

## CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

### CAREER TECHNICAL EDUCATION

4.10.2

- I. The career technical instructional program should be designed to prepare the individual for entry-level employment in his or her chosen occupation or related occupation.
- II. Career Technical courses will be offered to students in grades 7 through 12 at the high school level.
- III. Courses will be open to all students regardless of race, sex, national origin, limited English speaking ability, handicapping condition, and economic condition.
- IV. Length of class periods and class size shall meet the state standards.
- V. Administrators will provide in their schedules time for clubs to meet during the regular school day.
- VI. Special education students are accepted into the career technical program. Individualized Education Plans (IEPs) are prepared to address the educational accommodations to be provided for these students. Part B of the IEP will be kept by the career technical teacher.
- VII. A career technical staff member will serve as a member of the IEP committee.
- VIII. The career technical director, or his/her designee, will be required to visit and evaluate each program during the school year. However, an on-going and continual evaluation shall be maintained.
- IX. Safety precautions shall be adhered to in all classes. Proper safety equipment and rules and regulations for the use of equipment shall be a requirement of all teachers, where equipment is used for instructional purposes.
- X. All career technical teachers will maintain necessary records required by state career technical standards.
- XI. Other state career technical standards, rules and regulations not mentioned above must be adhered to by all career technical teachers.
- XII. The Daleville City Board of Education will provide a minimum maintenance fund of \$300.00 per teacher plus \$3.00 per student for each career technical teacher unit based on preceding year's enrollment. These funds shall be in addition to the amounts otherwise allocated by the state legislature.

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- XIII. The teacher and principal will cooperatively develop an annual budget for each teacher and program.
- XIV. Written request by the teacher and approved by the principal will be required before the superintendent will approve the request for maintenance, repair, updating and replacement of equipment to assure an adequate teaching and learning environment.
- XV. A career technical education advisory council, composed of at least one member from government, business, industry, labor, and education, will be functional. This council will have members of both sexes and an appropriate representation of the racial and ethnic minorities from the region or area served. Meetings, other than regular meetings, will be called as the need arises.
- XVI. The advisory council, career technical teachers, administration, local Board and representatives from the public will have input on all annual career technical applications pertaining to the career technical program in the Daleville City School System.
- XVII. All career technical teachers will maintain and keep up-to-date inventory of all equipment in their department.
- XVIII. A list will be prepared by each career technical program department on equipment and supplies needed for the program. This list will be prepared on a priority need with estimated cost of each unit item.

**STATUTORY AUTHORITY:**

**CODE OF ALABAMA**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: July 8, 1985**  
**REVISION DATE(S): October 18, 2006**  
**FORMERLY: IDH**