funds from class projects shall be accounted for in accordance with TDCJ AD-14.58. The unit is required to make a deposit within three days of receipt. Therefore, class project funds (with proper paperwork completed) should be submitted to the warden's office or unit cash custodian within 24 hours of receipt.
4. The teacher shall periodically review the Request for CTE Services Sign-Up Booklet for appropriate projects.
5. Upon selection, the requestor shall be notified by the principal or designee of the date and time for delivery of the project.
6. When the requestor delivers the project to the shop area, a copy of the approved Request for Services Form shall be given to the teacher.
7. Once the instructor determines the materials needed for the project, a Parts Order Form will be completed and given to the requestor.
8. If the requestor fails to provide the requested parts, materials, etc., by the designated date, the principal determines when the project shall be removed from the shop area.
9. Eligible Projects (defined in AD-07.10) include:
 - a. Personal Projects;
 - b. Projects for Non-Profit Organizations; and
 - c. Projects for Governmental Agencies.
10. All costs for a department, institution, or superintendent approved project exceeding \$10 for materials, parts, or supplies are assumed by the requesting department, institution, or agency.

I. Projects for Sale

1. To supplement the curriculum in some training programs, the teacher, with the approval of the principal, may develop projects that allow students to demonstrate mastery of skills.
2. Upon completion, these projects, if appropriate, may be made available for sale to employees and those entities outlined in AD-07.10.
3. Pricing is established by the teacher and approved by the principal.
4. Price of the project must include at least the cost of the materials. Sales tax must be collected based on project price.
5. Refer to AD-07.10, Section VIII for additional information.

III. Short Courses

Short courses are flexible enough to adapt to the available shop or classroom facility and meet at a time not in conflict with other activities.

A. Short Course Administration and Supervision

1. Short courses and teachers are under the day-to-day administration and supervision of the principal.
2. Technical supervision is provided by CTE educational specialists, regional instructional specialists, and administrators in the area of teaching techniques and strategies.
3. Unit staff initiates and submits the CTE short course application form (available from the Division of Instruction) to the regional administrator's office for each short course being requested.

B. Short Course Management Procedures

1. Short course CTE classes are conducted at times that do not interfere with the regular operations of the facilities on which the classes are to be conducted. Schedules should be arranged so that all instruction can be offered in the shortest number of calendar days possible and with minimal delays due to holidays or other interruptions. The instructional schedule for each class shall be arranged by the principal and approved by the regional administrator prior to the employment of a short course CTE teacher.
2. Short course CTE class size shall adhere to the parameters set forth in OP-09.19. Any deviations in the number required to start a class must be approved by the Division of Instruction.

3. Each program shall use the SPR, SGR, and the competency based CTE curriculum guide as a basis for instruction. Procurement of the appropriate instructional materials shall be the responsibility of the requesting unit. Teachers of a CTE short course may be required to assist in the development of curriculum materials.
4. All orders for curriculum, materials, supplies, and teaching media for CTE short courses shall be processed in the same manner as orders for regular CTE courses.
5. All capital outlay requests are approved through the WSD chain of command with the superintendent as the final approval.
6. The CTE short course program teacher is responsible for the safe use and security of all tools and equipment used in the class in accordance with all relevant policies and procedures. If necessary, the principal and teacher shall develop an inventory of these tools and equipment. This inventory shall be used to determine if all tools and equipment are present and accounted for at the end of the class. (See the Shop Procedures section of this OP)
7. The teacher is responsible for using the master tool inventory and tool checkout system, approved by the principal, to insure that no tool or equipment is lost or stolen. This is the same checkout system used by full-time teachers. (Refer to AD-03.19.)

C. Short Course Student Management

Due to the brevity of training time and the specificity of the teacher employment agreement, student enrollment in short course CTE training classes shall be allowed only during the first week of class. Any late enrollments must be approved by the regional administrator.

D. Short Course Records Management

1. All records pertaining to short course CTE students shall be maintained in the same manner as regular CTE students. Refer to the Records Management Section of this OP for additional information.
2. Student attendance shall be maintained on class rosters in the same manner as regular CTE classes.
3. Students who complete the course shall receive certificates, issued at the unit level and signed by the teacher and principal.

E. Certificates

1. Students completing a short course shall receive a certificate of completion. The following criteria should be used to determine if a student is considered a completer:
2. Completion of at least 90 percent of all skills listed on the SPR;
3. A written WSD test average of 70 percent for all units/modules completed;
4. An average unit/module competency rating of 2.7 or greater for all modules completed; and
5. Completion of at least 90 percent of the required course hours.

IV. Apprenticeship Program

A. Student Qualifications

In addition to the requirements established in WBP and OP-08.01, "Student Eligibility for Windham School District Programs," an offender shall meet the following criteria in order to be eligible for participation in the apprenticeship program. The offender:

1. Shall be at least 17 years of age;
2. Shall be a citizen of the U.S. or a legal alien permitted to work in the U.S.;
3. Shall have a verified GED certificate or high school diploma prior to the completion of the program;
4. Shall satisfy the TDCJ representative that he/she has the ability and aptitude to master the trade;
5. Shall be physically able to perform all work required of the trade as determined by TDCJ Medical Classification;
6. Shall meet minimum security and custody requirements for jobs in approved occupations;
7. Shall have a minimum of 12 months remaining on his/her sentence by way of shortest discharge; and
8. Should have a verified social security number (preferred).

B. Student Approval Procedures

The following steps are involved in the process of approving offenders for participation in the apprenticeship program:

1. Applicants must be assigned to the shop where the program is offered, and their job assignment must be an apprenticeable trade.
2. The principal receives the application and screens for eligibility.
3. If the offender is accepted, an apprenticeship agreement is made with final approval by the ETA.
4. The offender is notified if rejected.

C. Apprenticeship Registration Procedures

Initial Registration

1. The principal provides a blank WSD Apprenticeship Application (which includes a work experience record) and an ETA Apprenticeship Agreement (Bureau of Apprenticeship and Training) to the appropriate apprenticeship instructor. These forms may be obtained from the Apprenticeship Program Handbook which is available from the Division of Instruction
2. The interested offender is provided an apprenticeship application and ETA agreement.
3. The offender completes the apprenticeship application (lists prior work experience), then submits it to the education department.
4. The principal reviews the application for accuracy and verifies eligibility.
5. The principal approves the application, initiates the offender's file, and notifies the apprenticeship instructor of approval or disapproval.
6. The approved application is forwarded to the workforce specialist (Division of Instruction, WSD Administration Building) to check for completeness.
7. The workforce specialist submits the registration to the ETA electronically or returns the unapproved registration to the principal.
8. The ETA sends the registered agreement to WSD administration.
9. WSD administration forwards the registered agreement to the principal for signatures.

10. A copy of the registration agreement is sent to the student by the principal for his/her records. The original agreement is sent to the workforce specialist.

D. Withdrawal Procedures

1. The following staff may withdraw a student from the apprenticeship program upon notice of parole approval, completion of the program, student request, or administrative request by one of the following:
 - a. Principal;
 - b. ETA representative;
 - c. Workforce specialist; or
 - d. Unit shop supervisor.
2. The teacher notifies the principal, or the principal notifies the teacher, to withdraw a student from the apprenticeship program. The unit administration enters the withdrawal and all of the SGR information in the computer.
3. The student's file folder is submitted to the principal and shall contain the following information:
 - a. The initial WSD apprenticeship application and ETA agreement;
 - b. The SGR and SPR completed and signed by the teacher; and
 - c. The Monthly Progress Records in chronological order with the most current on top.
4. Upon the principal's review and approval, the completed student file is forwarded to the workforce specialist.
5. The workforce specialist verifies the withdrawal information in the student file and initiates the application for Certificate of Completion of Apprenticeship (for completers).
6. The workforce specialist initiates the following actions:
 - a. Submits electronic notification to ETA to include:
 - (1) Application for certification for completers only;
 - (2) Reason for withdrawal for non-completers; and

- b. Forwards a student folder that contains withdrawal information to WSD Records Office for scanning.

E. Reinstatement of Offender Participation

1. An offender may request reinstatement into the apprenticeship program by completing the Application for Apprenticeship form indicating prior participation and the ETA agreement indicating previous experience. The offender submits the application and the agreement to the job supervisor or workforce specialist who forwards both documents to the principal.
2. The principal forwards both documents to the workforce specialist who verifies the offender's previous participation and initiates the registration process.

F. Procedures for Establishing a New Apprenticeship Program

Before a new apprenticeship program is established on a unit, the following steps are taken.

1. A need is identified by the regional administrator, unit staff, and/or the workforce specialist.
2. A letter is sent to the regional administrator, the principal, and warden to begin determining availability of facilities, apprenticeship teacher, and students.
3. The request for a new program is approved by the superintendent.
4. A visit to the unit is conducted to assist with initial implementation of the program.
5. An apprenticeship teacher is hired.
6. Offenders begin the application process to participate in the program.
7. Apprenticeship instructional books are ordered.
8. The program is implemented.

V. On-The-Job Training

A. OJT Trainee Eligibility

To be considered for an OJT program offered by WSD an offender shall meet the following minimum requirements:

1. Demonstrate appropriate interest for the particular occupation;

2. Meet minimum security and custody requirements for jobs in approved occupation;
3. Have an aptitude for the approved occupation;
4. Agree to participate in the OJT program and to abide by its requirements; and
5. Must be physically able to perform all work required of the trade and meet medical classification as determined by TDCJ.

B. Offender Selection and Placement

Selection for participation from eligible offenders shall be based on availability of positions in the approved occupations on the unit of assignment. The offender shall be assigned to the approved occupation.

C. Dictionary of Occupational Titles (DOT) or O*net

The DOT (Fourth Edition, Volumes I and II, published by the U.S. Department of Labor) or the O*net shall be used in identifying occupations by job title and number. The job definitions provided in the DOT or O*net are used as a guide in developing the competencies and activities for Master Training Plans. The competencies and activities approved in the Master Training Plan shall serve as the definitions of the occupations.

D. Approved Occupations

Occupations in which offenders may receive training shall be on the list of occupations approved in the OJT program. To be an approved occupation the following criteria shall be met:

1. The occupation must be classified as skilled by using criteria from the DOT or O*net.
2. The occupation must be in a high growth, high demand, or an emerging occupation list of jobs within the state of Texas or be approved by the WSD superintendent.
3. A Master Training Plan must be developed which outlines the competencies that must be met and the activities necessary to acquire the skill and receive credit for the training.
4. Each Master Training Plan must be established by the WSD with assistance from the appropriate divisional representative.
5. A documented evaluation process must be used to determine progress and establish final completion requirements.

6. A minimum training time of not less than six months must be established for each occupation.

E. OJT Records

Adequate records of a student's performance, documented on the Individual Training Plan, shall be maintained by the TDCJ job supervisor. The Individual Training Plan includes the beginning and completion dates, final skill performance and interpersonal skills evaluation, and a final report of completion that is authenticated by the appropriate work supervisor's signature.

F. Supervision of Trainees

All offenders participating in this program shall be managed by a job supervisor knowledgeable in the occupations and responsible for the trainee receiving direct instruction and training. The job supervisor shall be responsible for observing and evaluating the trainee for the submission of the required completed OJT Training Plans.

1. The Individual Training Plan shall list exactly the same competencies as those stated on the Master Training Plan. When a student completes a specific competency found on the Training Plan, the job supervisor should date and rate the skill, review the rating with the student, and have the student initial the Training Plan. The student's initials do not indicate agreement, but that the student has been informed of his/her performance rating.
2. After six months, the job supervisor completes the overall competency and the interpersonal skill rating on the Individual Training Plan. Completion reports shall be submitted in a timely manner. The job supervisor submits the completed individual training plan to the OJT Coordinator, WSD Administration.
3. The workforce specialist shall be responsible for entering the completion data into the computer database and issuing the certificate.
4. If a student fails to complete the full six months of the OJT program, no further action is taken.
5. The offender is entitled to a copy of his work record upon release.

Signature on file
Veronica Casanova
Director, Division of Instruction