

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 115

Section: 100 Programs

Title: Career and Technical Education

Adopted: October 19, 2017

Revised: January 27, 2022

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.

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 CTE program, the Superintendent, or their designee, shall establish and maintain career and technical instruction in District high schools and participate in a program of career development. [2][4][5][7][8]

The Superintendent, or their designee, shall inform students and parents/guardians via publication and outreach (e.g., school visits, school visits to middle schools, print, online, school fairs, school selection, LeGare), of students' right to participate in 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][9][10][11][12]

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

CTE programs shall be aligned to industry- and state-based standards; prepare students for obtainment of licensure, industry skills certification, and/or Pennsylvania Skills Certificate through successful completion of the NOCTI, as required; and meet minimum time requirements. [5][13][15]

In order to maintain state-approved CTE programming, the Superintendent, or their designee, shall:

1. Approve the content, organization, and assessment standards of all 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][17][18]
3. Operate programs in compliance with applicable laws and regulations governing CTE. [5][13][19][20]
4. Employ and supervise certified District administrative and teaching staff for CTE programs. Such personnel shall be responsible for keeping up with the certifications, technology, industry best practices and skills, and standards of their professional areas. [21][22][23]
5. Provide industry-aligned facilities, equipment, and resource materials. [24][25]
6. Establish appropriate local and occupational advisory committees to advise the Board, administration, and staff concerning the aspects of the CTE program delegated to each committee. The Board delegates the responsibility to appoint members of the local and occupational advisory committees to the Superintendent or their designee. 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 District. [26][27][28][29]

Child Abuse Prevention Requirements

Employers who participate in District internship, externship, work study, co-op, or similar programs shall adopt policies and procedures that ensure compliance with 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.

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/Bilingual Education Program
12. [22 PA Code 339.21](#)
13. [22 PA Code 339.22](#)
14. [Policy 105](#) - Curriculum Development
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](#) - 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

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](#)