



Book	Policy Manual
Section	100 Programs
Title	Career and Technical Education
Code	115
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### **Authority**

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

1. Prepare students for employment as skilled workers or technicians in recognized, new and emerging occupations.
2. Prepare students for enrollment in postsecondary education programs.
3. Assist students in choosing career pathways.

The Board shall ensure that all students and parents/guardians are informed of the student's rights 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. [\[3\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

All students participating in career and technical programs sponsored or supervised by the Board shall be considered enrolled in **D**istrict schools and shall be subject to Board policies and **D**istrict administrative regulations and rules.

The Board shall support a program of career and technical education which may include:

1. District students attending Northern Tier Career Center for participation in a cooperative program of career development. [\[10\]](#)[\[2\]](#)[\[3\]](#)[\[5\]](#)
2. Career and technical courses of study interwoven and articulated throughout the curriculum of **D**istrict schools. [\[1\]](#)[\[3\]](#)[\[5\]](#)
3. Enrollment of students in a program of career and technical education outside this **D**istrict, provided that such program is not offered in this **D**istrict and enrollment has been approved by the parent/guardian of the student. [\[11\]](#)
4. A work-study program for the employment of qualified students in public agencies and institutions. [\[12\]](#)
5. A cooperative education program to offer students experience in private employment. [\[12\]](#)[\[13\]](#)[\[14\]](#)[\[3\]](#)
6. Establishment and maintenance of a school for career and technical education. [\[1\]](#)

Students and parents/guardians shall be informed that admission to career and technical education programs is accessible to enrolled **D**istrict students, in accordance with established criteria for attendance.[\[15\]](#)[\[16\]](#)[\[3\]](#)[\[4\]](#)

If the Board offers a program of career and technical education within the **D**istrict's curriculum or operates its own school for career and technical education, the Board shall:

1. Approve the content, organization and assessment standards of all technical courses.[\[3\]](#)
2. Approve the placement of students in cooperative education and career preparatory programs and supervise the nature and conduct of their employment.[\[14\]](#)[\[3\]](#)
3. Operate programs in compliance with the laws and regulations governing career and technical education.[\[15\]](#)[\[17\]](#)[\[3\]](#)
4. Approve the transfer of students to out-of-**D**istrict career and technical education programs.[\[11\]](#)[\[18\]](#)
5. Employ and supervise certified **D**istrict staff teaching career and technical education courses.[\[19\]](#)[\[20\]](#)[\[21\]](#)
6. Provide adequate facilities and equipment for maintenance of the **D**istrict's career and technical education program.
7. Establish appropriate advisory committees to advise the Board, administration and staff concerning the aspects of the career and technical education program delegated to each committee.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing and monitoring the **D**istrict's program of career and technical education to ensure that:

1. All **D**istrict programs are operated in conformance with the laws and regulations governing career and technical education programs.[\[15\]](#)[\[14\]](#)[\[3\]](#)
2. Approved planned instruction is being implemented.
3. Students participating in cooperative education programs are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and interests.
4. Development of **D**istrict career and technical education programs is integrated with a continuing assessment of the local, national and international employment demands; as well as the needs and interests of students.

The Superintendent shall seek and utilize all available state and federal sources of revenue for the financial support of career and technical education programs.

### **Guidelines**

#### **Child Abuse Prevention Requirements**

Employers who participate in **D**istrict 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 **D**istrict 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 **D**istrict 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.[\[27\]](#)[\[28\]](#)

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.[\[27\]](#)[\[28\]](#)

#### *Certifications -*

Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee:[\[28\]](#)

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.[\[29\]](#)

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.[\[29\]](#)

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.[\[29\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution.[\[29\]](#)

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.[\[29\]](#)

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.[\[29\]](#)

#### *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.[\[30\]](#)[\[31\]](#)

#### Legal

[1. 24 P.S. 1806](#)

[2. 24 P.S. 1807](#)

[3. 22 PA Code 4.31](#)

[4. 22 PA Code 12.41](#)

[5. 22 PA Code 339.2](#)

6. Pol. 103

7. Pol. 103.1

8. Pol. 113

9. Pol. 138

[10. 24 P.S. 1841](#)

[11. 24 P.S. 1809](#)

[12. 22 PA Code 11.28](#)

[13. 24 P.S. 1801](#)

[14. 22 PA Code 339.29](#)

[15. 24 P.S. 1850.1](#)

[16. 22 PA Code 339.21](#)

[17. 22 PA Code 339.22](#)

[18. 24 P.S. 1847](#)

[19. 24 P.S. 1106](#)

[20. 24 P.S. 1212](#)

[21. 22 PA Code 339.41](#)

[22. 24 P.S. 1808](#)

[23. 24 P.S. 1842](#)

[24. 22 PA Code 4.33](#)

[25. 22 PA Code 339.13](#)

[26. 22 PA Code 339.14](#)

[27. 23 Pa. C.S.A. 6303](#)

[28. 23 Pa. C.S.A. 6344](#)

[29. 23 Pa. C.S.A. 6344.3](#)

[30. 23 Pa. C.S.A. 6311](#)

31. Pol. 806

[22 PA Code 4.34](#)

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

[115-AR-0 NTCC Admissions Procedures 08 MAY 2025.docx.pdf \(152 KB\)](#)

[115-ATT-0 Articles of Agreement 112005 NTCC.docx.pdf \(4,018 KB\)](#)

[115-ATT-01 NTCC Training Agreement Work Based Learning 08 MAY 2025.docx.pdf \(178 KB\)](#)

[115-ATT-2 Training Plan Work Based Learning 08 MAY 2025.doc.pdf \(121 KB\)](#)