

Book	Policy Manual
Section	100 Programs
Title	Career and Technical Education
Code	115
Status	Draft

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 regularly enrolled in district schools and shall be subject to Board policies and district administrative regulations.

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

1. District students attending Parkway West Career and Technology Center or other district approved career and technology centers for participation in a cooperative program of career development. [\[2\]](#)[\[3\]](#)[\[5\]](#)[\[10\]](#)

Students and parents/guardians shall be informed that admission to career and technical education programs is accessible to regularly enrolled district students, in accordance with established criteria for attendance. [\[1\]](#)[\[3\]](#)[\[11\]](#)

Guidelines

Child Abuse Prevention Requirements

Employers who participate in district internship, externship, work study, co-op, dual enrollment 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, dual enrollment, 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. [\[12\]](#)[\[13\]](#)

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. [\[12\]](#)[\[13\]](#)

Certifications -

Prior to commencement of the program, the identified adult shall submit the following information to the Superintendent or designee: [\[13\]](#)

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. [\[14\]](#)

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. [\[14\]](#)

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. [\[14\]](#)

Failure to accurately report such occurrences may subject the identified adult to disciplinary action up to and including termination of employment and criminal prosecution. [\[14\]](#)

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. [\[14\]](#)

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. [\[14\]](#)

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. [\[15\]](#)[\[16\]](#)

Legal

[1. 22 PA Code 12.41](#)

[2. 22 PA Code 339.2](#)

[3. 22 PA Code 4.31](#)

[4. 24 P.S. 1806](#)

[5. 24 P.S. 1807](#)

6. Pol. 103

7. Pol. 103.1

8. Pol. 113

9. Pol. 138

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

[11. 24 P.S. 1850.1](#)

[12. 23 Pa. C.S.A. 6303](#)

[13. 23 Pa. C.S.A. 6344](#)

[14. 23 Pa. C.S.A. 6344.3](#)

[15. 23 Pa. C.S.A. 6311](#)

16. Pol. 806

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

[Arrest or Conviction Form.pdf \(124 KB\)](#)