



WINDHAM SCHOOL
DISTRICT

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SUPERSEDES: OP-08.17 (rev. 1)
November 9, 2010

OPERATING PROCEDURES

SUBJECT: GUIDANCE PROGRAM

AUTHORITY: Texas Education Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

The WSD is dedicated to the belief that a sound program of guidance and counseling is an integral part of the total educational program needed by students in the Texas Department of Criminal Justice (TDCJ).

DEFINITIONS:

"Guidance" is the concept of related activities designed to assist individuals in gaining insight and self-direction by assuming responsibility for their actions and choices. This concept is based on the belief that individuals are unique and develop by different paths and at different rates.

PROCEDURES:

- I. Program Description
 - A. The guidance program strives to develop a positive self-concept within each student to help fulfill social, emotional, educational, and career needs - now and for the future.
 - B. Counseling, the core of the guidance program, is a helping relationship which enables the individual to utilize resources for coping with life. The counseling process involves helping an individual to analyze self and environment, select appropriate solutions to problems, and make realistic life plans. The goal of the guidance and counseling program is to assist students to develop to their fullest potential and to gain those skills necessary to become productive and responsible citizens in society.

C. The guidance program addresses the following areas:

1. Orientation;
2. Educational Consultation/Placement;
3. Teacher/Staff Consultation;
4. Testing;
5. Career Awareness/Exploration; and
6. Social Skills Development.

II. Student Qualifications

- A. All offenders who are eligible for WSD programs according to WSD Policy 08.01, "Student Eligibility for Windham School District Programs" are eligible to participate in the guidance program. In addition, all offenders initially assigned to a unit shall be exposed to the guidance program through general orientation during the intake process.
- B. Offenders interested in the college programs have the benefit of the WSD counselor for assistance with such tasks as obtaining transcripts and GED scores to facilitate enrollment.

III. Student Selection

- A. The primary objective of the student selection process is to select students who demonstrate a need, interest, and the ability to achieve success in a specific educational program.
- B. The selection process utilizes the following procedures:
 1. The Individualized Treatment Plan (ITP) shall be used to prioritize offenders for assessment and program placement.
 2. A comprehensive evaluation shall be conducted to identify a tangible and realistic career path for each offender. Each career path shall include academic and life skills program recommendations, if appropriate. All program decisions shall be reflected on the ITP.
 3. Students shall be selected based on the career path identified through the evaluation process as well as specific course requirements which must be met such as physical, educational, and release date requirements.

IV. Assessment Process

A. Career guidance includes comprehensive assessment which assists individuals in making and implementing informed, realistic educational and occupational choices. The goal of assessment shall be to identify a career path which shall guide student selection and placement in WSD, college, and TDCJ programs. The assessment results shall guide the development of the ITP.

B. The WSD counseling staff shall coordinate the overall assessment process. Staff shall gather information to guide placement decisions. The information shall include physical, sociological, psychological, instructional, and organizational factors which work together to influence each individual's career decisions.

1. Initial Evaluation

An initial evaluation shall take place which includes school orientation and the identification of students requiring an educational achievement score and/or language assessment. All tests shall be administered within two weeks of orientation, although this timeframe is flexible for unusual circumstances.

2. Comprehensive Evaluation

A comprehensive evaluation shall be conducted for all offenders who are identified as being within five years of projected release per the ITP, or prior to placement in Career and Technical Education (CTE) programs (waived for Business Computer Information Systems I, short courses, apprenticeship, and on-the-job-training). The WSD staff, in conjunction with the student, shall identify a tangible and realistic career path to pursue through educational programs.

a. All program decisions, such as recommendations for literacy classes, CTE courses, or college participation, shall be reflected on the ITP.

b. The comprehensive evaluation shall include a face-to-face interview and the use of the Vocational Class Placement (VCP) Form (HD-2095) located on the share drive (INS/Public/Counseling and Testing/Vocational Class Placement). The completed VCP Form should be immediately forwarded to the WSD Counseling, Testing & Records Department for scanning and will subsequently be accessible via the Intranet REC tab.

c. Special Education regulations recommend vocational assessment prior to enrollment in CTE programs. The Special Education diagnostician shall complete the WSD CTE Evaluation (SE-20010) for students who are in Special Education and have a projected

release date prior to them turning 22 years of age. SE-20010 is located on the share drive (INS/Public/SpecialEdForms_4-13-09/Spec. Edu. Forms 2011). In addition, diagnosticians shall be responsible for vocational assessments if the standard tests on the unit level are inappropriate.

- d. Each principal shall designate staff members responsible for orientation, administration, and interpretation of test data.
- e. Program recommendations resulting from the assessment process shall be recorded in the appropriate assessment database for offenders whose projected release date is within five years.

C. Continuing Evaluation Services

Evaluation services are ongoing until release. If opportunities arise, offenders shall be encouraged to participate in career fairs, community work squads, and other special programs, as appropriate.

V. Program Evaluation

The guidance program is evaluated continuously in accordance with WSD program evaluation procedures.

* Signature on file

Marjie Haynes

Director, Division of Instruction