

# THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 100 Programs

TITLE: Career and Technical  
Education

ADOPTED: October 19, 2017

REVISED:

## 115. CAREER AND TECHNICAL EDUCATION

### Purpose

The School Reform Commission shall provide a program of career and technical education in order to:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

1. 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.
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, 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

In order to provide students with a career and technical education program, the Superintendent, or his designees, shall establish and maintain career and technical instruction in district high schools and participate in a program of career development.[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Superintendent, or his designees, shall ensure that all students and parents/guardians are informed, via publication and outreach (e.g., school visits, school visits to middle schools, print, online, school fairs), of the student's right to participate in career and technical education programs and courses and that students with disabilities enrolled in such programs are entitled to services under state and federal laws and regulations.[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Career and technical education programs shall consist of a series of planned academic and vocational technical education courses that are integrated into and articulated throughout the curriculum of district schools. [\[4\]\[5\]\[12\]](#)[\[13\]](#)

Career and technical education programs shall be standard-based; prepare students for obtainment of licensure or industry skills certification or Pennsylvania Skills Certificate, as required; provide extended classroom experience; instruct students in safety practices and accident prevention; and meet minimum time requirements. [\[5\]\[12\]\[14\]](#)

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 a program of career and technical education, the Superintendent, or his designees, shall:

1. Approve the content, organization and assessment standards of all technical courses. [\[5\]](#)
2. Approve the placement of students in work-based learning programs and supervise the nature and conduct of their employment. [\[5\]\[16\]\[17\]](#)
3. Operate programs in compliance with applicable laws and regulations governing career and technical education. [\[5\]\[12\]](#)
4. Employ and supervise certified district staff teaching career and technical education courses. Such personnel shall be responsible for keeping up with the technology, practices and standards of their professional areas. [\[19\]\[20\]\[21\]](#)
5. Provide adequate facilities, equipment and resource materials. [\[22\]\[23\]\[24\]](#)
6. Establish appropriate local and occupational advisory committees to advise the SRC, administration and staff concerning the aspects of the career and technical education program delegated to each committee. The SRC delegates the responsibility to appoint members of the local and occupational advisory committees to the Superintendent or his 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 district. [\[25\]\[26\]\[27\]\[28\]](#)

### **Mandatory Regulatory Procedure - 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 following procedures required by the Child Protective Services Law.

#### *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 has 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. 24 P.S. 1802
7. 24 P.S. 502
8. Pol. 103 - Nondiscrimination in School and Classroom Practices
9. Pol. 103.1 - Nondiscrimination - Qualified Students With Disabilities/Protected Handicapped Students
10. Pol. 113 - Special Education
11. Pol. 138 - English as a Second Language/Bilingual Program
12. 22 PA Code 339.22
13. Pol. 105 - Curriculum
14. 22 PA Code 339.23
15. Pol. 216 - Student Records
16. 22 PA Code 11.28

17. 22 PA Code 339.29
18. 24 P.S. 1809
19. 24 P.S. 1106
20. 24 P.S. 1212
21. 22 PA Code 339.41
22. Pol. 109 - Resource Materials
23. Pol. 110 - Instructional Supplies
24. Pol. 701 - Facilities Planning
25. 24 P.S. 1808
26. 22 PA Code 339.13
27. 22 PA Code 339.14
28. 22 PA Code 4.33
29. 23 Pa. C.S.A. 6303
30. 23 Pa. C.S.A. 6344
31. 23 Pa. C.S.A. 6344.3
32. 23 Pa. C.S.A. 6311
33. Pol. 806 - Child Abuse
34. 22 PA Code 339.21
35. 22 PA Code 339.4
36. 22 PA Code 339.30
37. Pol. 122 - Extracurricular Activities

**Related Information:**

- 24 P.S.
- 1801 24 P.S.
- 1807
- 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