



Career & Technology Half Day Programs

2018-2019 Handbook

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(956) 514-4259 FAX: (956) 565-1767 <http://www.stisd.net>

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Program Profile

The South Texas Independent School District (STISD) Half-Day Career and Technology Program is a partnership between STISD and other school districts in the Rio Grande Valley region of Texas that began in August 1996.

The programs are open to students with special needs in grades 9* through 12 who elect to pursue a certificate in a career field as well as academic preparation for college.

These career and technology courses are designed for students who are serious about gaining new skills and knowledge through applied minds-on/hands-on learning. The classes are designed for career bound and college (post-secondary) bound students and are an extension of their high school schedule. These classes count toward graduation as any other high school class. Classroom theory and instruction, extensive labs, shop projects and community-based activities combine to give students real life experience in career interests.

Through the program, students can take the majority of their academic classes at their home high schools and take career and technology classes at STISD high schools. All students are challenged to prepare today for tomorrow. The schools are located in the Rio Grande Valley in Brownsville and Mercedes, Texas. Each school offers at least one program:

- **Med High: Nursing Assistant;**
- **Med Academy: Culinary Arts and Patient Care Assistant**
- **SciTech: Automotive Technology and Welding Technology.**

Purpose

The purpose of the Half-Day Career and Technology Programs is to educate students with special needs in a real work environment so they gain a marketable edge in the workforce. Further, students gain the confidence they need to continue their education after high school. Graduates of the program have solid technical and social skills.

State of the art technology used in technology and industry is taught in all program areas. Students have received regional, state, and national recognition for skill and leadership performance. Together, students, parents, and teachers set high expectations for students to achieve academically, technically, and socially.

***9th graders are permitted in some of the programs if it does not jeopardize graduation plan. Please check on this with half-day program supervisor.**

Mission Statement

The mission of our Half Day Career and Technology Program, which offers students with special needs in grades 9* through 12, the opportunity to prepare for both the world of work and post-secondary education, is to provide high quality career education and training programs through holistic teaching and learning.

Why STISD Half - Day Career and Technology Program?

For the special needs student, opportunities for CATE classes may or may not be available at their home campus. The student would consider STISD Half- Day Program when the following occurs:

1. Student chooses a CATE program that is not available at his/her campus.
2. Student does not meet prerequisites for the CATE program at his/her campus.
3. Student does not get into the CATE program at home high school because of limited space.
4. Student needs a smaller student-teacher ratio for more individual attention and hands-on experience than a large class setting would provide.
5. Student needs extended time to master hands-on skills. With a small student-teacher ratio, the student is able to practice on skills until mastered. The course is paced to his/her needs.
6. Student seeks certification that is not available at home campus.

Application Process

1. Home high school representatives contact STISD Career & Technology Office for campus tours of half-day programs for students and staff or presentations for students at their home high school. School districts, parents, and students are always welcome to visit STISD. Call 956-514-4259 to schedule a visit.
2. Students that are interested in these programs are required to tour the campus of their interest and complete an application. Student and parent can arrange this visit by home high school or individually.
3. Students return the applications to the home high school representatives.
4. Home high school representatives make copies of the school records that are listed on the last page of the application to complete the application packets.
5. Contact STISD Career & Technology office for arranging pick up of applications.
6. STISD Career and Technology Department and Half-Day program staff review applications. After the review, the Career & Technology Department contacts the home high school with the status.
7. STISD Career and Technology department contacts home high schools to set up initial ARD meetings for incoming students.

***9th graders are permitted in some of the programs if it does not jeopardize graduation plan. Please check on this with half-day program supervisor/counselor.**

Available online resource for home high school staff and students will be set up by Fall 2018:

http://www.stisd.net/departments/career_technology_half-day_programs

Half-Day Program Sequence for Med Academy (Culinary Arts)

Endorsement: Public Service

Specialization: Culinary Arts

Core Subject: English

Performance Acknowledgement Opportunities:

National Restaurant Association Certifications in the following areas:

- ServSafe Food Protection Manager Certification
- ServSafe Food Handlers Certification

Membership Opportunity: Skills USA

Competition Opportunity: Skills USA Competitions

Grades: 10-12*

Total credits per year: 4

Time: Morning or afternoon

***9th graders are permitted in this program if it does not jeopardize graduation plan. Please check with half-day programs' supervisor.**

1 st Year	2 nd Year	3 rd Year
<p>Introduction to Culinary Arts State # 13022550 <i>1 Credit</i></p> <p style="text-align: center;"><i>and</i></p> <p>Culinary Arts State # 13022600 <i>2 Credits</i></p>	<p>Advanced Culinary Arts State # 13022650 <i>2 Credits</i></p> <p style="text-align: center;"><i>and</i></p> <p>Food Science State # 1302300 <i>1 Credits</i></p>	<p>Practicum in Culinary Arts/Extended Practicum in Culinary Arts State # 13022705 <i>3 Credits</i></p>
Core Subject: English	Core Subject: English	Core Subject: English

Half-Day Program Sequence for Med Academy (Patient Care Assistant)

Endorsement: Public Service
Specialization: Health Sciences
Core Subject: English
Performance Acknowledgement Opportunity: Patient Care Assistant National Certification
Membership Opportunity: HOSA
Competition Opportunity: HOSA competitions

Grades: 10-12*
Total credits/year: 4
Time: Morning or afternoon

Time: First year students will be in the afternoon and second and third year students will be in the morning.

***9th graders are permitted in this program if this does not jeopardize their graduation plan. Please check with the half-day programs supervisor.**

1st Year	2 nd Year	3 rd Year
Health Professional Skills (State Course Name: Principles of Health Science) State # 13020200 <i>1 credit</i> <i>and</i> Medical Terminology State # 13020300 <i>1 credits</i> <i>and</i> Human Growth Development State # 13014300 <i>1 credits</i>	Health Science Theory/Health Science Clinical State # 13020410 <i>2 credits</i> <i>and</i> Anatomy & Physiology State # 13020600 <i>1 credit</i>	Practicum in Health Sci. State # 13020505 <i>3 credits</i> <i>and</i> Pathophysiology State #13020800 <i>1 credit</i>
Core Subject: English	Core Subject: English	Core Subject: English

Half-Day Program Sequence for Med High (Nursing Assistant)

Endorsement: Public Service
Specialization: Health Sciences
Core Subject: Social Studies
Performance Acknowledgement Opportunity: Certified Nursing Assistant License for Texas
Membership Opportunity: HOSA
Competition Opportunity: HOSA Competitions

Grades: 10-12*
Total credits per year: 4
Time: Morning or afternoon

Time: First and second year students will be in the afternoon and third year students will be in the morning.

*9th graders are permitted in this program if it does not jeopardize graduation plan. Please check with half-day programs' supervisor.

1 st Year	2 nd Year	3 rd Year
Principles of Health Science State # 13020200 <i>1 Credit</i> <i>and</i> Medical Terminology State#13020300 <i>1 Credit</i> <i>and</i> Anatomy & Physiology State # 13020600 <i>1 Credit</i>	Health Science Theory/Health Science Clinical State # 13020410 <i>2 Credits</i> <i>and</i> Pathophysiology State #13020800 <i>1 Credit</i>	Practicum in Health Science/Extended Practicum in Health Science State # 13020505 <i>3 Credits</i>
Core Subjects: Social Studies	Core Subjects: Social Studies	Core Subjects: Social Studies

Half-Day Program Sequence for Science Academy (Automotive Technology)

Endorsement: Business & Industry
Specialization: Automotive Technology
Core Subject: English or Math

Grades: 9-12
Total credits per year: 4
Time: Morning or afternoon

Performance Acknowledgement Opportunities:

National Institute for Automotive Service Excellence (ASE) Certifications in the following 9 areas:

- Suspension and Steering
- Brakes Certification
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train and Axles
- Heating and Air Conditioning
- Maintenance and Light Repair

Valvoline Vo-Tech Motor Oil Certification
S/P 2

- Automotive Service Safety
- Automotive Service Pollution Prevention

Membership Opportunity: Skills USA

Competition Opportunity: Skills USA Competitions

1 st Year	2 nd Year	3 rd Year	4 th Year
Automotive Technology I: Maintenance Repair State # 13039600 <i>2 Credits</i> <i>and</i> Small Engine Technology State # 13040000 <i>1 credit</i>	Automotive Technology II: Automotive Service/Advanced Transportation Systems Lab State # 13039710 <i>3 Credits</i>	Practicum in Transportation Systems/Extended Practicum in Transportation Systems State # 13040455 <i>3 Credits</i>	Practicum in Distribution & Logistics/Extended Practicum in Distribution and Logistics State # 13040475 <i>3 Credits</i>
Core Subject: English or Math	Core Subject: English or Math	Core Subject: English or Math	Core Subject: English or Math

Half-Day Program Sequence for Science Academy (Welding)

Endorsement: Business & Industry

Grades: 9-12

Specialization: Welding

Total credits per year: 4

Core Subject: English or Math

Time: Morning or afternoon

Performance Acknowledgement Opportunities:

American Welding Society Certifications in the following areas:

- Shielded Metal Arc Welding 1G
- Shielded Metal Arc Welding 2G
- Shielded Metal Arc Welding 3G
- Shielded Metal Arc Welding 4G
- Gas Metal Arc Welding 1G
- Gas Metal Arc Welding 2G
- Gas Metal Arc Welding 3G
- Gas Metal Arc Welding 4G
- FluxCore Arc Weld
- Arc Plug Weld

Membership Opportunity: Skills USA

Competition Opportunity: Skills USA Competitions, Rio Grande Livestock Show

1 st Year	2 nd Year	3 rd Year	4 th Year
Principles of Manufacturing State # 13032200 <i>1 Credit</i> <i>and</i> Welding I State # 13032300 <i>2 Credits</i>	Welding II/ Welding II Lab State # 13032410 <i>3 Credits</i>	Practicum in Manufacturing/ Extended Practicum in Manufacturing State # 13033005 <i>3 Credits</i>	Practicum in Manufacturing/ Extended Practicum in Manufacturing State # 13033015 <i>3 Credits</i>
<i>Core Subject: English or Math</i>	<i>Core Subject: English or Math</i>	<i>Core Subject: English or Math</i>	<i>Core Subject: English or Math</i>

STISD Half-Day Programs Options for HB 5 Graduates

Graduation Plan: Foundation Foundation w/Endorsement Foundation w/Endorsement Distinguished

Endorsement Selected: Business and Industry Public Services

Career Pathway(s)/Specialization Area(s): _____

Foundation HS Program (FHSP)- 22 Credits

English Language Arts - 4 Credits

- English I
- English II
- English III
- Adv. English _____

Mathematics - 3 Credits

- Algebra I
- Geometry
- Adv. Math _____

Social Studies - 3 Credits

- World Geography or World History
- US History
- Government
- Economics

Science - 3 Credits

- Biology
- IPC or Adv. Sci. _____
- Additional Adv. Sci. _____

Foreign Language or Substitute - 2 Credits

(*Substitution Information on next page.)

- Year 1 _____
- Year 2 _____

Fine Arts - 1 Credit

- _____

Physical Education - 1 Credit

- Physical Education _____

Electives - 5 Credits

- Elective 1 _____
- Elective 2 _____
- Elective 3 _____
- Elective 4 _____
(CTE Elective 1 for Endorsement)
- Elective 5 _____
(CTE Elective 2 for Endorsement)

Endorsements - 26 Credits @ STISD HD Programs

Business and Industry

- Additional 4th Math _____
- Additional 4th Science _____
- Elective 1 _____
(Included as elective for FHSP)
- Elective 2 _____
(Included as elective for FHSP)
- Elective 3 _____
- Elective 4 _____
(4 or more credits in a coherent sequence including at least 2 courses from same cluster and one advanced that is 3rd or higher in sequence, and the final course must be from one of the following clusters: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, Audio/Video, Technology & Communications; Business Management & Administration; Finance; Hospitality & Tourism; Information Technology; Manufacturing; Marketing; Transportation, Distribution & Logistics CTE Career Cluster)

Public Services

- Additional 4th Math _____
- Additional 4th Science _____
- Elective 1 _____
(Included as elective for FHSP)
- Elective 2 _____
(Included as elective for FHSP)
- Elective 3 _____
- Elective 4 _____
(4 or more credits in a coherent sequence including at least 2 courses from same cluster and one advanced that is 3rd or higher in sequence, and the final course must be from one of the following clusters: Education, Health Science, Human Services, and Law & Public Safety)

Distinguished - Eligible for top 10% Automatic Admission

- Algebra II
(must be one of the student's math credits)

Performance Acknowledgments

- 12 hrs of Dual Credit Courses w/3.0 or higher or Associate Degree
- AP score of 3 or higher
- IB score of 4 or higher
- Outstanding Performance on PLAN, PSAT, SAT, or ACT
- Bilingualism and bi-literacy
- National or International License or Certification

State Testing

STAAR EOC Checklist

- English I
- English II
- Algebra I
- US History
- Biology

College Readiness

- Algebra II
- English III
- TSI

This form guides the home high school counselor and student on planning the course sequence for HB 5 Endorsements with STISD Career & Technology Half-Day Programs, which has 2 endorsements at this time. The Business & Industry Endorsement Specialties @ STISD HD Programs are Transportation, Distribution, & Logistics (Automotive Technology), Manufacturing (Welding), Culinary Arts, and Information Technology (Technology Applications). The Public Services Endorsement Specialties @ STISD are Certified Nursing Assistant and Patient Care.

Substitutions for FHSP Graduation Requirements

Student Name: _____ Student ID: _____
Campus: _____ District: _____

Language Other Than English (LOTE) Substitution

Student has completed one credit (1.0) of LOTE and is unlikely to be able to complete the second credit of the same LOTE and will substitute another appropriate credit as follows:

- o World History Studies or World Geography Studies (circle) Service ID: _____
- o Level I of Another LOTE: _____ Service ID: _____
- o Special Topics in Language and Culture Service ID: _____
- o Computer Programming Languages Service ID: _____

Signature of LOTE I Teacher & Date

Student is identified as Special Education or 504, and the student will substitute the second credit in LOTE with one of the options listed above.

Signature of Educational Diag./504 Coordinator & Date

Date of Committee Meeting

Student is identified as Special Education or 504 and, who due to a disability, is unable to complete two credits (2.0) in the same language in LOTE,

will substitute a combination of two credits (2.0) as follows:

- o English/Language Arts, Mathematics, Science, or Social Studies: 1) _____ 2) _____
- o CTE or Technical Applications: 1) _____ 2) _____

Signature of Educational Diag./504 Coordinator & Date

Date of Committee Meeting

TAC Ch. 19 §74.12 (B) (C) (D)

Physical Education (PE) Substitution

Student is unable to participate in physical activity due to disability or illness and will substitute an academic elective credit for the physical education credit (1.0) as follows:

- o English/Language Arts: _____ Service ID: _____
- o Mathematics: _____ Service ID: _____
- o Science: _____ Service ID: _____
- o Social Studies: _____ Service ID: _____

Signature of Educational Diag./504/RTI Coordinator & Date

Date of Committee Meeting

TAC Ch. 19 §74.12 (6) (G)

4th Science for Arts and Humanities Endorsement Substitution

Student is pursuing an Arts and Humanities Endorsement and is making the request to substitute a course for the 4th science as follows:

- o English/Language Arts: _____ Service ID: _____
- o Social Studies: _____ Service ID: _____
- o LOTE: _____ Service ID: _____
- o Fine Arts: _____ Service ID: _____

TAC Ch. 19 §74.13 (e) (5) (FF) pursuant to the TEC, §28.025(c-3)

Supporting Signatures for Substitution (** Verify college admission requirements have been researched)

Signature of Student & Date

Signature of Parent/Guardian & Date

Signature of School Principal/Designee & Date

Signature of School Counselor & Date

WHITE – Cum Folder PINK – Counselor Folder YELLOW – Parent/Guardian BLUE – ARD/504 Folder

CONFIDENTIAL

Memorandum of Understanding Half-Day Student 2018-2019

This letter serves as an assurance of an organized, coordinated effort in half-day instruction for students from the home district. To prevent dual student records in the TSDS PEIMS submission the following is understood:

Student Name		Social Security or State Assigned Number	
Date of Birth	Date of Enrollment		Referring ARD Meeting Date
Name of Home District		Name of STISD Campus Attending	

It shall be the responsibility of the home school district to report the half-day student in the TSDS PEIMS submission(s). The home district shall order and administer all state testing required for the student. It shall be the responsibility of the home district to apply for and receive sums paid by the State of Texas for Average Daily Attendance (ADA) and by the federal government under any and all applicable statutes.

South Texas ISD shall attend the applicable ARD meeting(s) for the student, participate in the development of the IEP, and implement the instruction outlined in the IEP for the career and technology course(s) and academic course(s) agreed to in the ARD meeting. South Texas ISD shall report in a timely manner the student's attendance and grades to the home district for inclusion in the TSDS PEIMS data.

There shall be no fee to the home district for this half-day service. South Texas ISD provides this half-day service as their commitment to special education students. Admission into this half-day program is limited by instructional personnel and space available in the instructional programs as determined by South Texas ISD.

Administrator for Home District

Date

South Texas ISD Half-Day Programs Supervisor

Date

Copies to the following:
Home District TSDS PEIMS Coordinator
Home District Special Education Director
Home District Campus
ARD File

South Texas ISD TSDS PEIMS Coordinator
South Texas ISD Deputy Superintendent
South Texas ISD Campus

Frequently Asked Questions

- 1. How does the home high school report the half-day student in the PEIMS submission(s)?**

The student's home high school schedule should include the courses taken at the STISD half-day program on their computer system so all funds (state and federal) will be sent to the home district, including the weighted Career & Technology courses. STISD does not claim the Half-Day student on PEIMS.
- 2. How do the home high schools receive attendance and grade information?**

Progress reports and attendance are emailed to home campus and home district office every three weeks. If district office needs more frequent reports, contact Career & Technology Supervisor for options on this. The half-day programs supervisor contacts the home campus to confirm that the correct staff members receive this information and that prior emails are being received.

The home campus PEIMS officer and STISD Career & Technology Office work very closely on this. If a student is having excessive absences on either campus or both, direct contact is done to monitor the situation and share information on the student's situation in order to remedy the problem. An ARD meeting may be requested by either campus to help this concern.

The home high school's attendance committee determines loss of credit for excessive absences and/or make up hours to regain the credit for all courses, including STISD courses.
- 3. Where does the student take their state exams?**

The student takes the state exams at their home high schools.
- 4. How does the student get to STISD?**

The student is picked up and dropped off at the home high school by STISD school bus.
- 5. How do the IEP's for the STISD courses get to the Special Services department and/or diagnostician?**

The STISD Career & Technology Half-Day Supervisor attends the ARD meetings at the home high school for the half-day student. STISD staff develops the IEP's for the courses taken at STISD. The supervisor turns them in at the ARD meeting along with current progress reports, grades, and attendance.
- 6. Does the home high school include certification and competition information on their reports?**

Yes, all student accomplishments are reported and credited by the home high school.
- 7. What happens when a half-day student has a discipline referral?**

The campus in which the referral was done handles the referral. The campus administrator contacts the student's parents/guardians. The Half-Day Programs Supervisor contacts the home high school. Communication is needed when the discipline concern may affect the safety of the student or others. A manifestation ARD meeting may be called if needed. The Supervisor of the Career & Technology Half-Day Program will attend and bring information concerning the student's current status.
- 8. Who are the contact persons at STISD for the half-day programs?**

The Supervisor of the Half-Day Programs is the contact person. Along with the administrative assistant, they respond to phone calls and emails from all parties from the home districts.

STISD Career & Technology Half-Day Program's Contact Information

Career & Technology Half-Day Program Supervisor:
Cynthia De La Garza-Gonzales cynthia.delagarza@stisd.net

Career & Technology Half-Day Program Assistant:
Hilda Lopez hilda.lopez@stisd.net

**Address: 100 Med High Drive
Mercedes, TX 78570**

Phone: 956-514-4259

Fax: 956-565-1767

**South Texas Independent School District
Public Notification of Nondiscrimination in
Career and Technology Education Programs/
La Notificación Pública de la Falta de Discriminación en los
Programas de Educación de la Carrera y la Tecnología**

1. South Texas Independent School District offers Career and Technology Education Programs in Industrial and Engineering Technology, Business and Marketing, Health Science Technology; Human Development; Technology Education; Management and Services; Consumer Family Education; Trade and Industrial Education; and Arts, Communication and Media. Please refer to the South Texas ISD campus course sequences for details.
2. It is the policy of South Texas ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its Career and Technology Education Programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. It is the policy of South Texas ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. South Texas ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and Career and Technology Education programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator and the Section 504 Coordinator, Dr. Marla M. Guerra, at 100 Med High Drive, Mercedes, TX 78570, 956-565-2454.

1. Sur del Distrito Escolar Independiente de Texas ofrecen Formación y Programas de Educación en Tecnología Industrial y Tecnología de Ingeniería, Negocios y Marketing, Tecnología de Ciencias de la Salud; Desarrollo Humano; Educación Tecnológica; Administración y Servicios; Educación Familiar del Consumidor; Comercio y Educación Industrial; y Artes, Comunicación y Medios de Comunicación. Por favor refiérase a las secuencias de los cursos del campus del Distrito Escolar Independiente del Sur de Texas para los detalles.
2. Es la política de South Texas ISD no discrimina en base a raza, color, origen nacional, sexo o discapacidad en su carrera y programas de educación técnica, servicios, o actividades como lo requieren el Título VI del Acta de Derechos Civiles de 1964, en su versión modificada; Título IX de las Enmiendas de Educación de 1972; y la Sección 504 del Acta de Rehabilitación de 1973, según enmendada.
3. Es la política de South Texas ISD no discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, o edad, en sus procedimientos de empleo, tal como lo requiere el Título VI del Acta de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas de Educación de 1972; la Ley de Discriminación por Edad de 1975, según enmendada; y la Sección 504 del Acta de Rehabilitación de 1973, según enmendada.
4. South Texas ISD tomará medidas para asegurar que la falta de conocimientos del idioma inglés no sea una barrera para la admisión y participación en todos los programas educativos y de Carrera y Tecnología Educación.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX y el Coordinador de la Sección 504, la Dra. Marla M. Guerra, a 100 Med High Drive, Mercedes, TX 78570, 956-565-2454.