



WINDHAM SCHOOL
DISTRICT

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September 21, 2009

SUPERINTENDENT DIRECTIVE

SUBJECT: CAREER AND TECHNICAL EDUCATION (CTE)

AUTHORITY: Texas Education Code § 19.004; Texas Government code 497.094 and 499.102 (a)(10); TDCJ Administrative Directive (AD)-07.10, "Operation of Career and Technical Education (CTE) Shops"

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD shall provide CTE programs specifically designed to deliver entry-level, industry-standard vocational competencies and skills to offenders. The WSD shall develop programs that result in certification or licensure, considering the impact that a previous felony conviction has on the ability of offenders to secure certification, licensure and employment.

CTE programs offered by the WSD are designed to prepare offenders for meaningful employment upon release. The training may also prepare offenders for specific Texas Department of Criminal Justice (TDCJ) job assignments, providing an opportunity for offenders to gain experience and learn employable skills prior to release.

PROCEDURES:

I. Description

WSD offers CTE training in various occupational fields to offenders who are incarcerated in facilities operated by the TDCJ. The curriculum for each occupational field is competency based, with most designed for student participation on an open entry, open exit basis. Upon successful completion of a CTE course, the student is awarded a WSD certificate of completion. In most cases, offenders are also afforded an opportunity to earn an industry certification.

II. Organization

CTE programs are organized in a variety of configurations in order to best serve the needs of the ever-changing prison population. The director of the Division of Instruction shall develop operating procedures to implement programs as follows:

A. 600-Hour Courses

1. Students attend CTE class in a shop setting six hours per day for 600 hours (approximately six months).
2. Principals may grant an extension of training up to a maximum of 900 hours.

B. 300-Hour Courses

1. Students attend CTE class in a shop setting six hours per day for 300 hours (approximately three months).
2. Students should take the End-of-Course test by 300 hours.
3. Principals may grant an extension of training up to a maximum of 450 hours for industry certification testing.
4. Students may not exceed 450 hours without prior approval from the Division of Instruction.

C. Diversified Career Preparation (DCP)

1. Students spend a part of each school day in the classroom and a part on a related prison job assignment.
2. The course length is typically 450 to 600 hours.

D. Short Courses

1. Purpose

Many offenders are released from prison not able to complete training in the traditional 600-hour CTE programs. Also, many prison jobs offer the opportunity for skill training but may require some pre-employment training. Consequently, short courses have been established, allowing for basic occupational skill training essential to locating employment.

2. Description

Short courses are typically less than 200 hours in length. These training programs offer offenders the opportunity to acquire new saleable skills or

to review and enhance previously acquired skills.

E. Apprenticeship Program

1. Purpose

The concept of the program is to train apprentices in the practical and theoretical aspects of their craft through actual work experiences augmented by related instruction in the classroom.

2. Description

The TDCJ enters into apprenticeship training agreements in certain labor areas which are registered under the auspices of the Employment and Training Administration (ETA) of the United States Department of Labor. All aspects of the training are as essential and of comparable quality to that received by apprentices currently employed in the free world.

3. Program Management

The following are the conditions of the apprenticeship program:

- a. Offender jobs are apprenticeable under the guidelines set forth by the ETA.
- b. Representatives of firms and associations related to TDCJ apprenticeship programs participate in an annual review of the program (craft committee meeting).
- c. All on-the-job training and related theoretical instruction are verified by the ETA as being comparable to apprenticeship programs operated in industry.
- d. Upon completion of the term of apprenticeship, the ETA issues a journeyman's certificate attesting to the offender's skill.
- e. Student enrollment should remain at an average enrollment of 12 students to justify the continuation of any program on a particular unit.
- f. The principal shall notify the Division of Instruction if the enrollment drops below 12. The Division of Instruction shall review the situation and determine whether or not to discontinue the program due to low enrollment.

4. Trade Development Procedures

The following steps are followed in the development of apprenticeship

trade areas:

- a. The ETA reviews the craft for apprenticeability.
- b. The marketability of the craft is reviewed.
- c. The interest level of supervisors and offenders working in the craft is investigated.
- d. Industries with apprenticeship programs may be contacted in order to gain information and compare work processes to develop a program.
- e. The ETA representatives are supplied with a written copy of the work processes for review and registration.
- f. Interested industry personnel may be contacted and asked to serve on an apprenticeship committee.
- g. WSD officials sign the Apprenticeship Department of Labor Standards Agreement.
- h. Applications of offenders are processed for review.

F. On-The-Job Training (OJT)

1. Purpose

The OJT program is designed to provide additional opportunities for employable skill training to offenders of the TDCJ. The program is intended to provide OJT training to those offenders who are assigned jobs where an employable skill is learned. For the purpose of this program, employable skill is defined as specialized OJT training or knowledge in recognized occupations where employment opportunities exist in industry and business in the state of Texas.

2. Description

The program is designed to satisfy the requirements of Texas Government Code 497.094 and 499.102 (a)(10), which stipulates that a work record be established on all offenders participating in the OJT program. The work record shall contain an evaluation of the offender's proficiency at the tasks identified in the training process. The offender is entitled to a copy of his work record upon release.

3. Program Management

The WSD is responsible for the procedural guidelines and coordination of

the program. Duties of the WSD shall include the following:

- a. Approval of training plans and programs;
- b. Maintenance and distribution of the list of approved occupations;
and
- c. Provision of completion certificates.

III. 600-Hour Courses, 300-Hour Courses and DCP

A. Program Evaluation

Each CTE course shall undergo periodic review for occupational/employment value, curriculum relevancy, operational efficiency, cost effectiveness, and expected student outcomes.

B. Class Projects

Class projects provide the student with an opportunity to practice skills on "actual work." All projects must relate directly to the course curriculum and serve as a learning experience for the student. WSD shall be in compliance with class project policy and procedures established in OP-08.02 and TDCJ AD-07.10.

* Signature on file
Debbie Roberts, Superintendent
Windham School District