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 Protections 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"; SD-10.10, "Records Management"

ATTACHMENTS: Attachment A, "CTE Incident Reporting"; Attachment B, "Class Project Approval Form"; Attachment C, Documents Regarding Requests For Services; "; Attachment D, "Community and Miscellaneous School Projects"; Attachment E, "Broken or Damaged Tool Policy"; Attachment F, "Sensitive Tools Master List"; Attachment G, "Sensitive Consumables Master List."

APPLICABILITY: Windham School District

POLICY:

Windham School District (Windham) provides students with Career and Technical Education (CTE) programs designed to deliver entry level, workforce preparation competencies that meet industry standards. Windham continually assesses state job markets and tailors CTE programs to provide relevant and marketable skills. Programs are aligned with labor market needs and projections in at least median-wage, high-demand industries and include opportunities to secure relevant and meaningful industry-based certifications. During student advisement, consideration

is given to the impact of individual conviction histories on a student's ability to secure certification, licensure, and employment.

DEFINITIONS:

These definitions are meant only for this policy and may not apply in other contexts.

"Americans with Disabilities Act (ADA) Accommodations" are modifications or adjustments made to enable a student with a disability to have an equal opportunity to benefit from CTE programs to the same extent as students without disabilities.

"Hand Tool" is a tool that is not energized, such as screwdrivers, pliers, hack saws, hammers, and wrenches.

"Hazardous Equipment" is any tool or piece of equipment that has the potential to cause severe or permanent bodily harm.

"Intervention Assistance Team (IAT)" is a campus-based team that includes the campus principal and two additional principal-appointed members that convenes to review student data, make instructional recommendations, and provide appropriate guidance for students who are not making satisfactory progress.

"Sensitive Tool" is a tool or piece of equipment that could reasonably be used in an escape attempt or that potentially poses a threat to unit security. Examples include 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 high, ropes, and other similar equipment).

"Student Grade Record (SGR)" provides an overall summary of a student's performance in a CTE 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 students' performance on each curricular objective.

PROCEDURES:

I. Program Organization

CTE programs are configured to best serve the needs of the resident population. Classes are scheduled with consideration to unit operations, Windham program scheduling, and effective program management.

A. Scheduling

Classes are scheduled for 6 hours and 30 minutes of instruction per day. Half-day classes of 3 hours and 15 minutes of instruction per day may be scheduled to accommodate the needs of students.

B. Program Evaluation

1. CTE courses must be reviewed annually for occupational and employment value, curriculum relevancy, operational efficiency, cost effectiveness, and expected student outcomes.

    a. The occupational and employment value determination will include a review by a CTE committee consisting of the department director of Instruction, CTE administrator, College and Career Readiness administrator, and others as deemed appropriate.

    b. During the annual CTE Committee meeting, all CTE career clusters and programs will be reviewed and cross-referenced with the Texas Workforce Commission's labor market data, projections and self-sufficient wage calculation. The committee will also identify and industries not represented within district programs that have strong employment pathways and wage earnings.

    c. Determination following review. If the committee determines that a CTE program no longer meets Texas labor market needs and self-sufficient earning thresholds, the committee will recommend to the division director of Instruction a program change, enhancement or discontinuation. The division director of Instruction will review the recommendation and provide a recommendation to the superintendent.

2. Teacher and student surveys must be conducted annually.

3. Teachers must be routinely monitored by CTE specialists and principals to ensure quality instruction, student engagement, and class safety, and that industry-based certification standards are met. Principals must conduct and document at least one CTE classroom walkthrough per week, using the classroom walkthrough form.

4. Professional development training, as well as technical assistance, is provided as needed by campus, regional, and/or administration leadership.

5. Business and industry representatives will be consulted, as needed, for technical assistance with respect to CTE course offerings and curricula.

C. CTE Advisory and Workforce Advisory Committee

Windham conducts semiannual CTE Advisory and Workforce Advisory Committee meetings with business, industry, and partners to ensure that programming aligns with the developing needs of employers. Windham uses information gathered from the CTE Advisory and Workforce Committee meetings while reviewing current CTE programs on the campuses.

II. Instructional Design

CTE program curricula are competency-based. The following process ensures that participating students have satisfactorily developed these required competencies.

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

Competency achievements are recorded on the individual's SPR and SGR. Students receive a copy of the SPR to represent a transcript of skills acquired in the CTE program.

B. The achievement of competencies is evaluated as follows:

1. Knowledge competencies are evaluated by written exam for each module listed on the SGR and SPR. Exam scores are recorded on the SGR and SPR.

2. Skill competencies are evaluated by two methods: process and product.

a. In process evaluation, the student follows a step-by-step sequence to complete a skill, evaluated by the teacher.

b. In product evaluation, the finished product is evaluated by the teacher for accuracy, neatness, function, and conformity to industry standards.

III. Student Management Procedures

A. Student Selection

The primary objective of the student selection process is to select students whose career interests and aptitudes suggest success in a career field**.**

1. The selection process uses the following procedures.

a. The Individualized Treatment Plan (ITP) is used to prioritize students for CTE enrollment.

b. Career Interest Inventory results are used by campuses to assist with enrolling students into CTE programs or placement on waitlist.

c. A CTE Placement form must be completed and reviewed before enrollment in to CTE.

2. Residents Convicted of Sexual Offenses

a. Residents convicted of sexual offenses are ineligible for enrollment in Truck Driving and computer-related trades, including Printing & Imaging Technology, Business Information Management, and Introduction to Graphics Arts.

b. Residents convicted of sexual offenses with an FI-4R or FI-18R parole approval vote may not be enrolled in vocational classes or be considered for transfer for CTE without prior approval from the Operational Support department.

3. Criminal History Evaluation Letter (CHEL)

Cosmetology, Barbering, Electrical, and HVAC students' conviction history must be reviewed at the campus level, and when appropriate, approved through the CHEL process with TDLR.

4. Special Education

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

B. Lack of Progress

CTE teachers must conference with students who do not appear to be on track to successfully complete the course curriculum. If student performance does not improve, a referral to the Intervention Assistance Team (IAT) should be initiated. The IAT may conference with the student, recommend alternative instructional strategies, discuss possible ADA accommodations, if appropriate, and provide guidance to elicit improved performance. The IAT reviews student progress to determine further action, if necessary.

C. Re-Enrollment in CTE Programs

1. Non-completer

a. A non-completer is a student who must leave a CTE program prior to meeting the minimum requirements for completion for circumstances including, but not limited to, parole, discharge, medical, or disciplinary.

b. Non-completers may be re-enrolled in the same course (by course number) to meet completion requirements if re-enrolled within two years of withdrawal.

c. Completed hours or requirements are not valid if re-enrolling in a course later than two years after withdrawal, and the student must complete hours and requirements as if enrolled for the first time. However, all data related to the prior enrollment remains in the student's academic record.

d. Students being considered for re-entry into a CTE class must be evaluated by the student advisor in coordination with the teacher to determine whether to enroll the student. Completer

e. A completer is a student who successfully meets the requirements of a CTE class by completing 100% of the skills domains and maintaining a 70% pass rate with the minimum course hours. The teacher must make a recommendation for a student to be a completer of a program.

Note: Even though there is no maximum number of hours in which a student must complete a CTE course, excessive hours should be monitored by the principal, student advisor, regional principal and CTE Department.

2. Priority

Non-completers have higher priority for placement than new students when considered for enrollment in a class if:

a. it is the same class in which they were previously enrolled; and

b. there is no compelling reason (special education, reentry date) to enroll a new student over the non-completer.

D. District-Wide Waiting List

1. A district-wide waiting list and transfer process maximizes opportunities for enrollment in CTE courses.

2. Waiting lists originate at the campus level.

3. Transfer requests are coordinated by the Operational Support Department.

4. Factors considered in determining eligibility for a transfer may include but are not limited to:

a. Permanent assignment to a TDCJ facility;

b. Custody level required by unit or program;

c. Educational achievement scores that demonstrate an aptitude for the program may be considered but do not determine the eligibility or lack thereof;

d. Security/Housing clearance by unit;

e. Coordination with other programs, if necessary;

f. Disciplinary record; and

g. History of educational programming.

5. Eligibility, according to these factors and others, is determined by the TDCJ Classification & Records Department and the sending and receiving campuses.

IV. Records Management

A. Teachers must maintain the following records in a CTE student binder for each student enrolled in class.

1. SPR and SGR

2. All written and performance safety tests, including hazardous equipment safety tests;

3. Campus modular tests or a score report (computer-based classes);

4. Accident reports (if applicable); and

5. Any required TDCJ training forms;

B. Special education records must be maintained in a secure, locked cabinet.

C. Teachers must use the SPR provided by Windham and update it at least weekly.

D. Teachers must use the electronic SGR provided by Windham and update it at the completion of the module by entering campus test scores and skill competency ratings from the student's SPR.

E. Teacher/student conferences should be held at least once per month for each student; however, if a student does not appear to be making satisfactory progress, a teacher/student conference should be held and documented on the SPR at the earliest opportunity.

F. Upon completion or withdrawal from a CTE class, a hard copy of the SGR with the student's achievement data must be submitted to the campus administrative assistant or designee for entry into the administrative computer application, reporting through the monthly achievement report process, and record retention.

G. Student Withdrawals

No later than three working days after a student is withdrawn from a class, the teacher must complete the student's SGR and submit it to the principal or designee.

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

No later than the sixth day, or fourth working day of each month, whichever is later, the campus must run an EOM process for the previous month.

1. The Monthly Achievement Report (MAR) is created via the CTE Achievements Application. The principal will abide by the same timelines as required for the EOM process.

2. The MAR details the grades of students who were withdrawn during the month.

3. Teachers must verify that all grades on the MAR match those on the SGRs.

4. The student advisor must verify the accuracy of the withdrawal codes and the Transfer Off Unit field.

5. Handwritten entries in student data fields are unacceptable.

6. If information on the MAR is incorrect or incomplete, the teacher or student advisor must correct the MAR and return it to the principal on the day of issue. The correct information must be entered in the computer and a new MAR must be generated. The corrected MAR must be returned to the principal, who will follow the procedure detailed below, for additional review. (See IV.G.8.) This process is repeated until the EOM summary is correct.

7. When the information on the MAR is reviewed and verified as correct and complete, the teacher and student advisor sign the MAR and staple the original SGRs (in corresponding order) of the students listed on the report.

8. Upon receipt of the correct, complete MAR and attached SGRs, the principal must review the document for accuracy, sign the report, and maintain it in a file in the education office.

I. Records Retention

1. CTE program records must be retained and destroyed in accordance with the Windham Record Retention Schedule and Windham Superintendent Directive 10.10, “Records Management”.

2. Student Records

   CTE student records, including all written and demonstration tests, must be retained by the teacher for three years from the date the student completed or dropped the class.

3. Accident Reports and Associated Records

   If an accident occurs, the student’s records, along with a copy of the accident report must be retained on the campus for five years after the calendar year’s end. The records should be clearly labeled to indicate that they must be retained until the calculated destruction date. If the records are not requested by Windham administration or placed on a litigation hold

before the calculated destruction date, the records should then be promptly destroyed and documented using a record disposition log.

4. MAR and SGR

   Original MARs, signed by the teacher, student advisor, and principal (with no corrections entered by hand) and original SGRs, must be retained at the campus until campus staff receive notification from the Division of Instruction to send the MAR and SGR files to the Windham Administration Warehouse.

5. Tool Checkout Logs, Tool Inventory, and Broken Hand Tool Logs must be maintained on the campus for one year.

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

7. TDLR records must be maintained for five years.

V. Windham Certificates

Students who successfully complete CTE programs receive an original certificate of completion from Windham.

A. Successful completion consists of:

   1. a written test average of 70 percent or higher; and

   2. completion of 100 percent of the competencies listed on the SPR;

B. Campuses are responsible for providing certificates. Blank certificates are available from Windham Printing and Imaging and must be stored and handled in a secure manner.

C. The Assessment, Advisement, and Records Department provides replacement CTE program certificates. (See VI. H. for information about industry certificate replacement.)

D. Windham does not award certificates for partial completion or participation.

E. Windham certificates are issued in the name under which the student is incarcerated, regardless of aliases, or names on birth certificates or other documents.

VI. Industry-Based Certificates

Industry-based certificates are available for CTE programs.

A. In coordination with the CTE department, industry certification boards authorize testing at designated sites within Windham.

B. Campus staff is responsible for:

1. contacting the CTE department for tests or answer sheets, as necessary;

2. following policies and procedures in accordance with Windham and industry certification entities;

3. developing a process to ensure that completed tests are handled in a secure manner and submitted for scoring within five working days; and

4. reporting industry-based test results to the CTE department using the assigned reporting document.

C. While on a facility, industry-based certification tests and testing software must be securely stored behind a lock and inaccessible to unauthorized persons.

D. Tests and answer sheets, as applicable, must be returned to the appropriate agency within five working days of test completion.

E. Campus staff must be vigilant against any practice or conduct that violates the security or integrity of a test.

F. Eligibility for staff to serve as test administrators is determined by rules governing each certification test.

G. Industry certificates are issued in the name under which the student is incarcerated, regardless of aliases or names on birth certificates or other documents).

H. Replacement industry certificates must be requested from the certifying agency.

VII. Shop Procedures

Windham staff must follow all provisions of AD-07.10, "Operation of Career and Technical Education Shops," located in the Departmental Policy and Operations Manual on the TDCJ Intranet (TDCJ Intranet>Manuals & Publications>Alphabetical List>Administrative Directives>AD-07.10).

A. Shop Activities

Activities conducted in CTE classrooms must be directly related to objectives of the curriculum. The shops may be used only for instruction by the assigned teacher, unless authorized by division director of Instruction or designee. A shop must remain closed and secured except during scheduled class periods.

B. Safety Compliance

1. The teacher is responsible for complying with all safety requirements related to the CTE class.

2. Safety Data Sheets must be maintained in all CTE shops in accordance with the Windham Records Retention Schedule.

3. The teacher, with guidance from principal and CTE specialist, is directly responsible for determining whether a piece of equipment is hazardous or if a hazardous process exists.

4. The teacher and principal must maintain a binder that includes the list of all hazardous equipment in the shop, a copy of each written hazardous safety test form, and demonstration form for each piece of hazardous equipment.

5. If a piece of hazardous equipment is no longer used in a class curriculum, it must be removed from the campus.

6. The principal (or designee) and unit safety officer are responsible for reviewing the teacher's classroom and shop to ensure all hazardous equipment and processes have been properly identified, and appropriate safety tests are available for each piece of hazardous equipment. Any question as to whether equipment is hazardous should be directed to CTE administrator.

    a. This review must be conducted:

        (1) annually in September to ensure that current and new equipment and processes have been identified; and

        (2) within thirty days of the start date of a new principal, CTE teacher, or unit safety officer.

    b. Documentation of this review must be maintained in the CTE shops.

7. The teacher is responsible for obtaining or developing an appropriate written safety test for each piece of hazardous equipment or each hazardous process. Teachers must use safety tests located on the Windham ShareDrive, if available. If the applicable test is not available on the ShareDrive, a teacher must develop their own.

8. The teacher is responsible for obtaining or developing an appropriate performance assessment (demonstration) that appropriately covers the safety requirements for each piece of hazardous equipment in the shop. Teachers must use a performance assessment located on the Windham ShareDrive, if available. If the applicable assessment is not available on the ShareDrive, a teacher must develop their own.

9. A teacher who develops a hazardous equipment safety test or performance assessment must submit the proposed test to the principal and CTE specialist for review and approval. The approved tests must be filed in the campus education office along with the current list of hazardous tools.

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

11. The teacher is responsible for ensuring that each student successfully passes an appropriate written safety test and performance assessment (demonstration) with a score of 100 prior to using a piece of hazardous equipment.

12. Safety tests and performance assessments for specific tools and hazardous equipment must be satisfactorily completed by the student before using the specific tools and hazardous equipment.

13. The teacher is responsible and accountable for the appropriateness and accuracy of both the written safety test and the performance assessment; in the event of an accident, tests and assessments may become evidence in an investigation or legal action.

14. If an accident occurs involving an injury, however slight, of a student or employee, Windham staff must follow the reporting and response procedures in Attachment A.

15. Written CTE Safety Tests

    a. Safety tests must be answered directly on the test itself; teachers may not use notebook paper or a bubble form as an answer sheet.

    b. Each page of a safety test is required to have a student's first and last name, TDCJ number, and date.

    c. Test scores must be recorded on each test. (This does not include module tests)

    d. Tests with students' answers must be filed in the students' records.

    e. Campus staff must be vigilant against any practice or conduct that violates the security or confidentiality of a test.

    f. Tests must be administered with the teacher present, and may not be sent to the dorms.

    g. Teachers may not allow students or teacher aides access to test answer keys.

C. Repair and Maintenance

Repair and maintenance of the CTE shop facility is the responsibility of unit maintenance as directed by the warden. Teachers are responsible for shop cleanliness and must notify the principal when repair or maintenance is required.

D. Equipment and Supplies

Shop equipment and supplies may be used only for educational purposes while the teacher is present. Employees and residents may not use the shop's equipment, tools, or supplies outside of scheduled class periods for any reason.

NOTE: With respect to a Landscape and Urban Farming class, the principal, with approval of the warden, may make an exception to this policy if watering on weekends or holidays is necessary to prevent loss of plants.

E. Teacher-Aides and Tool Clerks

1. Teacher-aides may be used to assist the teacher with instruction and hands-on demonstrations. Teacher-aides are not permitted in the tool room without the teacher present in the tool room.

2. Tool clerks must be approved and assigned by the warden

3. Tool clerks are not permitted to sign out sensitive tools.

4. Teachers may be present in the shop area rather than inside the tool room during classes. The sensitive tool cabinet must be locked at all times.

F. Class Operations

The teacher is responsible for the operations of the shop and student activities**.**

1. No student may be involved in any shop classroom activity without the consent of the teacher.

2. The teacher must be aware of the location of each student at all times.

3. The teacher must thoroughly search all equipment and materials brought into the shop to ensure no contraband exists.

4. The teacher must ensure that sensitive tools are handled in accordance with AD-03.19 and the following section, VII., G, "Tool Control," of this policy.

G. Tool Control

Windham staff must follow AD-03.19.

1. The principal and teacher must maintain an accurate and current master tool inventory list of all tools and equipment in each shop or classroom.

2. Only principals or designees may revise the master tool inventory list.

3. In accordance with AD-03.19, Windham staff must notify the warden or designee of all newly purchased or acquired sensitive tools.

4. The current copy of the master tool inventory must be provided to the warden or designee.

5. Each teacher is responsible for the inventory and inventory control. Resident teacher aides may not be given responsibility for the inventory or inventory control.

6. Based on the master tool inventory list, each teacher must inventory all tools and equipment in the shop/classroom area twice daily, including surplus tools or equipment stored for future use.

    a. This inventory must be conducted at the beginning of class and at the end of class, and documented on a separate reporting form.

    b. If the class includes two sessions, the inventory must be conducted at the beginning and end of each session.

    c. The Tool Checkout Log may not be used for this purpose.

7. If a tool is discovered missing:

    a. The teacher must provide immediate verbal notification to the principal.

    b. The principal must immediately notify the warden or designee.

    c. The teacher must prepare a written detailed report of the missing item and the circumstances of the incident including the name of the student and/or employee responsible for the loss.

    d. The written report must be submitted to the principal the same day the incident occurs.

8. Sensitive and non-sensitive tools must be stored in a locked tool room. (Refer to AD-03.19.)

9. Sensitive tools must be stored separately, secured by a lock, where residents cannot access or where there is constant staff observation.

10. All CTE classes with a tool room must use a tool board or shadow board to account for tools. (Refer to AD-03.19.)

11. Some CTE shops may have separate tool shadow boards at various workstations. The tools at these workstations must also be inventoried twice daily and secured by locks when not in use.

12. In accordance with AD-03.19, a Tool Checkout Log (AD-03.19, Attachment A) must be used to check out tools and equipment from the tool room to students. Separate tool checkout logs must be maintained for sensitive and non-sensitive tools.

NOTE: Only the CTE teacher is permitted to issue sensitive tools to students, and is required to initial the tool checkout log at the time of issuance and return of each tool.

13. Tools must be turned in at the close of each class session or upon completion of use, whichever is first. (Refer to AD-03.19.)

14. All tools must 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.)

15. If a shop is vacant, a principal or their designee must conduct a weekly tool inventory.

16. Broken Tools

    a. A tool is broken when it cannot be safely used for the purpose for which it was purchased.

    b. Repairable tools should be repaired following procedures in OP-11.08, "Control of Physical Property."

    c. If a tool is out of service, the teacher must put an indicator on the tool shadow board to communicate that the tool is being repaired or is housed in the locked storage container.

    d. When a tool is identified as broken, the teacher immediately must take the tool out of service and determine which of the following actions to take. The principal must be notified in writing of any damaged or broken tool by the end of the workday. Once notified, the principal will forward the notification to the warden.

        (1) If the teacher believes the tool can be repaired, they will notify their regional CTE specialist for instructions and further guidance.

        (2) If a tool cannot be repaired so it can be used safely, the teacher must:

            (a) log the tool in the Tool Destruction Log;

            (b) place the tool in the locked storage container. The tool must remain in the locked storage container until it is destroyed, which must occur within 30 days of being placed in the locked storage container;

            (c) update the tool shadow board. Notate on the Master Tool Inventory that the tool is in the locked storage container;

(d) destroy the tool within the Windham CTE classroom or the unit maintenance department, as appropriate;

(e) complete the Tool Destruction Log; and

(f) update the master tool inventory list.

e. Principals must follow the Windham Broken or Damaged Tool Policy (Attachment E).This plan must be given to each CTE teacher and followed to ensure documentation of chain of custody for broken hand tools.

H. Refrigerant Management Procedures

Windham complies with TDCJ Facilities Department Manual (FDM)-05.09 "Refrigerant Management Procedures." CTE teachers must follow all guidelines and requirements established in FDM-05.09 and use the attached forms. A copy of FDM-05.09 and attached forms are available on the Windham ShareDrive (INS>Public>CTE Policy References).

1. All teachers who work with refrigerants must possess EPA-approved refrigerant-recovery certification and keep a copy of their certification available at all times.

2. Technician certification is not required for students in a classroom setting; however, students must be under the direct supervision of the EPA-certified teacher when working with refrigerants in the classroom. When students receive EPA certification, the teacher must keep a copy of the certification on file.

3. Virgin Refrigerant Usage Log (FDM-05.09, Attachment A)

The teacher must 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 must be attached to the log. The teacher and the principal must sign the completed log as the contents of each numbered cylinder are exhausted.

4. Disposition Report

Evacuated refrigerant must be recovered for reuse, reclamation, or disposal. Disposition reports are completed using the process and forms in FDM-05.09.

a. 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) must be completed by

the close of business on the day of removal. The form should include the certified teacher's initials. When the contents of the recovery cylinder are exhausted, the teacher and the principal must sign and date the disposition report.

b. Contaminated

When contaminated refrigerant is recovered from a sealed system, a Refrigerant Disposition Report (Contaminated) RS-251 (FDM-05.09) must 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 must sign and date the disposition report.

5. 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 must notify the Windham Business Office for replacement instructions. Expired cylinders must be labeled: Out-of-Date; Do Not Use. An expired cylinder may not be used at any time in the recovery or storage process.

6. Violations

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

7. Refrigerant Purchases

All refrigerant purchases must be approved through the Windham Business Office, who maintains a file for tracking purposes.

VIII. Paid Projects

Class projects provide students the opportunity to learn and practice skills. Paid projects must be directly related to the class curriculum. Windham must comply with paid project policy and procedures established in detail in AD-07.10. Referenced forms are available as attachments to this policy, in AD-07.10 and/or through the Windham warehouse, unless otherwise noted.

A. Eligible Projects

1. Individuals: Windham and TDCJ employees and retirees, current members of the Texas Board of Criminal Justice, and employees of agencies contracting with TDCJ, if assigned full-time in a TDCJ unit or supervising a program operating in TDCJ;

2. Nonprofit organizations; and

3. Governmental agencies.

B. Requestors must provide all materials for projects.

C. Individual requestors must pay a $5.00 administrative "shop" fee.

D. Before a project begins, a requestor must:

1. pay the $5.00 shop fee;

2. obtain a Request for Services Form from the warden or principal;

3. complete the Request for Services Form, specifying the services requested; and

4. return the completed Request for Services Form.

E. The principal or designee reviews and signs the Request for Services Form.

F. The CTE teacher will:

1. determine if projects meet curriculum guidelines, and can deny projects that are not curriculum-related or not feasible based on the time to complete or volume of requests;

2. if the project request is accepted, determine the materials needed for the project; and

3. provide to the requestor a completed Parts Order Form.

G. The principal or designee will notify the requestor of the date and time for delivery of the project materials. If the requestor fails to deliver the project materials by the designated date, the principal determines when the project must be removed from the shop area.

H. When the requestor delivers the project materials to the shop area, a copy of the approved Request for Services Form must be given to the teacher.

I. Class projects in excess of $1,000 value require written approval from the superintendent or chief financial officer. Requests for projects in excess of $1,000 value must be submitted on the Community and Miscellaneous School Projects form, (Attachment D) also located in the ShareDrive (BUS>Public>Projects).

J. Funds for class projects, including shop fees, must 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.

IX. Projects for Sale

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. The process below must be completed before purchasing material for a project that may be sold. A project cannot be sold if this process is not followed.

A. The teacher, in consultation with the principal, must complete a project plan for each sale. The plan must include the following information using Attachment B.

1. A description of project and alignment with curriculum;

2. An itemized materials list with cost; and

3. Projected sales to include quantity and pricing.

NOTE: Prices of projects must be set to include the cost of materials.

B. The project plan must be approved by the regional principal, CTE administrator, and the department director of Instruction.

C. Upon completion, these projects, if appropriate, may be made available for sale to employees and those entities specified in AD-07.10.

D. Sales tax must be collected based on project price.

E. Refer to AD-07.10, Section VIII for additional information.

Kevin Sawnick
Division Director of Instruction
Windham School District

CTE Incident Reporting

CTE Incident Steps and When to Contact Windham Administration

Level of Incident	Step 1	Step 2	Step 3	Examples of incident
Level 1 Most serious; major injury that requires major medical	*Teacher:* Immediately following a level 1 incident, call Medical, then report the incident to the campus principal. *Principal:* Immediately after being notified of the incident, call the division director of Instruction or the department director of Instruction, then the warden of the facility to report the incident.	*Teacher:* Document all information and precise details of the incident, and take photos of injuries. Preserve all tangible material related to the incident, including equipment, tools, or anything else related to the incident. Provide all safety tests taken by the injured student. *Principal:* Notify the regional principal, CTE administrator, and OPS director of the incident.	*Principal:* Send all documentation to division director of Instruction or department director of Instruction.	Finger or hand cuts that require outside medical services. Accidents off campus with students in a state vehicle.
Level 2 Injury not requiring major medical	*Teacher:* Immediately following a level 2 incident, call Medical, then report the incident to the campus principal. *Principal:* After being notified of the incident, call the regional principal to report the incident.	*Teacher:* Document all information and precise details of the incident, and take photos of injuries. Preserve all tangible material related to the incident, including equipment, tools, or anything else related to the incident. Provide all safety tests taken by the injured student.	*Principal:* Send all documentation to regional principal and CTE Workforce Specialist.	Cut or abrasion requiring stitches. Any minor injury that is reported to medical.

Windham Career and Technical Education Class

Project Approval Form

Campus Name: _____

Class: _____

Class Project Title: _____

Class Project description and alignment to curriculum:

Materials*				**Sales***			
Description	Quantity	Unit Cost	Total Cost	Description	Quantity	Unit Price	Total Price

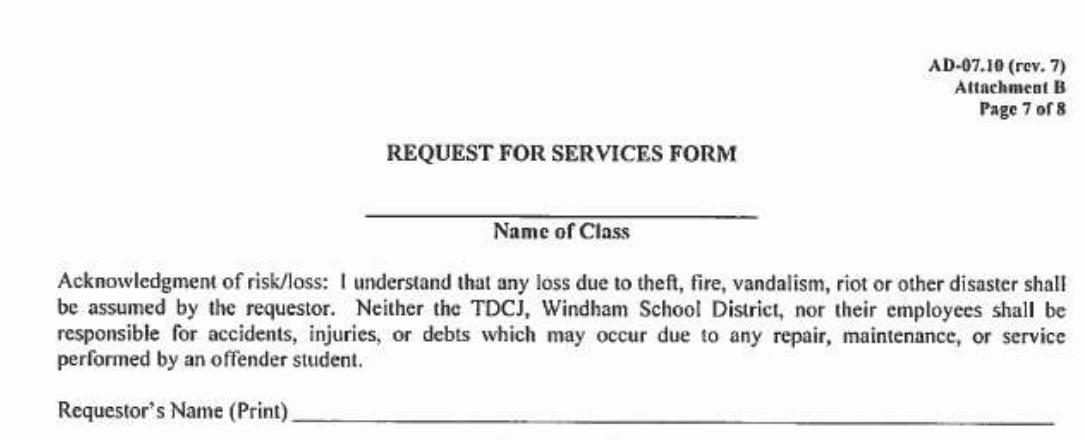
Total: **Total:**

Approvals:	Printed Name	Signature	Date
Teacher			
Principal			
Regional Principal			
CTE Administrator			
Dept Dir Instruction			

*Include attachments for additional lists of materials and sales.
Upon final approval form should be returned to the principal and a copy sent the Dep Dir Business Srvcs

Please follow the procedures below when administering the CTE shop program.

1. Process 'REQUEST FOR SERVICES FORM' (HD 91)



AD-07.10 (rev. 7)
Attachment B
Page 7 of 8

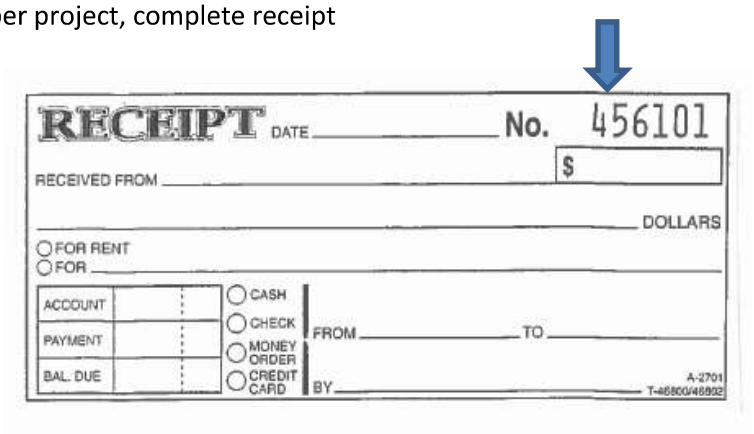
REQUEST FOR SERVICES FORM

_____
Name of Class

Acknowledgment of risk/loss: I understand that any loss due to theft, fire, vandalism, riot or other disaster shall be assumed by the requestor. Neither the TDCJ, Windham School District, nor their employees shall be responsible for accidents, injuries, or debts which may occur due to any repair, maintenance, or service performed by an offender student.

Requestor's Name (Print) _____

2. Receive $5.00 shop fee per project, complete receipt



RECEIPT DATE _____ No. 456101

RECEIVED FROM _____ $

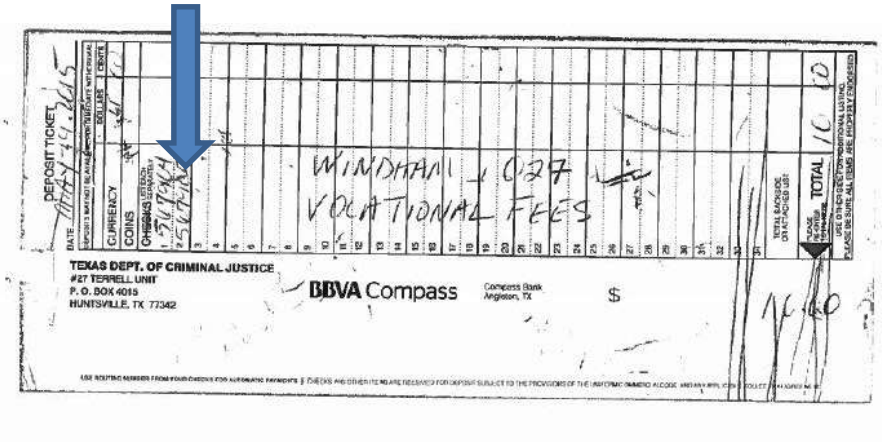
_____ DOLLARS

○ FOR RENT
○ FOR _____

ACCOUNT		○ CASH	
PAYMENT		○ CHECK	FROM _____ TO _____
BAL. DUE		○ MONEY ORDER	
		○ CREDIT CARD	BY _____

A-2701
T-46800/46802

3. Deposit $5.00 shop within three working days. Write receipt number on deposit slip.
4. Combine multiple receipts onto 1 deposit slip when possible.



DEPOSIT TICKET
DATE MAY 14, 2015
CURRENCY
COINS
CHECKS
WINDHAM 027
VOCATIONAL FEES
TOTAL 10.00
TEXAS DEPT. OF CRIMINAL JUSTICE
#27 TERRELL UNIT
P. O. BOX 4015
HUNTSVILLE, TX 77342
BBVA Compass
Compass Bank
Angleton, TX
$

Receipt # and Amount

5. Complete the weekly cash report, write unit name, unit number, deposit date and deposit amount in the upper right corner of report. Fill-in date received, receipt number, amount received. If a project sale, include the amount of tax that was paid. (HD-92 - VS-004)

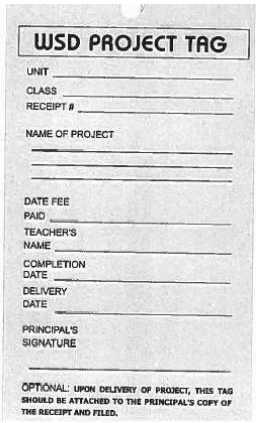
Unit Name: _____
Unit Number: _____
Deposit Date: _____
Deposit Amount: _____

Unit
Weekly Cash Report for Vocational Shops

Date Fee Received	Receipt Number	Amount($) Received	Sales Tax Where Applicable*	Type of Payment (✓)			Employee or Individual Receiving Service	Type of Vocational Shop
				Cash	Check	Money Order		

6. Send white copy of weekly cash report and yellow copy of deposit slip to the WSD Business Office

7. Assign project tag to item (HD-7102)


WSD PROJECT TAG

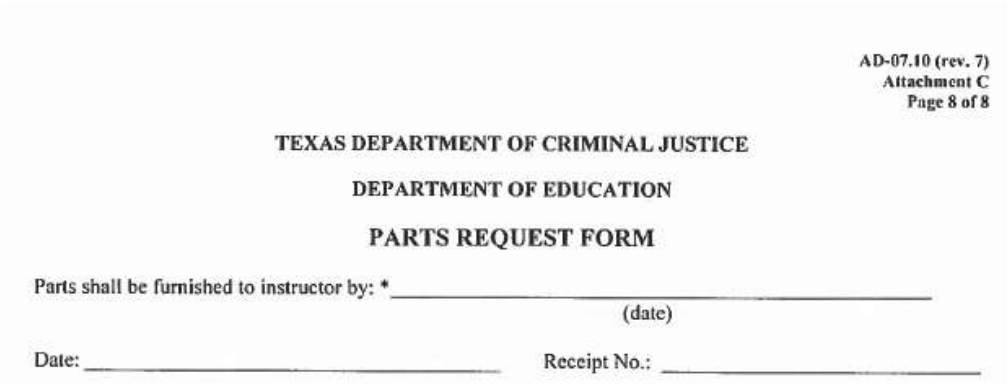
UNIT _____
CLASS _____
RECEIPT # _____

NAME OF PROJECT
_____
_____
_____

DATE FEE PAID _____
TEACHER'S NAME _____
COMPLETION DATE _____
DELIVERY DATE _____
PRINCIPAL'S SIGNATURE
_____

OPTIONAL: UPON DELIVERY OF PROJECT, THIS TAG SHOULD BE ATTACHED TO THE PRINCIPAL'S COPY OF THE RECEIPT AND FILED.

8. Have instructor fill out the Part Request Form (VS-002). Have employee bring in requested parts.


AD-07.10 (rev. 7)
Attachment C
Page 8 of 8

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

DEPARTMENT OF EDUCATION

PARTS REQUEST FORM

Parts shall be furnished to instructor by: *_____
(date)

Date: _____ Receipt No.: _____

9. Have instructor complete project

If this is a vocational sale:

1. Assign a price for the item in question. Must be inclusive of all materials used to create.
2. Receive total price for the sale (must include tax for sale items), complete receipt
3. Deposit total dollars within three working days.
4. Complete the weekly cash report. Break out the tax and the cost of the item on report.
5. Send report and copy of deposit slip, with deposit date, to WSD Business Office

Paperwork (stapled together, to be audited)

1. Project tag
2. Request for Services Form
3. Receipt of $5.00 or sale dollars
4. Deposit Slip (may include multiple items) write project number on deposit slip
5. Weekly Cash Report (may include multiple items)

Please ensure that there is a separation of duties. (Example: the person taking the $ can not make the deposit and reconcile the report)

Example:

 # 1

TDCJ-INSTITUTIONAL DIVISION
DEPARTMENT OF EDUCATION

567904

REQUEST FOR SERVICES FORM

WELDING
(class)

Acknowledgments of risk/loss: I understand that any loss due to theft, fire, vandalism, riot or other disaster will be assumed by me/my department. Neither TDCJ-ID, the Windham School District nor its employees will be responsible for accidents, injuries or debts which may occur due to any repair, maintenance and/or services performed by a student.

Requestor's Name Print: RODOLFO DIAZ

Requestor's Signature: Rodolfo Beans Jr. Date: 5-13-15

Title: Sgt.

Unit Assigned: R3 Duty Phone: 3311 Home Phone:

Work Schedule: 8:00 To: 5pm Date Job Received:

Services Requested (Be Specific): Weld 3 fire rims, stacked to form a outdoor stove, [redacted]

Note: If the requested parts and/or supplies are not delivered to the Vocational Instructor within ten (10) days, the project will be removed from the shop and returned only with the approval of the principal. The principal has the discretion to extend this time.

5/13/15 Date $ 5.00 Shop Fee Received — Not Applicable

Smith, Counselor — Principal or Designee/Date

J Perry 5/13/15 — Approval of Instructor / Date

FOR SHOP USE ONLY

Skills in curriculum guide for which this job applies: Basic Metal Prep, Oxy-fuel Cutting, Beads + Fillet Welds

Name / TDCJ-ID # of students working on projects:

Fine, M. 1864962 — Fernandez, C 1639763

McCarthy, D. 1682416

Date Parts list received by Requestor.

Parts and / or Supplies needed if any:

Nature of work being done:

Date Job Completed 7-27-15 Date Received by Requestor 7-29-15

WHITE - UNIT COPY YELLOW - CUSTOMER'S COPY PINK - INSTRUCTOR'S COPY

HD 9 (VS-001) Revised 08/95

 # 2

RECEIPT DATE 5-13-15 No.

RECEIVED FROM: Rodolfo Diaz $ 5.00

Five and 00/100 DOLLARS

FOR RENT
FOR Welds 3 fire rims - [redacted]

ACCOUNT	500
PAYMENT	500
BAL DUE	0

CASH
CHECK
MONEY ORDER
CREDIT CARD

FROM _____ TO _____

BY

#4

C.T. Tepner S 027
$ 10.00
5-14-15

Unit

Weekly Cash Report for Vocational Shops

Date Fee Received	Receipt Number	Amount($) Received	Sales Tax Where Applicable*	Type of Payment (✓) Cash	Check	Money Order	Employee or Individual Receiving Service	Type of Vocational Shop
5-14-15	547964	5.00	N/A	✓			Rodolfo Diaz	WELDING
5-14-15	547965	5.00	N/A	✓			Mauro Garcia	WELDING

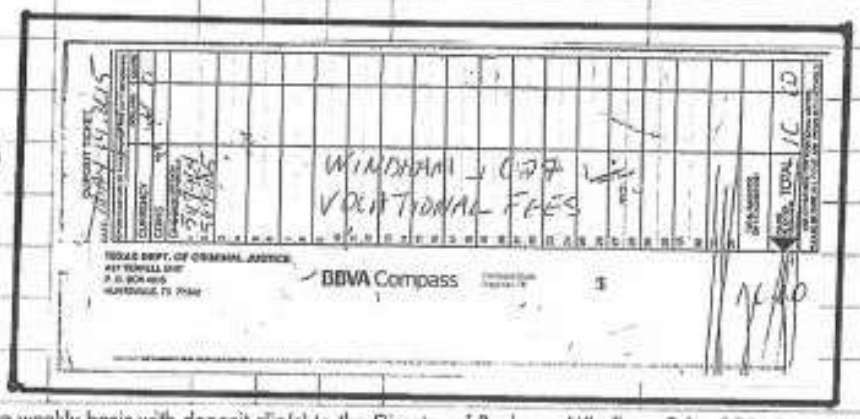
#3

WINDHAM S 027
VOCATIONAL FEES

TEXAS DEPT. OF CRIMINAL JUSTICE
#47 TOWELL UNIT
P.O. BOX 4015
HUNTSVILLE, TX 77342

BBVA Compass

$ 10.00

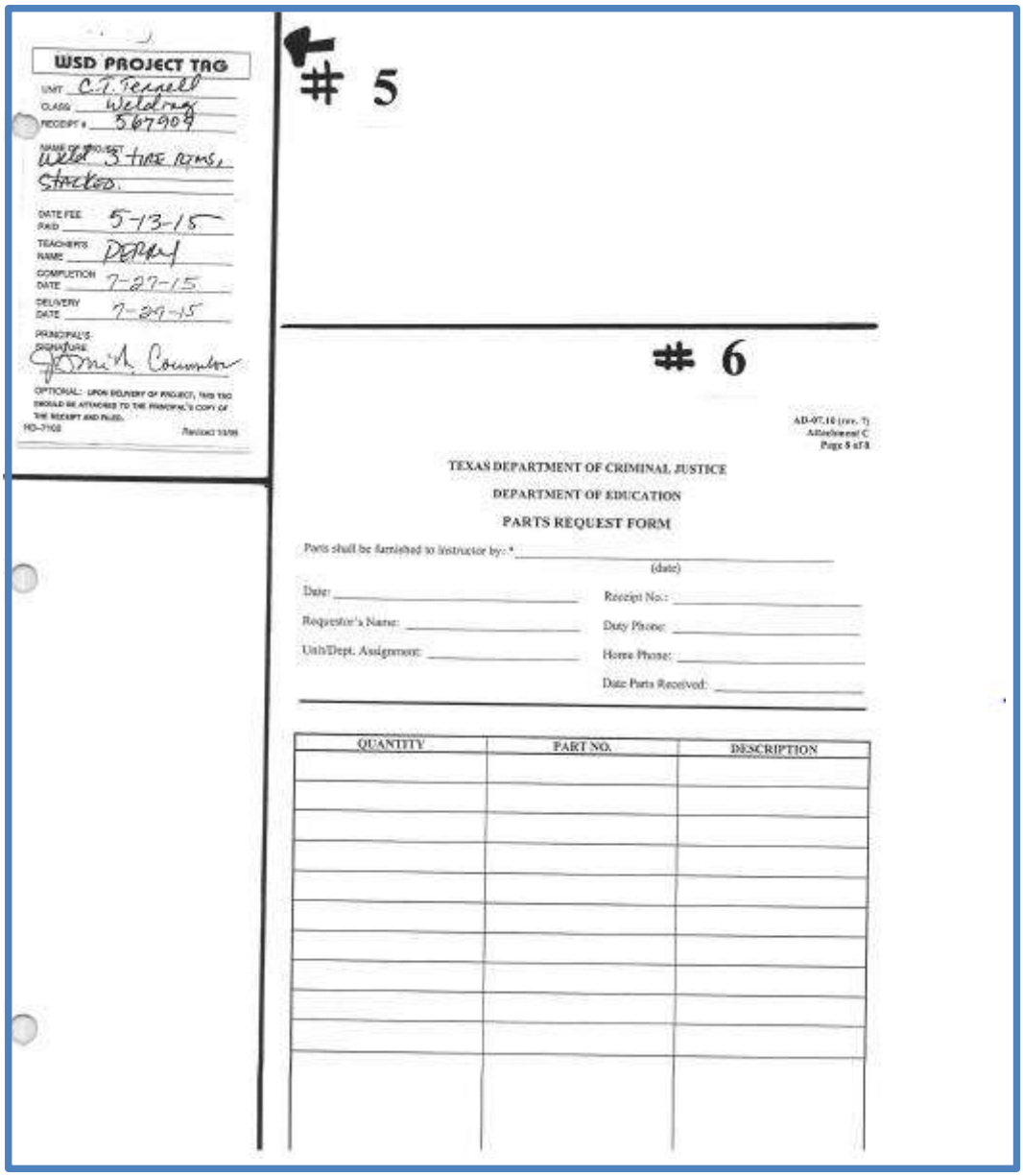


This report should be submitted on a weekly basis with deposit slip(s) to the Director of Business, Windham School District

C. Wood
Authorized Signature

HD-92 (VS-004) (12/97) Distribution: White & Pink – Business Office * Yellow – Unit

* Items produced in a vocational shop/class are subject to sales tax. (Except Floriculture.)



WSD PROJECT TAG

UNIT C.T. Terrell

CLASS Welding

RECEIPT # 567909

NAME OF PROJECT Weld 3 tire rims, stacker.

DATE FEE PAID 5-13-15

TEACHER'S NAME [illegible]

COMPLETION DATE 7-27-15

DELIVERY DATE 7-29-15

PRINCIPAL'S SIGNATURE [signature]

OPTIONAL: UPON DELIVERY OF PROJECT, THIS TAG SHOULD BE ATTACHED TO THE PRINCIPAL'S COPY OF THE RECEIPT AND FILED.

HO-7108 Revised 10/98

5

6

AD-07.16 (rev. 7)
Attachment C
Page 5 of 8

TEXAS DEPARTMENT OF CRIMINAL JUSTICE

DEPARTMENT OF EDUCATION

PARTS REQUEST FORM

Parts shall be furnished to instructor by: * _____ (date)

Date: _____ Receipt No.: _____

Requestor's Name: _____ Duty Phone: _____

Unit/Dept. Assignment: _____ Home Phone: _____

Date Parts Received: _____

QUANTITY	PART NO.	DESCRIPTION

COMMUNITY AND MISCELLANEOUS SCHOOL PROJECTS

NAME OF PROJECT:

_____

PROJECT REQUESTED BY:

_____

DESCRIPTION OF PROJECT:

_____

VOCATIONAL CLASS RESPONSIBLE:

_____

PURPOSE/USE:

_____

ESTIMATED VALUE OF PROJECT: _____

a) fair market value
of similar item in the free market place
b) fair market value of materials

ESTIMATED NUMBER OF STUDENTS INVOLVED: _____

ESTIMATED DURATION OF PROJECT: _____

_____ _____
Teacher Signature DATE

_____ _____
Principal or Department Head Signature DATE

Windham School District and Postsecondary Programs Broken or Damaged Tool Policy

1. Log the Tool

The Career and Technical Education (CTE) teacher or postsecondary instructor will log the tool in the Tool Destruction Log.

2. Secure the Tool

Place the tool in the locked storage container. The tool remains in the locked storage container until destroyed. Destruction of the tool must take place within 30 days.

3. Update Records

The same day that the tool is removed from service, staff must update the shadow board and notate on the Master Tool Inventory that the tool is in the locked storage container.

4. Notify Principal

The teacher will notify the principal in writing on the same day that the tool is removed from service via an Inter-Office Communication or email. The principal will notify the warden. The principal will sign the notification and return to the teacher to file.

5. Transfer and Destruction

Tools may be destroyed either in a Windham CTE classroom or in the unit Maintenance department as necessary. Tool destruction requires at least two people – one who witnesses the destruction and one who destroys the tool.

A destroyed tool must be removed from classroom use and properly disposed of through unit or Windham scrap or trash procedures.

Upon destruction and disposal, the Tool Destruction Log will be completed. The log will be signed by the person who approved the tool to be destroyed, the person who destroys the tool and the person who witnesses the destruction. A resident cannot destroy or witness the tool being destroyed. A resident is not permitted to sign the Tool Destruction Log.

The principal will receive a copy of the signed Tool Destruction Log.

WINDHAM SCHOOL DISTRICT SENSITIVE TOOLS MASTER LIST

This Windham Sensitive Master Tools List applies only to the Education department, including higher education programs. Staff will follow AD 03.19 for tools located outside the Education department.

- Any Power Tool w/ Blade, Disc, Cutter, etc. Attached
- Any Pliers that have a Cutting Edge or Ability to Cut Metal
- Any Tool Designed to Cut Metal (Box, Cast, Coax, Conduit, Crimper w/ Blade, Diagonal Cutters, etc.)
- Arc Gouger
- Axes
- Bar Breaker, Crow Bar, Pry Bar, etc. (over 24")
- Bolt Cutter
- Butcher Steel
- Cable Slicer
- Chain/Rope Hoist
- Chains, Extension Cords, Air Hoses, Garden Hoses, Rope, Oxygen & Acetylene Hoses, Welding Leads (Greater than 6')
- Come-a-Long
- Cutting Torches
- Diagonal Wire Cutter
- Dremel Kit
- End Cut Nippers
- Glass Scraper
- Hacksaw w/ Blade
- Hatchets
- Ice Chisel
- Key Code Cutter
- Knives w/ Blades (Boning Knife, Bread Knife, Butcher Knife, Chef Knife, Cook Knife/Pipe Knife, French Knife, Hoof Knife, Linoleum Knife, Paring Knife, Skiving Knife, Utility Knife, etc.)
- Ladders (Greater than 2')
- Lopping Shears
- Machete
- Meat/Vegetable Slicer
- Metal Cutting Chisels
- Metal Cutting Shears
- Metal Files
- Pipe Cutter
- Pizza Cutter
- Pruning Shears
- Pry Bar
- Ratchet Tie Downs
- Retractable Life Line Over 6'
- Roaching Shear
- Safety Harness
- Scaffolding
- Scaffolding w/ Accs
- Scalpels
- Scissors
- Scratch Awl
- Security Bits (Tamper Proof)
- Setting Block
- Sharpening Stone
- Skiving Knife
- Striker w/ Flint
- Telecommunications Connectivity Case w/ Tools
- Tile Snips
- Tie Downs
- Tubing Cutter
- Utility Knife
- Wire Puller, Fish Tape
- Wire Strippers

WINDHAM SCHOOL DISTRICT
SENSITIVE CONSUMABLES MASTER LIST

This Windham Sensitive Master Tools List applies only to the Education department, including higher education programs. Staff will follow AD 03.19 for tools located outside the Education department.

Brazing Rods
Can Opener Blades
Carbide Blade
Chain Saw Chain
Chop Saw Blade
Circular Saw Blade
Culinary Cutting Blades
Cutting/Grinding Disk and Wheels
Cutting Torch Tip
Dado Saw Blade
Diamond Miter Saw Blade
Filler Rods
Hack Saw Blade
Hand-Held Angle Blade
Jigsaw Blade
Lighters
Mannequin Heads

Meat Saw Blade
Needles
Plainer Wood Hand-Held Blade Discs and Wheels
Power Tool Blades
Razors (Non-Shaving)
Reciprocating Saw Blade
Round Knife Blade
Round Rat Tail File
Soldering Iron Tips
Striker Flints
Titan Razor Scraper w/ Blade
Torch Tips
Welding Rods
Wire Cup Brushes & Wheels
Wire Rope Chokers
X-Acto Knife Blades