



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

CTE TRAINING RELATED WORK PERFORMED FOR CUSTOMERS	Section	Programs and Services
	Number	4.7
	Effective Date	05-01-16
	Revision Date	07-01-16
	Revision No.	1
	Approval:	<i>Jack C. Egan</i>

1.0. PURPOSE:

Often Career and Technical Education (CTE) is enhanced by providing a “Simulated Workplace” culture within the CTE classroom. The WV Schools of Diversion and Transition (WVSDT) provide this activity while allowing for reasonable recovery of costs associated with providing employees of the State of West Virginia the benefits of students employing their newly learned skills and for the improvement of such programs.

2.0 APPLICABILITY:

This operational procedure will apply to all Diversion and Transition Programs that have a CTE program.

3.0 POLICY STATEMENT:

It is the policy of the WVSDT to incorporate practical work experiences into the CTE training programs wherever these experiences can enhance a student’s proficiency in an identified, work-related CSO. In order to make these practical work experiences available to students at a minimal cost to WVSDT, WVDE and maintain a system of accepting appropriate requests for services and products (live work/training related experiences) from employees of West Virginia and other qualified customers.

4.0 DEFINITIONS:

- 4.1 “Simulated Workplace” refers to a classroom culture that ensures all students are college and career ready, as a result of exposure to high quality business and industry learning environments.
- 4.2 “Customer” in this policy is any person working for the state government, local and county government or non-profit organizations requesting a service or purchasing items from CTE education shops within WVSDT schools.
- 4.3 “Service” is CTE training-related work requests, including but not limited to the refurbishment of a customer-owned item or the production of a new item for said customer.
- 4.4 “CTE Training-Related Work” is work that is performed by inmate students as part of their educational experience and that provide the student with skills to complete CSO’s for the CTE program.

5.0 PROCEDURES:

- 5.1 The customer reads and completes the Training-Related Work Request Form (see attached).

- 5.2** When the customer has completed and signed the form and has been reviewed by the principal/lead teacher, the procedures listed below are followed:
- a. The original form (white copy) is sent to the CTE coordinator at the WVSDT central office.
 - b. The yellow copy is attached to the customer's payment and sent in to the coordinator of finance at WVSDT.
 - c. The pink copy is retained for the principal/lead teacher's records.
 - d. The gold copy is retained by the customer.

- 5.3** The principal/lead teacher is responsible for ensuring that each customer agrees to the following:

- a. The customer assumes the responsibility of removing materials that may be considered contraband from their vehicle or the item to be serviced, prior to its entrance into state property. The customer also assumes the responsibility of proving ownership of the item brought in for repair or services.
- b. The work or services performed are for training purposes only and must be appropriate for the class activities at the time they are to be performed. WVSDT does not provide services on demand of the customer. Tips, gratuities, and labor charges are never paid to the instructors or students. The customer provides all of the repair parts and supplies needed for the work or services prior to the work being performed. WVSDT charges a fee according to the size of project being performed. Projects are categorized as small, medium, and large, and assigned price values accordingly. The fees collected are used to cover the cost of consumable supplies used in the performance of the work or service.
- c. The customer understands that projects are based on availability and no definite time frame can be placed on the customer's receipt of the item.
- d. The customer understands that the sale of projects is only for West Virginia residents and cannot be used for resale.
- e. The customer agrees and understands that the WVSDT, the WVDE, its administrators, instructors, and students, the Division of Corrections and the Department of Juvenile Justice assume no responsibility for injury of damage to persons or property that results from training-related work or services requested by a customer. All work and services provided by CTE training related; therefore, the time required to perform the service and the quality of work is not guaranteed.

- 5.4** Principals/lead teachers are directed to review this policy and forms with all CTE instructors.

- 6.0** **AUTHORITY:**
Superintendent of WV Schools of Diversion and Transition.