

# THE SCHOOL DISTRICT OF PHILADELPHIA

No. 115

Section: 100 Programs

Title: Career and Technical Education

Adopted: October 19, 2017

Revised:

## 115 CAREER AND TECHNICAL EDUCATION

### Purpose

**The Board of Education (“Board”) recognizes that every student needs to have the core academic knowledge and opportunity of experience that will prepare them for post-secondary success. The purpose of this policy is to set guidelines for the delivery of Career and Technical Education (“CTE”) programs so that all students in the District have access to highest quality instruction in CTE to prepare them for entry into careers that require specialized training. The School Reform Commission shall provide a program of career and technical education in order to:**~~[1][2][3][4][5]~~ **Prepare students for employment as in-demand workers in high-skilled, family-sustaining wage, as defined by Pennsylvania Department of Labor and Industry, and high-priority/emerging occupations Prepare students for enrollment in postsecondary education programs. Assist students with awareness of career pathways, by providing students comprehensive informational and experiential opportunities to become informed decision-makers. Ensure that all students, regardless of age, race, color, religion, sex, sexual orientation, disability or special needs have access to career and technical education programs. The transition plans for students with IEPs are connected with their career and technical education program.**

### Authority

**As required by the Public School Code, the Board shall establish a program of CTE in order to:** ~~[1][2][3][4][5][6]~~

- 1. Prepare students for in-demand careers in high-skilled, high-priority/emerging occupations, earning a family-sustaining wage, as defined by Pennsylvania Department of Labor and Industry.**
- 2. Prepare students for enrollment in postsecondary education programs.**
- 3. Assist students with awareness of career pathways, by providing students comprehensive informational and experiential opportunities to become informed decision-makers.**
- 4. Ensure that all students, regardless of age, race, color, religion, sex, sexual orientation, primary language, disability, or special needs have access to CTE**

**programs. The transition plans for students with Individualized Education Programs (“IEPs”) are connected with their CTE program.**

### **Delegation of Responsibility**

**The Board directs the Superintendent or their designee, through the Office of Academic Supports, to develop administrative procedures to implement this policy.**

### **Mandatory Regulatory Procedures**

In order to provide students with a ~~Career and technical education~~ CTE program, the Superintendent, or **their** ~~his~~ designee, shall establish and maintain career and technical instruction in ~~d~~District high schools and participate in a program of career development. [2][4][5]~~[6]~~[7][8]

The Superintendent, or **their** designee, shall ~~ensure that all~~ **inform** students and parents/guardians ~~are informed~~, via publication and outreach (e.g., school visits, school visits to middle schools, print, online, school fairs, school selection, **LeGare**), of ~~the~~ students’ right to participate in ~~Career and technical education~~ CTE programs and courses and that **eligible** students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations. [5]~~[6]~~[8][9][10][11][12]

~~Career and technical education~~ CTE programs shall consist of a series of planned academic and ~~vocational-technical education~~ courses that are integrated into and articulated throughout the curriculum of ~~d~~District schools. [4][5]~~[12]~~[13][14]

~~Career and technical education~~ CTE programs shall be **aligned to industry- and state-based** standards-based; prepare students for obtainment of licensure, ~~or~~ industry skills certification, **and/or** Pennsylvania Skills Certificate **through successful completion of the NOCTI**, as required; ~~provide extended classroom experience; instruct students in safety practices and accident prevention;~~ and meet minimum time requirements. [5]~~[12]~~[13]~~[14]~~[15]

~~Career and technical education courses must include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment, and assessment of student competencies based upon performance standards. Student records shall include the results of the assessment of student competencies.~~ [5][15]

In order to maintain **state-approved** CTE programming of ~~Career and technical education~~, the Superintendent, or ~~his~~ **their** designees, shall:

1. Approve the content, organization, and assessment standards of all ~~technical~~ CTE courses. [5][16]
2. Approve the placement of students in work-based learning programs and supervise the nature and conduct of their employment. [5][12]~~[16]~~[17][18]
3. Operate programs in compliance with applicable laws and regulations governing ~~Career and technical education~~ CTE. [5]~~[12]~~[13][19][20]

4. Employ and supervise certified ~~d~~District **administrative and teaching** staff ~~teaching Career and technical education for CTE programs courses~~. Such personnel shall be responsible for keeping up with the **certifications**, technology, **industry best practices and skills**, and standards of their professional areas. ~~{19}{20}{21}{22}{23}~~
5. Provide ~~adequate~~ **industry-aligned** facilities, equipment, and resource materials. ~~{22}{23}{24}{24}{25}~~
6. Establish appropriate local and occupational advisory committees to advise the **Board SRC**, administration, and staff concerning the aspects of the ~~Career and technical education~~ **CTE** program delegated to each committee. The **Board SRC** delegates the responsibility to appoint members of the local and occupational advisory committees to the Superintendent or ~~his~~ **their** designees. A majority of the members of the occupational advisory committee shall be employees and employers in the occupation for which training is being provided by the ~~d~~District. ~~{25}{26}{27}{28}{29}~~

### Child Abuse Prevention Requirements

Employers who participate in ~~d~~District internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with ~~the following procedures required by~~ the Child Protective Services Law **and administrative procedures to this policy, including but not limited to the following:** ~~{30}{31}{32}{33}{34}~~

1. **Identification of adult responsible for child's welfare.**
2. **Clearance certifications, including:**
  - a. **PA Child Abuse History Clearance, which must be less than sixty (60) months old;**
  - b. **PA State Police Criminal History Record Information, which must be less than sixty (60) months old; and**
  - c. **Federal Criminal History Report, which must be less than sixty (60) months old.**
3. **Arrest or conviction reporting requirements.**
4. **Child abuse reporting.**

### *~~Identification of Adult Responsible for Child's Welfare~~*

~~When a District student under the age of eighteen (18) years old participates in an internship, externship, work study, co-op, or similar program with an outside employer, the District and the employer shall, prior to commencing participation, identify an adult(s) who will be the student's supervisor while the child participates in the program. The identified adult(s) will be the person responsible for the child's welfare. {29}{30}~~

~~The identified adult(s) shall be in the immediate vicinity of the child at regular intervals during the program. Immediate vicinity shall mean an area in which an individual is physically present with a child and can see, hear, direct, and assess the activities of the child. {29}{30}~~

### *~~Certifications~~*

~~Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee. [30]~~

- ~~1. PA Child Abuse History Clearance – which must be less than sixty (60) months old.~~
- ~~2. PA State Police Criminal History Record Information – which must be less than sixty (60) months old.~~
- ~~3. Federal Criminal History Report – which must be less than sixty (60) months old.~~
- ~~4. Disclosure Statement – which is a statement swearing or affirming applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse. [31]~~

~~The Superintendent or designee shall review the information and determine if information is disclosed that precludes identification of the adult as the supervisor responsible for the child's welfare.~~

~~Information submitted by an identified adult in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.~~

#### *~~Arrest or Conviction Reporting Requirements~~*

~~An identified adult shall notify the employer, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. [31]~~

~~An identified adult shall also report to the employer, within seventy-two (72) hours of notification, that s/he have been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law. [31]~~

~~Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution. [31]~~

~~The employer shall immediately require an identified adult to submit new certifications when there is a reasonable belief that the identified adult was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence. [31]~~

~~If the employer receives notice of such occurrences from either the adult or a third party, the employer shall immediately report that information to the Superintendent or designee in writing. [31]~~

#### *~~Child Abuse Reporting~~*

~~Identified adults who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with the Child Protective Services Law. [32][33]~~

### **Legal References:**

1. [24 P.S. 1806](#)
2. [24 P.S. 1844](#)
3. [22 PA Code 12.41](#)
4. [22 PA Code 339.2](#)
5. [22 PA Code 4.31](#)
6. [Policy: 103](#) - Nondiscrimination in School and Classroom Practices
7. [24 P.S. 1802](#)
8. [24 P.S. 502](#)
9. [Policy: 103.1](#) - Nondiscrimination - Qualified Students With Disabilities/Protected Handicapped Students
10. [Policy: 113](#) - Special Education
11. [Policy: 138](#) - English **Language Development**as a Second Language/Bilingual Education Program
12. [22 PA Code 339.21](#)
13. [22 PA Code 339.22](#)
14. [Policy: 105](#) - Curriculum
15. [22 PA Code 339.23](#)
16. [Policy: 122](#) - Extracurricular Activities
17. [22 PA Code 11.28](#)
18. [22 PA Code 339.29](#)
19. [22 PA Code 339.4](#)
20. [22 PA Code 339.30](#)
21. [24 P.S. 1106](#)
22. [24 P.S. 1212](#)
23. [22 PA Code 339.41](#)
24. ~~Policy: 109 - Resource Materials~~ [Policy 109](#) - Adoption of Instructional Resources and Materials
25. [Policy: 701](#) - Facilities Planning
26. [24 P.S. 1808](#)
27. [22 PA Code 339.13](#)
28. [22 PA Code 339.14](#)
29. [22 PA Code 4.33](#)
30. [23 Pa. C.S.A. 6303](#)
31. [23 Pa. C.S.A. 6344](#)
32. [23 Pa. C.S.A. 6344.3](#)
33. [23 Pa. C.S.A. 6311](#)
34. [Policy: 806](#) - Child Abuse

~~Pol. 110 - Instructional Supplies~~  
~~[Pol. 216](#) - Student Records~~

**Related Information:**

[24 P.S. 1801](#)

[24 P.S. 1807](#)

**[24 P.S. 1809](#)**

[23 Pa. C.S.A. 6301 et seq](#)

[22 PA Code 339.1 et seq](#)

[22 PA Code 4.34](#)

[22 PA Code 4.35](#)

[20 U.S.C. 2301 et seq](#)