

|  |  |                   |
|--|--|-------------------|
| <b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>  | Transmittal #<br>17-8  | Policy #<br>13.33 |
| Applicability:<br><input type="checkbox"/> All DJJ Staff<br><input type="checkbox"/> Administration<br><input type="checkbox"/> Community Services<br><input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs) | Related Standards & References:<br>O.C.G.A. §20-4-37<br>ACA Standards: 3-JDF-4B-09, 3-JDF-5C-03, 3-JDF-5C-04-3, 3-JDF-5C-04, 3-JDF-5C-04-4, 3-JDF-5C-04-5, 3-JDF-5C-04-6, 3-JDF-5C-07, 3-JDF-5C-04-8, 4-JCF-4B-05, 4-JCF-5D-01, 02, 04, 06, 08, 11<br>DJJ 3.80, 7.30, 7.31 |                   |
| Chapter 13: EDUCATION  | Effective Date: 10/5/17<br>Scheduled Review Date: 10/5/18  |                   |
| Subject: Career, Technical, and Agricultural Education (CTAE)  | New Policy<br>Office of Education  |                   |
| Attachments:<br><br>None   | APPROVED:<br><br><br><hr/> Avery Niles, Commissioner   |                   |

## I. POLICY:

The Department of Juvenile Justice-Georgia Preparatory Academy (DJJ-GPA) will provide educational opportunities in the area of Career, Technical, and Agricultural Education (CTAE) for students to prepare them for reentry into their community and increase their marketability in the workforce.

## II. DEFINITIONS:

**ACCUPLACER:** A placement test to determine a student's knowledge of math, reading and writing used as an entrance examination for a Technical College's Technical Certificate of Credit (TCC) programs. The test is a requirement to be awarded the TCC.

**Career Pathway:** Georgia Department of Education approved career training programs defined as a coherent sequence of rigorous courses that may lead to an industry recognized certificate.

**Career Pathway Completer:** A student who successfully completes the prescribed sequence of courses in a pathway.

**Dual Enrollment:** A program through which high school students take courses from a postsecondary institution while still enrolled as high school students and receive credit both at the high school and at the postsecondary institution.

**Individual Graduation Plan (IGP):** A six year plan that focuses on academic, personal and career planning. The plan is designed for use with all middle and high school students.

**Industry Recognized Credential:** An education and work-related credential that verifies an individual's qualification or competence issued by a third party with the relevant authority to

| Chapter   | Subject | Policy # | Page   |
|-----------|---------|----------|--------|
| EDUCATION | CTAE    | 13.33    | 2 of 4 |

issue such credentials (U.S. Department of Labor, 2010). The term credential encompasses educational certificates, degrees, certifications, and government-issued licenses.

**Safety Data Sheet (SDS):** The document prepared by manufacturers that contains the chemical name and common name of the hazardous material, the hazards or other risk in the use of the hazardous material (i.e., fire, explosion, reactivity, acute/chronic health effects, and primary route of entry and symptoms of overexposure), safety precautions in the use of or exposure to the hazardous material, emergency treatment in the case of over-exposure, emergency procedures for spills, fire, disposal and first aid, the year and month the information was compiled, and the name, address, and phone number of the manufacturer.

**Personal Protective Equipment (PPE):** Gear worn to minimize exposure to serious workplace injuries and illnesses.

**Technical Certificate of Credit (TCC):** Short term certificate programs designed to provide training in specific occupational areas. TCC's are awarded by colleges in the Technical College System of Georgia.

**THE BRIDGE LAW (Building Resourceful Individuals to Develop Georgia's Economy):** This law is to ensure that Georgia's 6th - 12th grade students are made aware of available college and career options.

### III. PROCEDURES:

#### A. CTAE Programs:

1. An Individual Graduation Plan (IGP) in addition to an Education Transition Plan will be completed to determine career pathways for students. The Professional School Counselor at each YDC will assist students in identifying Career Pathways by providing middle and high school students with career counseling and regularly scheduled advisement to identify a focused plan of study (THE BRIDGE LAW). Sixth, seventh, and eighth grade students must be provided counseling, regularly scheduled advisement, career awareness, career interest inventories, information to assist students in evaluating their academic skills and career interest.
2. Some DJJ-GPA schools have affiliations with local technical colleges where high school students are dually enrolled. These students earn high school and college credit simultaneously. GED and Graduation Education Program (GEP) students earn college credit(s).
3. Students interested in post-secondary options will prepare for and be administered the ACCUPLACER by DJJ-GPA staff. The GEP Instructor or Designee will prepare students for the ACCUPLACER.

| Chapter   | Subject | Policy # | Page   |
|-----------|---------|----------|--------|
| EDUCATION | CTAE    | 13.33    | 3 of 4 |

4. High school students will receive Carnegie units for successful completion of high school CTAE courses. Upon completion of set state prescribed CTAE courses in a program of study (Career Pathway), high school students will be declared “pathway completers.” Dually enrolled high school students, while progressing through a career pathway, will simultaneously earn college credit in pursuit of an industry recognized credential. CTAE students who are not in high school (those who have earned a GED or high school diploma) will work toward attaining a Technical Certificate of Credit (TCC) and not earn Carnegie Units of Credit.
5. Middle school students may earn high school credit in a CTAE class taught by a teacher with an in-field Professional Standards Commission certificate. Middle school students cannot be enrolled as college students.
6. TCCs will only be awarded to students who have a high school diploma or GED unless approved by the Technical College.
7. Students who attend CTAE labs will be required to wear Personal Protective Equipment to include; fully enclosed shoes (no shower shoes), goggles and hearing protection when necessary. Failure to wear PPE will result in the student being denied access to the lab.
8. CTAE instructors will submit lesson plans to the Principal/Lead teacher weekly.
9. The CTAE Director will determine the courses to be taught at each school with the approval of the Associate School Superintendent.

B. Tools:

1. All students checking out a tool or chemical in a CTAE class will be required to sign out the tool and/or chemical and sign the tool and /or chemical back in. Students will use the DJJ 7.30 Attachment A, Tool Accountability Log. Teachers will sign as the “Area Supervisor.”
2. Principals will monitor the Tool Accountability Log weekly. The Tool Accountability Log will be reviewed by the Regional Principal and CTAE Director during each monitoring visit.
3. CTAE instructors will follow DJJ 7.30, Tool Control and DJJ 7.31, Control of Hazardous Materials. CTAE instructors violating policy, employed by DJJ will be subject to DJJ 3.80, Employee Progressive Discipline process. CTAE instructors employed by the technical college will be referred immediately to their employer for discipline.
4. In the event a tool is lost or missing, CTAE Instructors will follow DJJ 7.30, Tool Control.

| Chapter   | Subject | Policy # | Page   |
|-----------|---------|----------|--------|
| EDUCATION | CTAE    | 13.33    | 4 of 4 |

5. Youth will never be allowed to use of antifreeze, lye, poisons, pesticides, undiluted caustic materials, or undiluted toxic materials. Only when necessary, due to educational/vocational program, usage of equipment and supplies directly associated with the program will be permitted under the direct supervision of program instructor (e.g., culinary program, cosmetology, etc.).
6. CTAE instructors must have applicable SDS available in the lab.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: YES**