

## ***PROTOCOLS***

The Simulated Workplace environment (WVBOE Policy 2520.13) is governed by a set of protocols to assure consistency and quality in the local implementation of the concept. These protocols include the following requirements.

### ***CTE programs will:***

- 1) Transform the classroom environment into a replicated company.
- 2) Utilize time clocks or some other form of formal attendance recording process.
- 3) Develop/Adhere to the county developed Random Drug Testing Policy and test a minimum of 40% of all students enrolled in a Simulated Workplace classroom.
- 4) Conduct an application and interview process for enrolling students.
- 5) Develop a company name and procedures manual.
- 6) Ensure all students receive quality safety training.
- 7) Conduct 5-10 minute company meetings (daily or weekly).
- 8) Submit data reports developed by students and instructor.
- 9) Establish work teams and an organizational system wherein students rotate throughout teams.
- 10) Integrate the 5S Continuous Quality Improvement principles.
- 11) Participate in Business and Industry yearly onsite evaluations.
- 12) Utilize a portfolio system for students to document learning, credentials earned, projects completed and other pertinent evidence.

