



WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

BUSINESS AND INDUSTRY INVOLVEMENT	Section	Organization and Management
	Number	2.10
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	Revision No.	1
	Approval:	<i>Jack C. Allen</i>

1.0. **PURPOSE:**

To establish procedures for business and industry involvement in Diversion and Transition Programs. Business and industry involvement is essential for advising the WV Schools of Diversion and Transition and faculty education programs on: (a) current trends in the labor market and the outlooks for occupational areas; (b) the identification of viable occupational training areas; (c) the need for establishing new programs, revising programs or abolishing programs; (d) the development of long range and annual plans for career/technical education; (e) the adequacy of curricula/course content, instructional methods and technology and equipment necessary to train students to enter the job market and (f) the effectiveness of programs.

2.0 **APPLICABILITY:**

Procedures are applicable to all Diversion and Transition Programs in juvenile and adult state facilities.

3.0 **POLICY STATEMENT:**

WV Schools of Diversion and Transition (WVSDT) shall establish and maintain a statewide Vocational Advisory Committee and separate facility Vocational Advisory Committees at all facilities with career and technical education programs.

4.0 **DEFINITIONS:**

None.

5.0 **PROCEDURES:**

- 5.1 The WVSDT shall establish and maintain a state-wide Vocational Education Advisory for Diversion and Transition Programs. The committee shall meet at least annually and will provide recommendations to the WVSDT. The Coordinator of Career and Technical Education will organize the committee and serve as chairperson. Minutes of each meeting will be kept and distributed to all facilities.
- 5.2 Each Diversion and Transition Program shall establish and maintain a local advisory committee. It is the responsibility of the facility principal/lead teacher to insure that the committee is established and maintained. The committee shall meet at least annually. The minutes of the meeting will be kept on file in the principal's/lead teacher's office.
- 5.3 The recommendations of the vocational advisory committees shall be considered and followed when feasible based on facility regulations and budgetary issues.

- 5.4 All Career and Technical Education programs participating in Simulated Workplace shall create a classroom environment which emulates an actual business and allows students to gain authentic work experience.
- 5.5 Simulated Workplace participation shall include yearly, on-site Business and Industry evaluations to assure that each program is providing high-quality instruction that addresses the changing needs of Business and Industry.

6.0 **AUTHORITY**

- 6.1 State Board of Education Policy 1471: *Regulations for Adult Diversion and Transition Programs, Section 5, Implementation Procedures.*
- 6.2 State Board of Education Policy 2520.13: *West Virginia College- and Career-Readiness Programs of Study/Standards for Career and Technical Education.*