



Propel Schools Career Technical Education Policy

Policy Statement

Propel Schools is committed to ensuring that all high school graduates are prepared for post-secondary success. In this preparation, Propel Schools offers scholars opportunities to attend recognized Pennsylvania State recognized Career and Technical Education (CTE) programs that eliminate barriers to scholar success.

Career and technical education (CTE) in Pennsylvania offer scholars the opportunity to develop critical skills through a combination of classes and hands-on learning experiences, which allow them to apply learned academics to real-world situations. Scholars enrolled in a CTE program will receive both high school and CTE program certificate credit hours. These courses will be aligned to scholar's graduation requirements offered by Propel Schools.

CTE Earned Credit Guidelines

Scholars enrolled in a Pennsylvania Department of Education approved CTE program must receive a minimum number of instructional hours over the course of the program (360 hours for one and 720 credit hours for two year programs). CTE credit hour courses transfer into credits toward Propel Schools Graduation Requirements. Propel's Academic Team and Superintendent will determine how CTE courses are recorded on a Propel transcript and count towards Propel Graduation Requirements. Scholars may not earn this credit in any Keystone Exam courses. Scholars may not be eligible to take a course that would supplant a course offered by Propel Schools.

The final grade and the earned or failed credit from the CTE course will be recorded on the scholar's Propel Schools transcript with the CTE course name. Propel Schools will honor the CTE earned credit policy and award Propel credit if the scholar earned CTE credit.

Scholar Application Requirements

- Must have and maintain a 2.0 GPA with Propel Schools
- Must be on track to graduate
- Must be in 11th or 12th grade
- Must receive a recommendation submission from principal
- Must complete CTE application process from a Pennsylvania approved CTE program

Propel Schools and CTE Commitments

- Propel Schools will pay tuition and fees on behalf of scholars enrolled in the CTE program.
- Propel Schools will cover the cost of transportation one way to the CTE institution. The resident district will transport scholars to the CTE program if it is in the morning or home from the CTE program if it is in the afternoon.
- CTE institution will provide a qualified, documented faculty member to teach the program courses.
- Scholars must attend all CTE classes in accordance with Propel's Attendance Policy.
- CTE institution will ensure that their faculty teaching coursework will have required clearances including Pennsylvania State Police Criminal Background Check (SP-164), Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report), and Pennsylvania Child Abuse History Clearance (CY-113).

CTE Program Courses

A yearly list will be published in May.

CTE Course Failure

If a scholar fails a CTE course, the scholar will lose the opportunity to participate in the CTE Program and must immediately return to Propel Schools full time. The scholar then will need to complete a Propel designated course in order to recover the failed credit(s).

| Approved By | Date |
|--------------------|-------------|
| Dr. Tina Chekan | 8/21/23 |
| Board of Trustees | 8/21/23 |