

JULY 14, 2020



Planning Guide for CTE 2020-21

CAREER AND TECHNICAL EDUCATION
YISLETA INDEPENDENT SCHOOL DISTRICT

Career and Technical Education Plan

Reset, Reimagine, and Respond: Reentry Plan for Fall 2020

Career and Technical Education (CTE) programs provide students with an opportunity to enter and complete postsecondary education by preparing them for the rigor and the expectations of higher education. Through initiatives such as Programs of Study, Dual Credit, OnRamps, and T-STEM and P-TECH Early College High Schools, CTE programs are at the forefront of education, ensuring that more students transition to tertiary education and are prepared for success.

CTE will ensure that students are prepared for the workforce and/or have the necessary skills to pursue postsecondary and career preparation programs. Every CTE student will participate in innovative and engaging learning experiences that incorporate college, career and workplace readiness skills.

CTE Data

Through the new A-F Accountability system, CTE accounts for **40%** of the College, Career and Military Readiness (CCMR) indicator. In the area of College Readiness, we are positively impacting the Dual Credit and OnRamps course completion rates through CTE-aligned courses, and the CTE Pathways are aligned with the Texas Higher Education Coordinating Board's 60x30 TX initiative, which includes the completion of postsecondary education and the preparation of a skilled and dynamic workforce.

In the area of Career Readiness, we are providing ample opportunities for students to earn industry certification and/or gain admission into postsecondary industry certification programs. In addition, we are "closing the gaps" by serving all students while addressing the needs of special populations.

Endorsement Programs

Ysleta ISD's CTE programs are aligned with Texas State standards, including Achieve Texas Programs of Study and the House Bill 5 Endorsements; and the content is aligned with challenging academic standards and relevant technical knowledge and skills.

The House Bill 5 Endorsements include Arts and Humanities, Business and Industry, Multi-Disciplinary, Public Services, and STEM (Science, Technology, Engineering and Math).

PLAN OF ACTION SUMMARY

In order to continue supporting our students, teachers and staff during Online Learning, the CTE Department has developed an instructional action plan.

First, the CTE Department will meet with various groups of instructors and administrators (based on content area) to discuss concerns and gather input from these stakeholders, including needed resources and professional development. Training will be provided based on stakeholder input, and will be held before and during Job-Alike to ensure instructors are prepared to continue teaching remotely at the start of the 2020-21 school year.

CTE is in the process of procuring equipment and software to support student Online Learning. Many students have been issued Chromebooks. However, some of our certification programs, which are part of CCMR and our accountability system, cannot run on Chromebooks. As a result, we must purchase entry-level laptops for students to borrow and use at home during Online Learning.

In addition, some of our specialized programs – Architecture/Civil Engineering, Cybersecurity, Gaming and Animation, and Advanced Audio/Video Production – require higher-end laptops that are able to support advanced software systems (AutoCad, Unity, Adobe Premier, other industry-level software), as they require faster processors and larger storage capacity and memory.

CTE programs will adhere to Middle and High School Academics protocols to assist campuses in continuing the educational process for students during Online Learning. Programs of Study and courses will be provided based on TEA guidelines and requirements. As such, TEA has determined all CTE courses can be provided **through remote instruction or a combination of remote and on-campus instruction.**

The list of CTE courses that may require a portion of the course to be completed on-campus has been created as a recommendation to assist LEAs with planning on-campus time for students during periods of online-only instruction. The courses included on the list require specialized equipment, direct supervision of hands-on activities, and/or specific materials and technology. LEAs may determine the appropriate amount of on-campus instruction needed to meet TEKS and award course credit. LEAs may decide additional CTE courses need on-campus instruction and have the flexibility to make the determination based on student need and available resources.

According to this statement, all CTE courses may be offered in Online Learning model if needed.

CTE Curriculum Requirements	Plan of Action
<p>Per TEA: Districts must inform parents and students of any CTE courses that require them to be on-campus to complete labs and/or hands-on learning in order to receive credit.</p>	<p>TEA On-Campus Course Recommendation Automotive Technology I Automotive Technology II Basic Collision Repair and Refinishing Collision Repair Cosmetology I Cosmetology I/Cosmetology I Lab Cosmetology II Cosmetology II/Cosmetology II Lab Diesel Equipment Technology I Diesel Equipment Technology II Disaster Response Emergency Medical Technician - Basic Firefighter I Firefighter II Health Science Theory Health Science Clinical Introduction to Welding Practicum in Culinary Arts I Practicum in Culinary Arts II Practicum in Health Science I Practicum in Health Science II Practicum in Transportation Systems I Practicum in Transportation Systems II Robotics I Robotics II Welding I Welding II</p> <p>Department On-Campus Recommendations Business Information Management I and II Foundations of Cybersecurity Foundations of Energy Practicum in Agriculture - Vet-Tech Practicum in Architecture I and II Practicum in Audio Video I and II Practicum in Culinary Arts I and II Practicum in Education I and II</p>

	<p>Practicum in Graphic Design and Illustration I and II Practicum in Information Technology I and II Practicum in Manufacturing - Welding I and II Practicum in Marketing I and II Practicum in STEM I and II Project-Based Research - Fire Tech I and II Project-Based Research - Video Game Design Project-Based Research - LVN I and II</p>
<p>Transportation for the Career Center and Health Professions Practicum courses</p>	<p>There is no specific number of students related to bus transportation. CTE will follow guidelines from the district and Centers for Disease Control (CDC). TEA recommends students use hand sanitizer upon boarding, open windows if possible, and buses should be cleaned after each trip. Face masks will be required on buses because of space limitations may inhibit social distancing.</p>
<p>CTE Dual Credit Courses</p>	<p>Students who take classes at El Paso Community College (EPCC), either online or face-to-face, students will follow EPCC guidelines. Transportation may or may not be available through the district. In Fall 2020, all EPCC courses will be online.</p>
<p>The 240-minute requirement meets ADA for attendance funding, but not the period-by-period requirement for credit (90/10 rule) nor the daily minute requirement for CTE funding.</p>	<p>CTE teachers will add online resources to meet contact hours and instructional requirements. Ysleta ISD - CTE Connect www.yisd.net/cte</p>
<p>Work-Based Business and Marketing Practicums</p>	<p>For students participating in a paid/non-paid practicum, the instructional setting will be hybrid – regular class may be online, and remaining hours will be completed at the place of employment. The decision for the practicum site is between the employer, student, and parent, in compliance with CDC guidelines, as long as the student’s health and safety are a priority. If the site is healthcare-related, we will refrain from contact until cleared by district and site personnel. If the practicum is attached to a Dual Credit course, we will follow EPCC/CDC protocols to meet instructional compliance.</p>
<p>All CTE teachers will report to campus even if they are Online Learning teachers.</p>	<p>Work with CTE instructors to identify curriculum and technology equipment to teach online. Purchase swivel cameras so teachers can mainstream instruction while teaching face-to-face.</p>
<p>TEA requires districts to offer three or more CTE courses for four or more credits with at least one advanced course aligned with a specified number of TEA-designated programs of study.</p>	<p>Implement new programs of study for each campus to align with TEA requirements. Career Center and Health Professions Courses are being created in the eSchool Plus system.</p>
<p>CTE Virtual Job-Alike</p>	<p>TBD Instructional resources and student certifications</p>

PLEASE NOTE: The details in this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.

CTE Options

At the beginning of the 2020-2021 school year, CTE course offerings will be available in all learning environments, with more limited course offerings in the Ysleta ISD Virtual Academy.

Classroom Learning Model

CTE will follow all Ysleta ISD school opening procedures with additional safety precautions and protocols in all of its courses:

- We will follow district and state protocols regarding social distancing, safety procedures, and sanitizing surfaces and materials.
- If necessary, additional supplies will be purchased to prevent the sharing of materials.
- Parent permission forms will be updated.
- Interactions with internship mentors will be guided by both YISD protocols and participating mentor institutions.
- Some course requirements may be adjusted to ensure adherence to the necessary safety protocols from Ysleta ISD or other governing bodies.

School Closure

During a school closure, CTE will follow all Ysleta ISD protocols, and CTE courses will move to an Online Learning model. If one or more high school campuses are closed, the Career Center may remain open if it is determined there was no exposure at the Career Center. Students enrolled at a high school campus that closed due to a safety concern will not participate in Career Center courses in a face-to-face Classroom Learning model, and will need to access their lessons temporarily through our online platforms.

- Adjustments will be made to the curriculum so the transition to Online Learning is streamlined.
- Parent permission forms will be updated.
- Interactions with mentors will be guided by both YISD protocols and participating mentor institutions.
- Teachers and students will have the tools they need to be successful in this learning environment. Some course content may be adjusted to accommodate for software and hardware issues. To the greatest extent possible, electronic access to learning materials and platforms, including a district-issued Chromebook for home use, will be made available if needed.

Online Learning Model

For students who participate in Online Learning, there will be a limited number of CTE courses available online. However, high school students have the option to take in-person CTE courses at their home campus/Career Center while taking non-CTE courses online.

The following courses will be developed and taught in Canvas or Google Classroom by an Ysleta ISD CTE teacher in an online format:

Online CTE Courses

TEA On-Campus Course Recommendation

Automotive Technology I	Diesel Equipment Technology II	Practicum in Culinary Arts II
Automotive Technology II	Disaster Response	Practicum in Health Science I
Basic Collision Repair and Refinishing	Emergency Medical Technician - Basic	Practicum in Health Science II
Collision Repair	Firefighter I	Practicum in Transportation Systems I
Cosmetology I	Firefighter II	Practicum in Transportation Systems II
Cosmetology I/Cosmetology I Lab	Health Science Theory	Robotics I
Cosmetology II	Health Science Clinical	Robotics II
Cosmetology II/Cosmetology II Lab	Introduction to Welding	Welding I
Diesel Equipment Technology I	Practicum in Culinary Arts I	Welding II

- Teachers and students will have the tools they need to be successful in this learning environment. Some course content may be adjusted to accommodate for software or hardware issues. To the greatest extent possible, electronic access to learning materials and platforms, including a district-issued Chromebook for home use, will be made available if needed.
- A guaranteed and viable curriculum is outlined in the YISD curriculum documents, which are aligned with the Texas Essential Knowledge Skills (TEKS).

Career Center Classroom Safety Protocols

It is our primary goal to ensure students have a safe learning environment. At the Career Center and in CTE classrooms, specialized equipment may be used. Based on guidelines from the industry, TEA, CDC, and Ysleta ISD, CTE teachers will follow updated safety procedures, and students will be taught and expected to follow the procedures. As safety guidelines continue to change depending on the nature of the public health situation, we will continue to monitor and adjust as needed.

Work-Based Learning/Internships

Some CTE courses require a student internship, or require students to participate in learning activities at a worksite. Due to the current public health situation, some internships or worksites may not allow students on site. If students are unable to complete an internship or work hours, alternative options will be provided to complete their Ysleta ISD coursework. However, it may not be possible to complete some industry certifications

without the required internship or work experience hours. If students are allowed to participate in an internship or off-site work experience, students and parents/guardians will be required to complete additional documentation to allow student participation. Students will be required to follow the safety protocols utilized by the internship site.

Culinary Arts

The Culinary Arts program will follow the CDC, TEA, and Texas Restaurant Association guidelines to ensure proper food handling safety and kitchen safety.

Kitchen

In addition to safety protocols utilized in every Ysleta ISD classroom, the Culinary department will follow these additional guidelines:

- Practice safety protocols during food preparation – gloves, masks, etc.
- Take temperatures of students working in the kitchen.
- Add extra spacing between workstations.
- Use disposable items when available.
- Practice mandatory stops throughout class to wash hands, sanitize, and disinfect.
- Use stainless steel utensils and food preparation equipment when available.
- Sanitize all equipment with 185° degree-sanitizing setting on the dishwasher.

Restaurant

When open, the restaurant will:

- Follow guidelines published by the [Texas Restaurant Association](#).
- Require patrons to sanitize hands before entering the restaurant.
- Require students to sanitize hands between interactions with customers, and wear masks and gloves.
- Space tables 6 feet apart.
- Limit reservations.
- Seat a maximum of five patrons at each table.
- Regularly and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, and chairs.
- Disinfect any items that come into contact with customers.
- Clean and disinfect the area used for dining (table, etc.) after each group of customers departs, including the disinfecting of tables and chairs.
- Use disposable menus.
- Use disposable items when available (pre-packaged utensils, plastic cups, paper napkins, pre-packaged salt/pepper packets).

School Store

When open, the school store will:

- Limit number of students in the school store to five at a time.
- Request store patrons practice social distancing, keeping 6 feet away from each other.
- Disinfect surface areas between customers.
- Practice safety protocols while stocking and running school store – gloves, masks, etc.
- Consider using a safety partition at the cashier area.

Shop Classes (Auto Tech, Body Shop, Welding, etc.)

In addition to the safety protocols utilized in every Ysleta ISD classroom, the Shop Classes will follow these additional guidelines:

- Practice safety protocols while working in shop – gloves (required for shop work), masks, etc.
- One student at a time working at each workstation (tool).
- Disinfect surface areas between students.

Career Center Arrival & Dismissal

Arrival Procedures

- Doors open at 7:30 a.m.
- Students will enter the building at designated entrances close to their classrooms.
- Students will remain socially-distanced in the hallways and common spaces.
- Students will sanitize hands upon entry.
- Hand sanitizer stations will be created at each designated entrance.
- All students will be directed to their first period classroom.
- Additional bus drop-off points may be designated.

Dismissal Procedures

- Students will be dismissed in a manner to minimize hallway interactions and student capacity.
- Students should avoid congregating in the parking lot.

Parent Pick Up & Drop Off:

- Parents picking up student(s) will need to call ahead. Upon arrival, the parent should notify the campus by phone.
- The student(s) will walk out to the parent.
- Parents will drop off students without exiting cars.
- Non-essential visitors and volunteers will not be allowed on campus.

Meals

- Students will be provided with lunch if classes span into lunchtime.
- Areas will be designated for students to eat lunch in a socially-distanced manner.
- Lunch areas will be sanitized between lunches.

Parent/Guardian Communication Plan

- Information will be provided to all parents/guardians outlining the arrival/d dismissal plan and safety measures that will be in place.
- Parents will be updated regularly on any changes in protocol.

Guidance Documents & Resources

[CDC Considerations for Schools](#)

[Texas Restaurant Safety Guidelines](#)

[Ysleta ISD CTE Website](#)