

NUMBER: OP-08.21 (rev. 4)

WINDHAM SCHOOL DATE: November 6, 2015

DISTRICT PAGE: 1 of 4

SUPERSEDES: OP-08.21 (rev. 3)

May 11, 2012

OPERATING PROCEDURES

SUBJECT: PARENTING & FAMILY WELLNESS PROGRAM

AUTHORITY: Tex. Educ. Code Chapter 19

APPLICABILITY: Windham School District (WSD)

POLICY:

WSD shall provide a Parenting & Family Wellness program to help incarcerated offenders develop effective parenting and family skills.

PROCEDURES:

I. Program Description

The Parenting & Family Wellness program addresses parenting skills and family wellness. The curriculum for the parenting portion of the program is based on *The Middle Way Parent Program*, originally developed by Parents Anonymous of Texas. The curriculum is a communication-based, interactive curriculum that supports the development of healthy family relationships and teaches compassionate assertiveness, empathic/active listening, empowerment, and other skills to strengthen family relationships. Participants engage in an introspective process of positive personal change. The family wellness modules in the curriculum promote a better understanding of health to help students understand the need for medical care is reduced when families embrace a healthy lifestyle.

II. Program Organization

- A. The Parenting & Family Wellness program is structured to provide a minimum of 180 hours of classroom instruction.
- B. The class shall be operated as a closed-entry class with a maximum class size of 28. New students may only be added at the beginning of the parenting portion of the curriculum and at the beginning of the family wellness portion of the curriculum.

- C. Individual class sessions are a minimum of three hours and 15 minutes per day.
- D. Teachers serving as facilitators shall be required to deliver the curriculum as designed.
- E. Students shall attend no more than one Parenting & Family Wellness class session per day. Students may, however, attend other classes while enrolled in Parenting & Family Wellness.

III. Instructional Design

- A. The Parenting & Family Wellness class is facilitated rather than taught through a direct instruction approach.
- B. Teachers must receive program-specific facilitator training prior to implementing a Parenting & Family Wellness class.
- C. It is recommended that chairs be set up in a circle for facilitation of parenting lessons.
- D. Facilitators may select a participant who has completed the Parenting & Family Wellness class to serve as a group leader of a future class. Offenders may only serve as group leaders one time. Group leaders may remain on class rosters and receive attendance hours.
- E. Parenting & Family Wellness classes shall not be routinely scheduled in the computer lab or the library.
- F. Tests of Adult Basic Education testing shall not be conducted for students enrolled solely in Parenting & Family Wellness classes.

IV. Student Selection

- A. This is a voluntary program.
- B. Offenders who are WSD eligible may participate in the Parenting & Family Wellness program.
- C. Since course completion does not depend on academic background, student educational attainment is not a factor in the selection process.
- D. Highest priority should be given to offenders who are parents, less than age 35, and within five years of projected release. Other offenders may be enrolled, as space is available.
- E. The principal may solicit participation by publicizing the class through means such as posters, flyers, and short interviews where the curriculum is briefly discussed.

V. Attendance Accounting

The facilitator is responsible for recording daily attendance on the class attendance sheet per OP-09.02, "Student Attendance Accounting."

VI. Student Records

- A. Enrollment in and completion of Parenting & Family Wellness classes shall be indicated on the Individualized Treatment Plan (ITP) computer screen.
- B. The facilitator shall maintain a record of lessons completed by each participant using the Parenting & Family Wellness Student Progress Record (SPR) card.
- C. The SPR cards shall be updated at least weekly.
- D. In compliance with the WSD Records Retention Schedule, the SPR card shall be kept for a minimum of two years following the student's exit from the class.
- E. If the student was denied a certificate of completion, the SPR card shall be kept until the offender successfully completes the program or is released from the Texas Department of Criminal Justice.

VII. Withdrawals

- A. Parenting is a voluntary program; however, once enrolled in the program, it shall be considered non-voluntary.
- B. Students who are transferred from one facility to another may be reenrolled in the program at the beginning of parenting or family wellness portions of the curriculum.

VIII. Certificates

- A. The Parenting & Family Wellness facilitator is the person with primary responsibility for determining students' program completion.
- B. The facilitator shall issue a WSD certificate and a code of PC shall be entered on the ITP computer screen for offenders meeting the following completion requirements:
 - 1. A minimum of 180 hours of attendance;
 - 2. Has satisfactorily completed all lessons for the entire Parenting & Family Wellness program; and
 - 3. Has actively participated in all activities in the entire Parenting & Family Wellness program.
- C. If a student meets the enrollment and attendance requirements, but is not awarded

a certificate of completion due to unsatisfactory participation, the facilitator shall record the reason on the student's SPR card.

IX. Program Evaluation

- A. The facilitator shall administer a pre-test and post-test to each student.
- B. Program completion data shall be reviewed annually.
- C. Participant pre-tests and post-tests shall be analyzed as appropriate.

Signature on file

Dr. Latreace Craig
Director, Division of Special Programs
and Populations